



Department of Information Technology

Student Laptop & Mobile Device Acceptable Use and Responsibility Agreement

Google Apps for Education Acceptable Use

Google Apps for Education is primarily for educational use. Students may use Google Apps for Education for personal use subject to the restrictions below and additional school rules and policies that may apply. Student accounts are limited to communication to and from Prescott Valley School Faculty, Staff and Administration.

Privacy

School staff and administrators have access to student email for monitoring purposes. Students should have no expectation of privacy on the Google Apps for Education system.

Limited use

Students may use Google Apps for Education tools for creating documents and communicating with instructors, but they are not to be used for:

- Communicating with other students
- Unlawful activities.
- Inappropriate sexual or other offensive content.
- Threatening another person.
- Misrepresentation of PVS, staff or students.

Safety

Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.

Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.

Under no conditions should a user provide his or her password to another person.

Access Restriction - Due Process

Access to Google Apps for Education is considered a privilege accorded at the discretion of Prescott Valley School. PVS maintains the right to immediately withdraw access and use of Google Apps for Education when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the administration for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, PVS also reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Due to the rapidly changing technology environment, PVS reserves the right to determine if an action not listed in this document is inappropriate, and the student may be subject to discipline.

Hardware – Laptops, Desktops, Chromebooks and Mobile Devices

PVS owned Chromebooks are managed in order to allow for student use of systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware or software configuration. Modification can be considered either opening the case or changing hardware or software settings. Students agree to diligently maintain the usefulness of the device in their possession at all times.

Students and/or guardians will be held financially responsible for any and all vandalism or damage caused to the device while in the student's care. This includes:

- Damage to case, screen, keyboard, mouse, trackpad or camera, including scratches, defacement, removal, or any other action that affects the physical appearance or functional use of the device
- Removal or tampering of decals, stickers or asset tags
- Theft or removal from assigned classroom or area

Once the teacher assigns a device, it is under the student's care for the remainder of that class, assignment or activity. Under no circumstance should a student lend or borrow a device to or from another student for any reason.

Consequences

Use of school's internet is a privilege. Failure to abide by the terms of this policy will result in the following disciplinary actions:

Willful damage of computer hardware, computer software (including the deletion of programs and/or files) and computer networks will result in the student and/or guardian being responsible for the current repair and replacement cost of the damaged software and/or equipment. Any student violating the terms of this document will receive appropriate disciplinary action, as defined by the terms of the PVS Student Handbook. Students could lose computer/network privileges, and/or receive detention, suspension or expulsion.

The Director of Information Technology or his/her designee may close an account at any time as required. The administration, faculty and staff of PVS may make a request to the Director of Information Technology or his/her designee to deny, revoke or suspend specific user accounts based upon violations of this policy.

Intellectual Property & “Hacking”

Users must acknowledge the use of the intellectual property of others. Users must treat information found electronically in the same way as information found in printed sources. Rules against plagiarism will be enforced. It is the responsibility of each user to comply with the terms and condition for the acquisition and use of software found on the Internet. PVS will not allow the copying or storing of illegally acquired software. In this case, vandalism refers to deliberate attempts to damage the hardware, software, or information residing on any other computer system attached through the Internet. Attempts to violate the integrity of private accounts, files or programs; the deliberate infecting of a computer with a “virus”, attempts at “hacking” computers using any method, or other such actions shall be a violation of this Policy.

If you have read and agree to the terms listed above and wish to be assigned a laptop or mobile device, please complete the information below and sign the agreement.

STUDENT FIRST NAME: (PRINT) _____

STUDENT LAST NAME: (PRINT) _____

I have read the above terms agree to the terms listed on this form.

STUDENT SIGNATURE: _____

DATE: _____

PARENT / GUARDIAN PRINTED NAME: _____

PARENT / GUARDIAN SIGNATURE: _____

DATE: _____

Partially adapted from Carroll School’s Acceptable Use Computer Policy. www.carrollschool.org