

Mana Academy Charter School Chromebook Student User Agreement

Rules and Appropriate Usage

Mana Academy encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. Chromebooks and other school provided devices and services, 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 Mana 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, 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)

- Students must have an Acceptable Use Policy and Chromebook permission slip signed by a parent/guardian on file with Mana Academy in order to use the Chromebook at home and to use the Internet.
- School Chromebooks are to be used for research, educational and school related business only.
- The use of the Chromebook must not violate the existing Acceptable Use Policy or the Computer/Internet Ethics section that is currently in the 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.
- Students may only use the Chromebooks assigned to them. Students may not share their login and password with other students or allow other students to use their Chromebooks.

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 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 Student Handbook.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
- The Mana Academy network has filtering in place to block inappropriate websites and content. All devices are filtered, including the Chromebooks, when connected to it on campus.
- Chromebooks connected to the internet outside of the Mana Academy network, such as at home or in public places, are not filtered by Mana Academy. In these instances it is the

parent/guardian's responsibility to ensure their student is using the device appropriately.

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 Mana Academy, the school may monitor all devices and their usage. Mana Academy 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 Mana Academy technology devices will result in loss of network/Internet privileges and other consequences as per the 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 school immediately.
- If the damage is intentional, willful or purposeful, the parents or guardians will pay the full replacement cost of the Chromebook and/or AC power adaptor. Estimated Replacement cost for a Chromebook are listed below.
- Leave their Chromebooks at school over the summer for regular maintenance.

Outside of school, parents/guardians are responsible for the supervision of their student's technology use especially when using a Mana Academy provided device. For this reason, parents/guardians are encouraged to obtain their son's username and password in order to monitor the student's computer usage at home.

Occasionally we will allow students to take their Chromebooks home. Students must return the signed form and also provide a case for the Chromebook before we allow them to take it home. 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., horseplay)
3. Ensure that, when the Chromebook is being transported it is as secure as possible. Students who are allowed to take their Chromebook home MUST provide a protective case before it is released to the student.
4. Students are allowed to purchase their own cases that they can personalize with stickers and designs.
5. Ensure that my Chromebook is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).
6. Store my Chromebook in a safe place when not in use (e.g., lunch, culture dance class, etc.). The Chromebook should have no items will be stacked on top of it.
7. Use my Chromebook for the task assigned by my teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by Mana Academy staff and faculty.
8. Not write or 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 signing 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 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 Student Handbook.

FREQUENTLY ASKED QUESTIONS/HINTS & TIPS FOR PARENTS

- **What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?**

If the Chromebook is lost or purposely damaged, the student/parent/guardian will be responsible for the full replacement cost as estimated below. The School regards the Chromebook as all other materials that are checked out to a student (e.g. library materials, sports equipment, etc.). If the Chromebook is stolen a formal police report is required and a copy presented to the school to determine if the costs will be covered by insurance.

- **What are the estimated replacement costs of the Chromebook and accessories?**

Chromebook:	\$200
AC Charger:	\$40

- **What if we don't have Wi-Fi at home?**

A Chromebook's use is maximized with Wi-Fi, but it can be used in an offline mode should Wi-Fi not be available. It will automatically connect to Wi-Fi and upload work upon entering the Mana Academy campus.

Parents' Guide to Safe and Responsible Student Internet Use (for students allowed to take Chromebooks home)

- Mana Academy recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the Chromebook.
- Take extra steps to protect your student. Internet access on the Chromebook is not filtered when they are used outside of the Mana Academy campus network. For this reason, encourage your student to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your student is doing online. Use the Internet with your student to help develop safe surfing habits. Children often model adult behavior.
- Go where your student goes online. Monitor the places that your student visits. Let your student know that you're there, and help teach him how to act as he works and socializes online.
- Review your student's friends list. You may want to limit your student's online "friends" to people your student actually knows and is working with in real life.
- Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your student's information.
- Report unwelcome or malicious online threats. Report immediately to the school any online interactions that can be considered threatening.
- Help your student develop a routine. Many parents have found success by helping create a routine for their student's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
- Read and share with your student the Chromebook Student User Agreement and Parent Permission Form. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your student.

General Tips for Parents for Internet Safety:

- Talk with your student about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your student's computer use. Know his/her passwords, profiles, and blogs. When the Chromebook is taken home by the student, it is strongly recommended that it will always be used in a common family location.

- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.