



### **Acceptable and Responsible Use**

By using the Montgomery School-owned device, you agree to abide by the Acceptable Use Policy (AUP), as well as all other applicable policies and guidelines. This device is no different from any other resource provided to you as a student. We expect you to use it in responsible ways, for purposes that support your learning. Any other irresponsible or inappropriate use may result in the application by the School of any and all consequences as noted in the Family Handbook.

### **Use of Personal Devices**

Personal, internet-accessible, devices (phones, tablets, laptops, gaming devices, etc) brought to School are the sole responsibility of the student. The School will not be responsible for loss or damage. Personal devices may only be used at School at the direction of a faculty member. The Montgomery School provides each student with access to the devices they will need to complete any school-related tasks. The Montgomery School does not support a Bring Your Own Devices environment. Any use of a student's personal device for school-related tasks must be approved by the Director of Technology. When granted permission to use a personal device, the Internet must be accessed through Montgomery's wi-fi network. All conditions found in this Acceptable and Responsible Use policy also apply to the use of personal devices. Student cell phones should never be out and in use while on campus unless given specific permission by a faculty member.

### **Care of the Device**

Each student is assigned a Chromebook and charger. These devices remain the property of Montgomery School and must be cared for responsibly. Lower School students' Chromebooks and chargers remain in the classroom. Middle School students can carry their Chromebooks and chargers to each class and also bring them home. For added protection, each Middle School student's Chromebook is protected by a shock proof cover. This cover should not be removed for any reason. Both Chromebook and charger are labeled with the student's name.

### **General Precautions**

- Only use a clean, soft cloth to clean the Chromebook's screen; no cleansers of any type should be used.
- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not write or draw on the Chromebook or case.
- Do not apply any stickers or labels that are not the property of Montgomery School. Handle the Chromebook carefully. Screens can crack not only when dropped, but also when subjected to pressure from stepping or leaning on them. Do not remove the protective cover for any reason.
- When packing your backpack and/or binder, ensure that your Chromebook is safely stored.
- Do not leave your Chromebook in any place where it can fall, get wet, and be stepped on.
- Don't leave your Chromebook in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time. Make sure your Chromebook is secure when it is out of your sight.
- Your Chromebook will be labeled with your name and an asset tag. Use these tags as a way to identify your Chromebook. Do not tamper with or remove these tags.

Students are responsible for reporting any technical issues, damage, or the loss of the Chromebook to their teacher/advisor or to the Director of Technology. Technical issues or physical damage caused by misuse will require the replacement of the Chromebook or accessory. **The Parent/ Guardian will be responsible for reimbursing Montgomery School for the full replacement cost of an identical or comparable Chromebook or accessory that is physically damaged or lost.**

### **Using the Device Outside Montgomery School**

While using the device outside Montgomery School (by Middle School students only), you are bound by the same policies, procedures, and guidelines you would be at school.

### **Parent/Guardian Responsibility for Supervision**

While Montgomery School's filter for the Internet network is active off school grounds, monitoring a student's Internet activity outside of school is the responsibility of the parent/guardian. For any device assigned to a student, the parent/guardian agrees to be solely responsible for supervising the use of the device, including Internet access when not at school, and it is their prerogative to limit such use.

### **Software and Other Content School-Provided Software**

From time to time and without notice, the School may update, add or remove installed software.

### **Returning the Chromebook**

All Middle School students must return the Chromebook and all school supplied accessories by the final day of school in good working order. **The Parent/Guardian will be responsible for reimbursing Montgomery School for the full replacement cost of an identical or comparable chromebook or accessory that has not been returned in good working order or has been lost.**

### **Waiver of Device-Related Claims**

By signing the "Parent and Student Responsibilities Form below, you acknowledge that you have read, understand, and agree to follow all items outlined in this Agreement and agree to be bound by the Agreement. You also agree and represent that the Chromebook and accessories were delivered in good working order and that they will also be returned to Montgomery School in good working order.

### **Student Responsibilities**

1. I will use technology carefully.
2. I will ask for help if I don't know what to do.
3. I will not damage, change, or tinker with any hardware (including accessories and cases), software, settings, or the network.
4. I will never use any form of electronic communication to tease, frighten, or bully anyone.
5. I will use technology and the Internet for schoolwork only. I will only use the programs and websites that my teacher has approved.
6. I will not share my passwords.
7. I will not post pictures/videos taken during school, at school-sponsored activities or events, and on school-provided transportation unless given permission by a teacher.
8. I will not view, send or display inappropriate messages or pictures.
9. I will tell an adult if I read or see something that is inappropriate.
10. I will respect copyright laws and to properly cite sources.
11. I will not use any form of electronic communication during school hours without appropriate permission from school staff.
12. I will not attempt to access the Internet via any connection that bypasses Montgomery School's firewall and Internet content filters.
13. I will print only when my teacher tells me to.

**I understand that I have no right or expectation of privacy in my electronic communications.**

**I understand that if I do not meet my responsibilities, I might not be able to use technology or may experience other suitable consequences.**

## Device User Agreement for Students and Parents

Parents and students should read through the attached AUP together and each sign this form.

### Parent or Guardian:

As the parent/guardian of \_\_\_\_\_, I have read, understand, and agree with the stipulations outlined in the Family Handbook, this Parent/Guardian Signature Student Signature Device User Agreement for Students and Parents, the AUP, and any other documents included or referenced herein.

### Parent/Guardian Signature

Full Name: \_\_\_\_\_

I agree to the terms and conditions specified herein.

### Student:

I will follow the policies and procedures described in the AUP, and I understand that any use of the device I am given to use is also governed by the School's Family Handbook. I also understand that any disciplinary actions taken as a result of misusing the device will follow the disciplinary procedures as described in the Montgomery School Family Handbook.

### Student Signature

Full Name: \_\_\_\_\_

I agree to the terms and conditions specified herein.