



## Chromebook Student User Agreement & Parent Permission Form

### Rules and Appropriate Usage

San Antonio Academy of Texas encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks issued to students are the property of San Antonio Academy. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. **Before a Chromebook is issued for use at home, students and parents or guardians will sign an Acceptable Use Policy and Student User Agreement and Parent Permission Form.**

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

#### USE OF EQUIPMENT (Hardware and Software)

- Student must have an Acceptable Use Policy and Chromebook permission slip signed by a parent/guardian on file with San Antonio Academy in order to use the Chromebook at home and to use the Internet.
- The school Chromebook is to be used for educational purposes only.
- The use of the Chromebook must not violate the existing Acceptable Use Policy that is currently in the Parent/Student Handbook.
- Student may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.

#### THE NETWORK

- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring the Internet use.
- Engaging in online activities that are inappropriate will result in automatic termination of the student's network/Internet privileges in accordance with the Parent/Student handbook.
- Sending messages via school technology with the intent to intimidate, frighten, threaten, or bully another person is considered harassment and will have significant consequences per the Parent/Student Handbook.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.

## PRIVACY

- It is a violation to share your Chromebook or your password with anyone else, or to access any account belonging to other students, faculty, or staff.

## MANAGEMENT

- Since the Chromebooks belong to SAA, SAA will be monitoring all devices. SAA also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of SAA technology devices will result in loss of network/Internet privileges, and other consequences as per the Parent/Student Handbook.

## RESPONSIBILITIES

By signing the Acceptable Use Policy and this User Agreement and Parent Permission Form, students and parents or guardians agree to:

- **Submit their Chromebook to school authorities upon request.** Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files.
- **Accept monitoring of student usage of the Chromebooks at any time, when requested by school Personnel (teachers or administration).** Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- **Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day.** Just as students are expected to be prepared for class by having all required materials, students will have a charged Chromebook available to them at the start of each day.
- **Protect the Chromebook from damage and theft.** Required precautions include the use of the protective case when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the police immediately. Parents or guardians are financially responsible for any missing Chromebook that is not recovered in good working order by authorities.
- **If the damage is intentional, willful or purposeful, the parents or guardians will pay the full replacement cost of the Chromebook, protective case and/or AC power adaptor.** Replacement cost for a Chromebook for the 2015-2016 school year would be approximately \$350 + \$99 insurance.
- **Leave their Chromebooks at school over the summer for regular maintenance.**

Parents/Guardians are encouraged to obtain their son's username and password in order to monitor the student's computer usage at home. If parents have any difficulties obtaining this password, they should contact the Technology Department for assistance. When the Chromebooks are taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

## STUDENT EXPECTATIONS

As a learner I will:

1. Never leave my Chromebook unattended.
2. Make sure the Chromebook is not subject to careless or intentional damage (e.g., as a result of horseplay)
3. Ensure that, when the Chromebook is being transported, it is as secure as possible. Chromebook **MUST** be carried in its protective case.
4. Ensure that my Chromebook is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).
5. Store my Chromebook in a safe place when not in use (e.g., lunch, PE, etc.). The Chromebook should be in its case and no items will be stacked on top of it.
6. Use my chromebook for the task assigned by my teacher at all times. Chromebooks will **ONLY** be used for educational purposes as directed by San Antonio Academy staff and faculty.
7. **Print only after teacher gives permission.**
8. Not decorate the Chromebook and not allow it to be subject to graffiti/defacing.
9. **Not install or download software not approved by administration or teachers.**

### CONSEQUENCES FOR VIOLATION OF CHROMEBOOK RULES:

By agreeing to the User Agreement, you commit to the student expectations and understand the consequences for violation.

### Consequences for Breaches of the Acceptable Use Agreements

In the event a student breaches any part of the Acceptable Use Policy and/or Chromebook Student User Agreement, consequences will be imposed by the school, consistent with the policies in the Parent/Student Handbook. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology in accordance with the Parent/Student Handbook.

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As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use -setting and conveying the school's standards, procedures and rules when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with SAA Chromebook Student User Agreement and with the Acceptable Use Policy contained in San Antonio Academy's Parent/Student Handbook.