



SUMMIT LEADERSHIP ACADEMY

12850 MUSCATEL ST. HESPERIA, CA 92345

PHONE: (760) 949-9202 • FAX: (760) 949-9257 • slahd.com

Acceptable Use Policy (AUP)

SUMMIT LEADERSHIP ACADEMY CHROMEBOOK CARE AND RESPONSIBILITY

- We encourage students to care for their Chromebooks properly to avoid unneeded replacement costs.
- Students are responsible for the general care of the Chromebook they have been issued by the school. They are each assigned a particular unit and should be in possession of their own unit.
- Chromebooks that are broken, or fail to work properly, must be taken to the Resource Clerk as soon as possible so that they can be taken care of properly. There is a reporting form that the students can fill out to report any damage or the nature of the Chromebook failure.

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use for educational activities directed by the classroom teachers.
- Google Applications are used for school purposes only.
- Students are reminded that they are responsible for following the Acceptable Use Policy (AUP).
- Inappropriate use of the Chromebooks will result in disciplinary action, including, but not limited to, taking back the device.
- Students should always log in with their Google Apps Account issued by the School.

GENERAL CARE

- Do not have any food or drinks near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Please do not touch the Chromebook screen with a pen, a pencil or any other pointed object.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks should not be exposed to excessive heat or cold (above 100 degrees, below 32 degrees).
- Chromebooks should never be left in cars overnight.
- Do not block air flow when device is on, **placing a Chromebook on a sleeve while in use could overheat the device.** Place on flat surfaces only.
- Chromebooks and carrying cases must remain free of any writing, drawing, or stickers. They have been labeled with the Chromebook number that was assigned to you.
- Damage must be reported immediately to the Resource Clerk.
- **If your Chromebook is lost or stolen file a police report immediately. Students/Guardians are responsible for fees if devices are not returned.**



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CARRYING CHROMEBOOKS

- Keep your Chromebook in the case provided for you when not in use.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- Transport the charger in a separate case from the Chromebook.

SCREEN CARE

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen (stuffed in a book bag with too many books).
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)

CHARGING YOUR CHROMEBOOK

- The Chromebooks hold a charge for at least 8 hours.
- During the day you will just close the top, put it in the case and go to the next class.
- You are responsible for bringing your Chromebook to school fully charged so that you can work without losing power. If you fail to do so and need to charge your battery, you must notify your teacher at the beginning of class. Please note that this may result in a demerit for not being prepared.

KEEPING YOUR CHROMEBOOK CLEAN

- You are responsible for the cleanliness of your Chromebook; use only microfiber cloth. DO NOT use chemicals or cleaners on Chromebooks.

CHROMEBOOK SECURITY – Protecting and Securing your Chromebook

- **Chromebook Identification:**
 - Student Chromebooks are labeled by the school. They can be identified by the school with serial numbers and barcodes.
- **Account Security:**
 - Students are required to use their Summit Leadership Academy Google user ID and password to access their accounts.
 - Students are required to keep their passwords confidential.



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- **Storing your Chromebooks:**
 - Your Chromebook will go home with you each day.
 - Do not place your Chromebook in a School locker. It should travel with you from class to class.
 - Under no circumstances should Chromebooks be left in an unsupervised area.
 - Unsupervised areas include the school grounds, the cafeteria, resource centers, multi-purpose room, unlocked classrooms, office, and hallways.
 - Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

REPAIRING YOUR CHROMEBOOK

The School covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.

The School does *not* cover damage caused by misuse, abuse, accidents or Chromebook viruses. Students/Guardians are responsible for fees related to repair costs.

Rules and Appropriate Usage

Summit Leadership Academy encourages the use of 1:1 devices and the network, including the Internet as a tool for research and education. 1:1 devices and the network, 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 Summit Leadership 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 at home, students and Guardians or guardians will sign an Acceptable Use Policy and Student User Agreement (this 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)

- Student must have an Acceptable Use Policy and Chromebook permission slip signed by a parent/guardian on file with Summit Leadership Academy in order to use the Chromebook at home and to use the Internet.
- The school Chromebook is to be used for educational purposes only.
- The use of the Chromebook must not violate the existing Acceptable Use Policy.
- Students 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.



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MANAGEMENT

- Since the Chromebooks belong to Summit Leadership Academy (SLA), SLA will be monitoring all devices. SLA 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 SLA technology devices will result in loss of network/Internet privileges and other consequences as per the Parent/Student Handbook.

RESPONSIBILITIES

By signing the Acceptable Use Policy and this User Agreement, students and Guardians 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 files.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and Guardians 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 police immediately. Parents/Guardians are financially responsible for any missing Chromebook that is not recovered in good working order by authorities.
- If the damage is intentional, willful or purposeful, the parents or guardians will pay the full replacement cost of the Chromebook, protective case and/or AC power adaptor. Replacement cost for a Chromebook would be approximately \$300.
- Parents/Guardians are encouraged to obtain their student's username and password in order to monitor the student's computer usage at home. If parents/guardians have any difficulties obtaining this password, they should contact the Resource Clerk via email for assistance. 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.



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Student Expectations

As a learner I will:

1. Students will never leave my Chromebook unattended.
2. Students will make sure the Chromebook is not subject to careless or intentional damage or misused in any way (e.g., as a result of horseplay).
3. Students will ensure that, when the Chromebook is being transported, it is as secure as possible. Chromebook **MUST** be carried in its protective case, if provided.
4. Students will ensure that my Chromebook is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).
5. Students will store my Chromebook in a safe place when not in use (e.g., lunch, PE, etc.). The Chromebook should be in its case and no items will be stacked on top of it.
6. Students will use Chromebooks for the task assigned by my teacher at all times. Chromebooks will **ONLY** be used for educational purposes as directed by Summit Leadership Academy staff and faculty.
7. Students will not decorate the Chromebook and not allow it to be subject to graffiti/defacing.
1. Students will use the technology provided for them by Summit Leadership Academy for educational purposes. This means, classwork, homework, research, and various other educational commitments.
2. Students will go where instructed, online, in class and request permission before navigating to a new website.
3. Students will handle technology in the district carefully and will bring any problems with technology (hardware or software) to the attention of teaching staff and/or administration.
4. Students will use the technology to create a supportive online community and report instances of online bullying or harassment to teaching staff and/or administration.
5. Students will remember it is within the rights of the district to suspend their access to technology if it is used inappropriately in any way.
6. Students will protect the privacy of themselves and others by keeping their passwords and other sensitive information secure.
7. Students will protect their identity online.
8. Students will ask if they have questions about proper use of technology.