



# TECHNOLOGY ACCEPTABLE USE POLICY AND STUDENT INTERNET PERMISSION AGREEMENT

Each student and his or her parent(s)/guardian(s) must sign this Agreement before being granted network/internet access at Central Academy of Arts and Technology. Please read this document carefully before signing.

## *Educational Purpose*

Central Academy of Arts and Technology provides technology use, including Internet access, to students and teachers in order to further the educational purpose of the school. Access is given as a privilege, not a right, and may be limited or denied by Central Academy of Arts and Technology personnel. Central Academy of Arts and Technology administration, faculty, and staff reserve the right to access, review and modify and/or delete any student's files and data records used on the school technology/communication system, which violate the Terms and Conditions below.

"Educational purpose" means classroom activities, research in academic subjects, career or professional development activities, Central Academy of Arts and Technology approved personal research activities, or other purposes as defined by Central Academy of Arts and Technology from time to time.

"Inappropriate use" means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the *Student Internet Permission Agreement*.

*Terms and Conditions you agree to as a Central Academy of Arts and Technology Student*

## **1. I understand that...**

- a. The use of the internet/network is a privilege, not a right, which may be revoked at any time for inappropriate use. The school reserves the right to restrict the use of any digital content that is primarily for a social or entertainment purpose, or that otherwise detracts from the educational environment and is not of educational purpose. These restrictions may be enforced on the school network and/or any electronic device I use while at Central Academy of Arts and Technology.

- b. All school-provided technology, including network access and storage, is for educational use. Any other use may result in loss of user account, access to the internet/network, and/or confiscation of equipment.
- c. Email and storage accounts are Central Academy of Arts and Technology property.
- d. Anything I do on Central Academy of Arts and Technology computers, or on the Central Academy of Arts and Technology network is not private and can be monitored by administration, faculty, and staff.
- e. I assume responsibility for understanding this policy and its guidelines as a condition of using CAAT's network.
- f. Each student must have a completed *Student Internet Permission Agreement* on file, stating whether or not he/she will abide by CAAT's Acceptable Use Policy and rules regarding technology resources. Signatures of students and parents/guardians indicate an agreement to comply with CAAT's standards and honor the agreement they have signed. In that agreement, the student and his/her parent/guardian shall agree not to hold the Central Academy of Arts and Technology or any Central Academy of Arts and Technology staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the Central Academy of Arts and Technology and Central Academy of Arts and Technology personnel for any damages or costs incurred.

## **2. I will...**

- a. Abide by all rules and regulations of the system as changed or added to from time to time by the administration.
- b. Address all concerns regarding the use of technology first to the supervising teacher, and then to the administration.
- c. Abide by the additional rules set out in other technology policies.

## **3. I will not engage in inappropriate use when using CAAT's resources. Examples of inappropriate use include:**

- a. Use or carry on my person, any personal electronic device, including, but not limited to Chromebook, laptop, netbook, iPad, tablet, Kindle, head/earphones, mobile or smartphone, in Central Academy of Arts and Technology between 8:00 am and 3:00 pm.

- b. Use any software or access any internet content in the classroom that has been prohibited by the teacher or school, or for any illegal purpose whatsoever.
- c. Attempt to circumvent or uninstall monitoring software from my Chromebook or any other Central Academy of Arts and Technology computer.
- d. Use Central Academy of Arts and Technology Chromebooks, computers, or other school technical equipment without permission.
- e. Use anyone else's ID and password nor allow anyone else to use my username(s) or password(s). The person in whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person and should be changed on a regular basis.
- f. Attempt to hack into any school computer or server, or any other person's account.
- g. Knowingly attempt to introduce any virus or malware, or any other destructive software, onto any Central Academy of Arts and Technology computers or across networks.
- h. Download or store on my Chromebook or computer any music, games, videos or other media for which I have not obtained a legal license.
- i. Download, install or run any software on my Chromebook or computer for which I have not obtained a legal license.
- j. Plagiarize, or violate copyright laws in regards to unauthorized use, copying, or forwarding of copyrighted materials including text, images, audio, music or video clips.
- k. Vandalize any technology at Central Academy of Arts and Technology.
- l. Interfere with others' use of technology.
- m. Use any computer to commit acts which are illegal.
- n. Use technology resources to harass, insult or attack others.
- o. Use technology resources to create, find, share, or download offensive, obscene language and/or images or pornography or any other visual depictions that are harmful to minors.

#### **4. I assume responsibility for...**

- a. Any damages to school equipment while I am using it. This includes paying for repairs, which are listed in the Acceptable Use Policy for Computers, Electronic Devices, Network, and Other Electronic Information.
- b. Any consequences that arise from my use of technology- including my cell phone/personal technology- while at Central Academy of Arts and Technology.
- c. My actions while on-line. This means that I will be polite to others and use appropriate language.
- d. Being a good digital citizen, respecting the technology made available to me, and setting a good example in my use of technology to better our learning community.

### *Social Media*

The school recognizes that social media can be used for instruction to connect students with the global community; however, the Terms of Service (TOS) of many social media tools eliminate the majority of CAAT's population from using these tools. Should teachers choose to use legally acceptable social media tools, a certified teacher will supervise students. When social media is used, normal school rules of etiquette and conduct spelled out in the student handbook apply, including rules regarding bullying and harassment. The school reserves the right to limit or block student use of such sites at the discretion of the administration. Additionally, we encourage all parent/guardians to be fully aware of their student's use of social media and to monitor what is acceptable for them to make use of while outside of school.

### *Consequences for Violations*

Students who violate the Acceptable Use Policy may lose their account privileges at the discretion of the administration. The administration will determine the length of time for which privileges are lost on an individual basis. Further disciplinary action including, but not limited to, detentions, suspensions, expulsions and police notification will be issued by the administration as deemed necessary.

### *No Warranties*

The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, CAAT's network, the Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. The school will not be responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility

for the accuracy or quality of information obtained through use of CAAT's network or the Internet.

*Indemnification*

The parent or guardian, by signing below, in consideration of Central Academy of Arts and Technology providing his/her student with network and Internet access, agrees to indemnify Central Academy of Arts and Technology for any losses, costs, or damages (including reasonable attorney fees) incurred by Central Academy of Arts and Technology relating to, or arising out of, any breach of these or other Central Academy of Arts and Technology rules by the student in using computers, the network, and the Internet.

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Print Parent/Guardian Name

\_\_\_\_\_ Date