

# ALBANY SCHOOLS ONE TO ONE TECHNOLOGY

## ACCEPTABLE USE AGREEMENT

Albany Middle and High School participates in a one to one technology program for our students.

**Students in grades 11-12** will have the following choices:

1. Students will be able to check out a District-owned chromebook, charger, and case through the Technology Department for the school year. These items are the property of Albany School District and must be used in accordance with district policies and procedures. These items may be taken home for homework and other school use.
2. Students may participate in a Bring Your Own Device program in which students may bring an approved device to school if they so desire for instructional use. These devices must be used in accordance with District policies and procedures. Students who choose to participate in the BYOD program *must* have a device that meets the following requirements:
  - 10.1" screen or larger
  - Dual Core Processor (i3 recommended or AMD equivalent)
  - 4GB of RAM (8+ GB recommended)
  - 802.11g or 802.11n wireless capabilities
  - Up-to-Date Antivirus Software installed
  - Be able to run both Microsoft Office and the Google Apps Suite (Recommended)
  - Protective carry case (recommended)

**Students in Grades 5-10** will be able to check out a District-owned chromebook, charger, and case through the Technology Department for the school year. These items are the property of Albany School District and must be used in accordance with District policies and procedures. These items may be taken home for homework and other school use.

All students will have access to technology through one of the selections above. All devices must be used in accordance with District Policies and Procedures, the Albany School District's Acceptable Use Agreement and any applicable laws. Use of any device, as well as access to the computer network, the Internet and email are a privilege and not a right. Technology is provided for educational purposes only, and are intended to support the learning objectives of Albany School District.

### **Using the Device at School**

- Students are responsible for the care and security of devices checked out to them.
- Each student is assigned a network ID. Students should never "swap" or "share" their device or ID with another student. Devices should be in a student's possession, or **secured** in their locker at all times.
- High school students will be issued a lock for their locker. The lock will need to be returned at the end of the year or a \$6.00 fee will be assessed.
- Students should use extreme caution when transporting their devices and keep it in it's assigned always-on case.
- School Device ID tags must remain on the device at all times.
- Students may never share their password with another student. Passwords should always be kept confidential.
- Students who bring their device home are responsible for bringing their device, fully charged, to school each day.

- Devices will be checked occasionally to determine if students have the appropriate device and that they are not accessing inappropriate content. If inappropriate content is found on the device, disciplinary action will result.
- GoGuardian/Securly device monitoring software is installed on each device. This software is designed to monitor the student's proper use of the chromebook at school. If this software detects violations of our school policy, proper disciplinary actions will be taken.
- Students are responsible for saving or backing up their documents.
- Students are not allowed to download or install any software or other materials on District devices at any time without permission from Albany Technology Coordinator or Administration.
- If students forget their device at home, the student will have the opportunity to use a replacement device from the library if one is available. Repeat violations of this policy will result in disciplinary action.

### **Using District Devices at Home**

- Students must have the written permission of their parent or guardian before they will be allowed to take a school-issued device home.
- Parents/guardians can request the child's login name and password, so that they can supervise the student's use of the device at home.
- Students and parents/guardians understand that the Albany School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material, it is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- To aid in teacher/parental supervision, GoGuardian device monitoring software is installed on each device. This software is designed to monitor the student's proper use of the chromebook both at school and at home. If this software detects violations of our school policy, proper disciplinary actions will be taken.
- If the device is lost, stolen, or damaged by another party, parents/guardians should immediately report the loss or theft to the Albany Police Department, and Albany School District administration.
- If the device is damaged or not working properly, it must be turned in to Albany School District Technology staff for repair or replacement. Students or parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device. Repair costs will be assessed on an individual or as needed basis.
- Students are responsible for recharging the device at home on a daily basis.

### **Using a Device for Internet and Email**

- Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number or school name.
- Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving internet and email access.
- Students should be aware that internet access, email, and other media that are accessed, created or stored on District devices or on the District network are the property of the District. Student's own intellectual works may be transferred to a personal device to ensure personal ownership of the work. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason. District Technology and Administrative staff may examine personally-owned devices and search their content as permitted by state statute.
- Smartphone usage is subject to all acceptable use policies.

## General Use and Care of Devices

- Each device will be given an “always-on case”. The device **must** be kept in it’s case at all times. If a student decides to remove a device from its case, disciplinary action will be taken. When transporting devices, students should be sure the carrying case is fully closed and zipped.
- Students are expected to treat their technological items with care and respect. Any item that is the property of the Albany School District should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing any of the items is not allowed and will result in loss of privileges or fines
- Students are encouraged to help each other in learning to operate their device. However, such help should be provided verbally without touching the other person’s device. Students should operate only their own device at all times.
- Any inappropriate or careless use of a device or item should be reported to a teacher or other staff member immediately.
- Devices should only be used while they are on a flat, stable surface, such as a table. Devices can be fragile and if they are dropped, they may break.
- Students should protect their device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
- Devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their device, or use their device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in their power cord.
- Devices should not be allowed to overheat.
- The District Technology Administrator will troubleshoot student devices as they relate to day-to-day functionality and network connections if requested, but students and families will assume responsibility for the technical support and maintenance of personally owned devices including repair costs. The District Technology Administrator **will not** perform repairs on personally owned devices and is not responsible for any damage that occurs when troubleshooting.

## Consequences of Inappropriate Use

The use of any device is a privilege and not a right. Students are expected to use devices in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Albany School District.

- Cancellation of student use or access
  - Loss of the ability to bring District device home.
  - Loss of ability to bring personal device to school
  - Parent conference
  - Civil or criminal liability under applicable laws
  - Other disciplinary action
  - Loss of computer privileges
  - Repayment for damages
  - Restitution
  - Suspension from school
  - Expulsion from school
- Replacement part charges: Chargers \$25. Chromebook Screens \$30. Laptop Screens \$40. Keyboard keys \$10 Cases \$25