

**Vista PEAK Exploratory Technology Acceptable Use Policy
2018-2019**

Congratulations! Your child is attending an Innovation School with 1:1 technology access. This means your child will have daily interaction with many forms of cutting-edge technological tools including iPads (in Math) and Chromebooks. These valuable learning tools are destined to become commonplace, but for now, very few students in APS are afforded this privilege. With this privilege comes additional responsibility, therefore, terms of technology use are outlined below. **Please note that your signature indicates your approval and agreement with the terms and conditions stated below.**

PRIVACY

Students should have no expectations of privacy for any use of an iPad or Chromebook or district network. The District has the right to inspect these devices randomly and on a regular basis. This includes but is not limited to browser history, email, and media that has been accessed, downloaded or created. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them. Chromebooks will be assigned to an individual student by Chromebook number. The number should remain visible on each Chromebook at all times. Students should never "swap" or "share" their Chromebook with another student. iPads are used in math class only as a tool for the newly adopted math curriculum and are to be kept in the math classroom unless teacher approved.

APPROPRIATE USE OF COMPUTER

The expectation is that your student will travel with the Chromebook throughout the school day, use for teacher directed and approved educational purposes during class time only and properly check-in and plug in at the end of every school day. All students may only log in with their assigned district login information. Use of the Chromebook and iPad for anything other than teacher directed and approved activity is strictly prohibited at all times. Any messaging is only permissible through direct permission from teacher. This includes but is not limited to games and other entertainment activities, instant messaging, chat and use of the devices for anything other than academic pursuits. Pornographic, obscene, or vulgar images, sounds, music, language or materials are prohibited and district discipline policy will be followed. Students will not use the Chromebook for illegal purposes. Students will not use the Chromebook to personally attack, annoy, harass, or bully others. Any such activities will be reported to Student Services and if appropriate, to local, state or federal authorities also.

GENERAL USE AND CARE OF THE CHROMEBOOK

Never walk with the Chromebook lid open. This puts stress on the laptop and the screen; NEVER pick up a Chromebook by its screen. **EVER!** The Chromebook should be protected from water, other liquids, and food. Eating or drinking near laptops is strictly forbidden AT ALL TIMES! The LCD screen is the most sensitive part of the Chromebook. Heavy objects should never be placed on or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc... Students may not deface the Chromebook in any way. Students will be held responsible for any acts of vandalism in which they participate. Chromebook use is a privilege to support global citizenship and 21st century teaching and learning. We expect and trust that you will demonstrate great care and responsibility with your assigned device and in support of others with theirs.

FEES (6th-8th grade students only)

A \$25.00 non-refundable rental fee will be collected yearly to offset the cost of device maintenance and replenishing devices. If your student(s) is on reduced/free lunch or if you have multiple students and have a hardship, please contact the bookkeeper to work out a payment plan. **You will be responsible for the total cost of the Chromebook if it is damaged to the point of disrepair, lost or stolen.** At this point, it is NOT permissible to take the Chromebook home. Devices are to be checked in and plugged in at the end of the day every day by each student.

Student: _____ ID #: _____ Chromebook # _____ Money collected: _____

AGREEMENT

I understand that appropriate and responsible use is expected of all users. I understand the above policies and agree to abide by them. This permission will expire at the end of this school year, and can be revoked any time.

Student Signature

Date

Parent Signature

Date

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General:

- I will use the device **RESPONSIBLY** and **RESPECTFULLY** for **LEARNING** purposes. (Hands on **my own** device).
- I will **NOT** eat or drink near the computer (water bottles on the floor).
- My computer will always be on my desk or stored properly.
- I will take full responsibility for the device assigned to me.
- I will **NEVER** give out my password to anyone!!
- No inappropriate activities tolerated per District policy.
- I will only access sites/programs that have been assigned by my teacher.
- Screen will be at a 45° angle during instruction.

Care Instructions:

- I will never carry the device with the screen open.
- I will never pick up the device from the screen - the screen is extremely sensitive.
- I will not place any heavy items on the device (sports equipment, textbooks, music instruments, etc.).
- I will be held responsible for any acts of vandalism in which I participate in.
- I will not deface the device in any way.

Getting My Machine & Putting My Machine Away

- I will walk, **never run**, while holding the device(s).
- I will wait my turn patiently at the cart to pick up and put away my device. (following the teacher's instructions)
- I will **gently** unplug my device (from the source) when picking it up, and remember to plug it back in correctly when returning it.
- I will **log off** and **shut down** my device properly. I will check to make sure my machine is off (black screen) before closing it and putting it away.
- I will return my machine to the correct slot in the correct cart.

Help Desk: If you have a problem...

- I will **QUIETLY** and **RESPECTFULLY** ask the people at my table group for help first.
- If my device is frozen or not responding I will refresh my browser, or shut down and restart my machine to see if that fixes the problem.
- If I have **tried ALL of the above strategies** and I'm still struggling, then I will ask the teacher or another adult in the classroom.

Fees:

- \$25.00 non-refundable rental fee for maintenance (see bookkeeper if payments are needed)
- I will be held responsible for lost, stolen, or broken devices.

I understand and agree to the above expectations and those provided in the parent letter. I understand that if I break any of the expectations above and/or use my device for purposes that are not related to our class work and learning goals I will lose device privileges in class for the day, the week, or in extreme cases, for the remainder of the quarter or school year. Using a device is a privilege and I will treat this privilege with respect, in a safe manner, and act responsibly.

Student Signature

Date

Parent/Guardian Signature

Date