



Atlantis Charter School Acceptable Use Policy School Issued Devices to Students

Please read and review the following Acceptable Use Policy (AUP). When signed, **it becomes a legally binding contract. All students and parents must sign the AUP in order to be assigned a Chromebook to be used for educational purposes.**

Introduction

The Atlantis Charter School (ACS) believes in the educational value of students having access to technology. Our goal in providing technology resources is to support instruction and promote student learning.

It is important for students and parents to note that all Chromebooks, associated power cords, and accessories that are distributed to students are the exclusive property owned by Atlantis Charter School. Chromebooks and associated accessories are not, at any point, to be considered student property.

User Responsibility

Students are responsible for the care of the loaned device, and all accompanying accessories, they have been issued by the school. The use of school technology is a privilege and should be treated as such. All students are expected to follow the Acceptable and Unacceptable Use policies identified below. Loss or damage to a device or its accompanying accessories, as a result of failing to abide by all the policies listed below, will result in the student, and his or her family, being financially responsible for the full repair or replacement cost of the device or accessories. This includes loss or damage to a device that has occurred while left unattended, unlocked, or while someone else is using your device. Students are not to allow other students to use or borrow their school issued device at any time.

Acceptable Use Policies

- I am expected to bring the device that has been assigned to me to class fully charged each day.
- I will carry my device carefully at all times throughout the school day.
- I will keep my device with me or in a secure location at all times.
- I will keep the device in its protective case at all times.
- I will take care to remove all objects before closing the device lid.
- I will keep my device away from all food or drinks.
- I will use my device for school related assignments or activities only and during appropriate times in approved locations.
- I will only participate in and encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- I will cite sources when using online sites and resources for research.



- I will back up important data accordingly so that it is not stored on just my device.
- I will keep all personal passwords confidential.
- I will always engage school technologies in a manner that is safe and respectful for myself and others.
- I will alert a teacher, staff member or administrator immediately if I see inappropriate, threatening, or harmful content. This may include images, messages, posts, etc.
- I will report any problems with my device to the Atlantis Charter School's technology department via e-mail immediately at techsupport@atlantiscs.org or bring the device to the technology office to be evaluated. If this is not possible, due to device damage, I will alert an administrator of damage before the end of the school day.
- I will report my device stolen or missing to the IT department as soon as I am aware of the device missing or stolen.

Unacceptable Use Policies

- I will not allow others to use my school issued device or accessories at any time.
- I will not alter or remove any identification labels on school issued devices.
- I will not add stickers, decals, or any other personalized decorations to my school issued device or accessories.
- I will not expose my Chromebook to extreme cold or hot temperatures (do not leave near a heater or in a car overnight for example).
- I will not load, download, or alter any software or hardware on any school issued device.
- I will not use any school technology illegally in ways that violate federal, state, or local laws and statutes or to pursue information on such activities using any school technology.
- I will not attempt to bypass the school's filtering mechanisms.
- I will not damage, or do anything that may damage school technology devices, school networks, or school data.
- I will not attempt to buy, sell, or advertise anything using a school device.
- I will not violate copyright laws by posting or distributing unauthorized copyrighted material.
- I will not plagiarize content I find online.
- I will not share my password with others or ask others to share their passwords.
- I will not use school technology to send or receive spam or chain mail.
- I will not engage in any behavior using school technologies that could be construed as inappropriate, disrespectful, bullying, or harassment.
- I will not use inappropriate, obscene, or derogatory language on any school device.
- I will not attempt to access, send, or display any offensive or inappropriate images or content.
- I will not post personally identifying information about myself or others.
- I will not bring any school technology to an outside computer service for repair or replacement.



I understand that information accessed or stored on the network is NOT private. Network administrators or their designee has the right to access information stored in any user directory, hard drive, disk/flash memory, or electronic mail. Network management and monitoring software will be used for access to individual accounts to review educational progress and for security purposes. Students should always remember that the school has the right to access content at any time on any school device or technologies.

Chromebook Audits

The IT department, in conjunction with Administration, will perform Chromebook audits at various times throughout the school year. Students will know in advance when audits will take place. Students must present their own school-provided device, protective case, and charger at the time of audit. Failure to present the device and/or charger that was given to the respective student, or if there is damage to a device or charger, will result in the family being charged the full cost of replacing the device and charger or the full cost of repair.

Transferring/Withdrawing Students

Students that transfer or withdraw from ACS must turn in all school issued devices and accompanying accessories prior to leaving. Failure to turn in a device will result in the student and family being financially charged the full replacement cost of the device or accessories. ACS may also file a report of stolen property with the Fall River Police Department for equipment not returned.

Graduating Seniors

12th grade students are expected to turn in all school issued technology at the designated time prior to graduation. Students are financially responsible to pay for any missing or damaged devices and/or accessories prior to graduation. Failure to do this, or make agreed upon arrangements with the IT department, may result in loss of participation in senior week activities or participation in the graduation ceremony.



**Atlantis Charter School
Acceptable Use Policy**

Please Print

Student Name _____ **Grade/HR**_____

Student:

I have read and received the attached contract and fully understand and agree to all policies stated in the Acceptable Use Policy.

Student Signature

Date

Parent or Guardian:

As the parent or guardian of the minor student signing above, I have received and read the attached contract and fully understand and agree to all policies stated in the Acceptable Use Policy.

Parent/Guardian Signature

Date