



Camperdown Academy's Acceptable Use Policy for Student Access to Electronic Resources

Camperdown Academy believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Technology offers a multitude of global resources including assistive technology tools. Our goal in providing these services is to enhance the educational development of our students. Take a moment to read the Acceptable Use Policy with your child. Make sure your child understands his/her responsibilities to retain this privileged access to school technology. Parents and students are required to sign and return the agreements. Edits, additions, and deletions to this document may be made at any time throughout the year and parents/students will be notified if changes occur.

Purpose

This policy provides the procedures, rules, guidelines, and codes of conduct for the use of technology and information networks at Camperdown Academy (CA). Technology usage is a privilege, not a right. We expect electronic resources to be used for teacher approved educational purposes only. You must also get permission from your parent(s). This Acceptable Use Policy (AUP) applies to school-owned devices and networks at all times, and student-owned devices while on campus or while attending a CA event.

Google Apps for Education

Students will be assigned a Chromebook and Google Apps for Education account to support learning and to allow for easy sharing of documents, file storage, and connectivity within the school and classrooms. Their account is to be used only for school assignments and communication with others regarding school related topics. Google Apps can be accessed with other devices or computers with an Internet connection. Chromebooks are being monitored using a filtering service, GoGuardian. This account will be closed when they graduate or transition to another school.

Accessing the Internet at Home

The Chromebook is a web-based device. While some documents created at school may be edited offline at home, Internet access is important for full functionality.

Care and Maintenance

Students are responsible for the general care of the Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are some expectations when handling the Chromebook:

- Chromebook must remain in protective case at all times
- Close the screen before transporting your Chromebook, do not hold by the screen
- Never put anything, except your hands, on the keyboard
- Never have food, drinks, or gum near your Chromebook
- Do not alter your Chromebook – no stickers, no drawings/writings, and no punctures
- Do not press on the screen of your Chromebook or lean on the top of the Chromebook when it is closed
- Do not lay anything on top of Chromebook
- Do not loan your device to friends or family members
- Do not disassemble or attempt to repair the device
- Do not leave the Chromebook in an unsecure location or near water or food
- Do not take your Chromebook in the restroom or in an eating space
- Always leave your Chromebook in a safe location (away from small siblings, not on the floor, etc.)
- If something is wrong with your Chromebook, let your teacher know immediately
- Do not place Chromebook in your backpack

Students are to understand that this Chromebook does not belong to them, but is being loaned out to them by Camperdown Academy.

Rules and Guidelines

Please read the following rules of network etiquette and consequences for unacceptable use.

- Students will demonstrate manners showing consideration and respect for others at all times.
- Students will not plagiarize or use copyrighted materials without permission of the author.
- Passwords are confidential and are not to be shared.
- Students will not download files or modify the computer's desktop or settings.
- Students will not send or forward chain letters or engage in "spamming".
- Students will not disseminate threatening or harassing messages. Cyber-bullying is prohibited.
- Electronic resources are never an excuse for incomplete or late work. If an electronic device or access fails, you should have a reliable backup plan which might include traditional pencil and paper.
- Students will handle equipment responsibly and with care.
- Students are to be responsible for their use of the Internet, accessing only appropriate sites and information they have been specifically instructed to open.
- Students must promptly tell a Camperdown staff member about any message received that is inappropriate or makes them feel uncomfortable.
- Students will only use the e-mail account and other electronic resources for school-related educational activities as assigned by their teachers.

- Students will not attempt to use computers to buy or sell any products, for illegal activity, or for political purposes.
- Students will not make any malicious attempt to harm or destroy data of another user including the uploading, downloading, or creating of computer viruses.
- Students shall not use technology to participate in any online group chats, including file sharing for conversational purposes. It is the responsibility of the student to notify a staff member of an unwanted request to join a group chat.
- Students will not use school technology to communicate with parents during the school day.

AGREEMENT

The student agrees to:

- Take good care of the Chromebook at all times
- Bring the Chromebook to school each day, fully charged
- Keep Chromebook in protective case at all times
- Keep Chromebook charging equipment in bag at all times when not charging
- Use the Chromebook for educational purpose only
- Report any damage or loss, whatever the cause, to your teacher as soon as possible
- Take responsibility for any damage or loss caused by neglect or abuse
- Return the Chromebook and charger to Camperdown Academy at the end of each school year. Students who withdraw for any reason must return the Chromebook on or before the date of withdrawal

Parents agree to:

- Ensure your student understands appropriate care of the Chromebook
- Ensure that any damage or loss is reported to the school immediately
- Report vandalism or theft to the appropriate police department
- Pay for all replacements and damages at the following rates:
 - Chromebooks: \$300.00
 - Chargers: \$27.00
 - Cases: \$30.00

Consequences for Unacceptable Use of Electronic Resources

Violations of this policy may have disciplinary repercussions including:

- Recess Chores
- Suspension of network, technology, or computer privileges
- Parent Conference
- Short-term in-house suspension from class
- Out-of-school suspension
- Legal action and/or prosecution

If students are suspended from the network, they are still responsible for completing class and homework assignments.