



## **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 personal 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 distributed to students are the exclusive property owned by Atlantis Charter School. Chromebooks are not, at any point, to be considered student property.

### **User Responsibility**

Students are responsible for the care of the loaned Chromebook 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 Chromebook, 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 Chromebook. This includes loss or damage to a Chromebook that has occurred while left unattended, unlocked, or while someone else is using your Chromebook. Students are not to allow other students to use or borrow their Chromebook at any time.

### **Acceptable Use Policies**

- I am expected to bring the Chromebook that has been assigned to me to class fully charged each day with my battery charger.
- I will carry my Chromebook carefully at all times throughout the school day.
- If I am given permission to bring my Chromebook home, I will transport the Chromebook with care, store it in an appropriate location at home, and bring it to school daily and fully charged.
- I will secure my Chromebook in a **locked** locker when not in use at school.
- I will return my Chromebook to the appropriate mobile cart at the designated time and securely charge my device.
- I will take care to remove all objects before closing the Chromebook lid.
- I will keep my Chromebook away from all food or drinks.
- I will use my Chromebook 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 Chromebook.
- I will keep all personal passwords confidential and not share with other students.
- 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 Chromebook to Mr. Mike Dauphin via e-mail immediately at [miked@atlantiscs.org](mailto:miked@atlantiscs.org). If this is not possible, due to Chromebook damage, I will alert an administrator of damage before the end of the school day.

### **Unacceptable Use Policies**

- I will not use or allow others to use my school issued Chromebook 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.
- 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 other 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 his/her 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 random 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.



### **Returning Chromebooks**

Students will be expected to turn in their school issued Chromebooks and battery charger at a designated time towards the end of the school year. Failure to turn in a Chromebook will result in the student and family being financially charged the full replacement cost of the device. ACS may also file a report of stolen property with the Fall River Police Department for equipment not returned.

### **Transferring/Withdrawing Students**

Students that transfer or withdraw from ACS must turn in all school issued devices and battery chargers prior to leaving. All school transcripts will be withheld for students who fail to turn in all school issued equipment, or who fail to provide full replacement compensation for the device and equipment, prior to leaving.



## **Atlantis Charter School Acceptable Use Policy**

### **Student:**

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

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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.

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Parent/Guardian Signature

Date