



Educational Technology Acceptable Use Agreement

USER TERMS AND CONDITIONS

Technology Use Overview

Carnegie Schools believes that Educational Technology offers vast, diverse, and unique resources to students. The focus of Carnegie Schools' Educational Technology Program is to provide tools and resources for the 21st century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The policies, procedures, and information within this document define the responsible use of technology provided by Carnegie Schools to our students, as well as the proper use of personal technology, while on campus and/or in connection with Carnegie Schools. Carnegie Schools reserves the right to update or expand this agreement without prior notification at any time. The privilege of using the technology resources provided by Carnegie Schools is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at Carnegie Schools. Should a violation of the **User Terms and Conditions** named in this agreement occur, privileges may be terminated, access to the school's technology resources may be denied, and/or the appropriate disciplinary action shall be applied.

Failure to Comply With This Agreement

Carnegie Schools reserves the right to enforce compliance with this Educational Technology Acceptable Use Agreement as a condition of attendance on its campuses or participation in its programs. Unless otherwise noted, failure to comply with this agreement is subject to the "Student Conduct and Discipline" section of the Parent-Student Handbook.

Parent/Guardian Responsibilities

Please carefully review this document with any student(s) for whom you are responsible. Carnegie Schools holds parents/guardians responsible for any damaged, lost, or stolen technology entrusted to the student(s) under your care, and any fees related to the use, repair, or replacement thereof. Insurance, offered by Carnegie Schools, may be purchased for each laptop or tablet before it is checked out to a student. Please see the section titled "Wolverine Protection Plan and Repair/Replacement Fee Schedule" at the end of this document for details.

Student Responsibilities

As a student at Carnegie Schools, the use of technology for educational purposes is a requirement for success. The availability of this technology is a privilege not to be taken lightly. Responsible use of the provided technology must be limited to purposes that will strengthen the student's learning experience as well as uphold the Christ-centered mission of Carnegie Schools. The following sections will define the appropriate use of technology provided by Carnegie Schools for student use, as well as the use of personal technology in connection with Carnegie Schools.

- **General Guidelines**

Security: Technological security is a high priority, especially in an environment with many users. This is important for the protection of Carnegie Schools, its students, and its faculty. Students are not to use any technology provided by Carnegie Schools in a manner that would compromise their own security or the security of others. The same principle applies to technology belonging to students, in connection with Carnegie Schools. Examples of behavior that compromise security include but are not limited to: hacking; theft/sharing of passwords; creation/transmission of malicious software or programs (e.g. malware, viruses, ransomware). Students should immediately report to Carnegie Schools' faculty any activity that could result in a breach of security. Any attempt by students to circumvent or disable security measures will be considered a severe breach of this Educational Technology Acceptable Use Agreement and will be subject to disciplinary action indicative of that severity.

Privacy: For the sake of safety and the privacy of others, students will not take still or video images of the school, staff, or other students at any time, without the expressed permission of Carnegie Schools. The State of California requires that Carnegie Schools receive permission to capture images of students for official use. Students who unofficially capture photo or video imagery of other students, staff, or Carnegie Schools facilities, and upload the imagery to the internet, or send the imagery to others will be subject to disciplinary action. The misuse of tablets, laptops, cell phones, cameras, or any device for this purpose may lead to confiscation and examination of the device by Carnegie Schools' administration.

Students will not disseminate passwords, addresses, phone numbers, or other personal information belonging to students or faculty without the expressed permission of Carnegie Schools. Students will not attempt to gain access to other student's or faculty member's devices, accounts, files, or data. Invasions of school, student, or faculty privacy are a serious matter subject to serious disciplinary action.

Copyright/Trademark: Most software is protected by copyright laws. No student will make unauthorized copies of software found on Carnegie Schools' computers. Students will not give, lend, or sell copies of software to others unless given written permission from the copyright owner or the original software is clearly identified as shareware in the public domain. Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a student is unsure about a copyright or trademark situation, he/she should ask a teacher, parent, or administrator.

Plagiarism: Plagiarism is a violation of Carnegie Schools' academic integrity policy. Students must give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text. Use of websites that sell or provide term papers, book reports, and other materials is prohibited. Students found to have engaged in plagiarism will be subject to disciplinary action.

- **Internet Access and Use**

Student use of the internet must be in support of education and research and consistent with the Christ-centered educational objectives of Carnegie Schools. All of Carnegie Schools' internet traffic is directed through monitored web filtering and antivirus protection. Use for commercial activities, product advertisement or political lobbying is prohibited. Transmission of any material in violation of federal or state regulation is prohibited, including, but not limited to, copyrighted material, threatening or obscene material, and material protected by trade secret. Only websites approved by Carnegie Schools may be accessed, and they must only be used for educational purposes. Students may not establish internet accounts of any kind on Carnegie Schools' devices, or using Carnegie Schools' email addresses, unless expressly directed by Carnegie Schools' faculty. Examples of prohibited accounts include, but are not limited to, e-commerce, social media' live chat, email, gaming, and sports. The use of the internet is a privilege, not a right, and inappropriate use will result in limitation or cancellation of those privileges. Use of any information obtained via the internet is at the user's own risk. Carnegie Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- **Network Access and Use**

Carnegie Schools has three separate networks. The Staff Network is only for use by Carnegie Schools' faculty. Students should not attempt to gain access to the Staff Network. The Student Network is only for use on Carnegie Schools' devices. No other network should be used on these devices except during home use (please see the section titled "Home Use of the Laptop or Tablet"). Installation/use of web proxies or

virtual private networks (VPNs) on Carnegie Schools' devices is strictly prohibited. No personal, non-Carnegie Schools, devices should be connected to the Student Network. Personal devices may only be connected to the Guest Network.

No use of Carnegie Schools' networks should serve to disrupt other users. Network accounts are to be used only by the authorized user of the account. Carnegie Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. While every attempt is made to have reliable, redundant networks, Carnegie Schools makes no guarantee that these networks will be available at all times. If network access is interrupted, Carnegie Schools is not responsible for lost or missing data.

- **Email Accounts and Use**

Carnegie Schools will issue each student an email address. Students may not access personal, non-Carnegie Schools email accounts on any Carnegie Schools device. Students should monitor their email daily for communications from their teachers and other Carnegie Schools faculty members. Students should not use their Carnegie Schools email address to register for any websites unless directed by a member of Carnegie Schools' faculty. Email can only be sent between Carnegie Schools email addresses, unless specifically permitted for educational purposes. Keep in mind that email sent to and from student's Carnegie Schools accounts is monitored and not private. Be polite. Do not use abusive language, profanity, or vulgarity. Spamming, hate mail, cyber bullying, harassment, and discrimination are strictly prohibited and will be subject to disciplinary action. Should any student receive an inappropriate email, he/she should immediately notify a teacher or administrator. Messages relating to, or in support of, illegal activities will be reported to the appropriate authorities.

- **Laptop and Tablet Policies and Procedures**

Each student in grades K-6 will be issued a tablet for use in class and at home. Each student in grades 7-12 will be issued a laptop for use in class and at home. These devices are the property of Carnegie Schools and must be returned in fully working condition along with any included accessories (e.g. cases; chargers; cables; styluses) at the end of each school year or upon separation from Carnegie Schools. Carnegie Schools will maintain records of devices checked out to students. Do not alter or remove internal or external identification from any Carnegie Schools technology, including serial numbers and asset tags. Do not attempt to replace any of Carnegie Schools' technology or accessories. Any theft, loss, or malfunction of a Carnegie Schools laptop, tablet, or accessory must be immediately reported to, and handled by, Carnegie Schools' administration.

Receiving a Laptop or Tablet: Students will receive their Carnegie Schools laptop or tablet at the beginning of each school year or upon enrollment, along with all necessary covers/cases, styluses, chargers, and cables. Parents/Guardians and students must sign and return their Educational Technology Acceptable Use Agreement before any device can be issued to the student. The option to insure a laptop or tablet through Carnegie Schools' Wolverine Protection Plan is included on the Educational Technology Acceptable Use Agreement signature page and must be selected and paid for before a device is issued in order to be valid.

Taking Care of the Laptop or Tablet: Students are responsible for the day-to-day care and maintenance of their Carnegie Schools laptop or tablet and accessories. Students should not deface laptops, tablets, or accessories in any way. Examples of defacement include, but are not limited to, writing, drawing, scratching/etching, stickers, or labels. Students should not bend or manipulate cables in any way that could expose the wiring beneath the protective covering. Students should not attempt to open up or remove protective covers or cases from the laptop or tablet. Students should not expose or alter the internal hardware components or the laptop or tablet. Students should not insert any foreign objects into the ports or openings on their laptop or tablet.

Students should not lean on the laptop or tablet or place anything heavy on top of it, even with the cover closed. Students should not bump the laptop or tablet into things or drop it. Students should not press the keys or buttons on the laptop or tablet too hard. A gentle tap or pressure is enough. Students should use caution with liquids around laptops or tablets; they are not waterproof.

Students with a handle on their laptop should use care when carrying their laptop by that handle so as not to separate the handle from the device. Students with a stylus attached to their laptop should keep the stylus tucked into its sleeve when not in use and take care to protect the stylus and its attachment cord.

It is important that students not allow others to use or have access to their laptop or tablet in case anything should happen to it while in their possession. Students should guard their laptop or tablet carefully as they will still be responsible for any damage that could occur even if they are not the one who damaged it. Students should also turn off and secure their laptop or tablet when not in use to protect their device, work, and information.

Cleaning the Laptop or Tablet: Only clean, soft cloths should be used to wipe laptop or tablet screens and covers, and no cleanser should be used unless it is specifically designed for laptop or tablet care. Canned air and/or soft keyboard brushes may be used to clean keyboards; however, care must be used as both could damage the keyboard if used improperly. If students are unsure how to clean something from their laptop or tablet, they should bring it to the School Office so the technology department can assist with safely doing so.

Carrying the Laptop or Tablet: The protective cases/covers on student's laptops or tablets have sufficient padding to protect them during normal treatment and transport. Do not remove the provided case from a tablet and do not replace it with any other case. Do not carry a laptop with the cover open. If a laptop or tablet is being carried in a backpack, purse, tote, or other container, other items must be kept to a minimum to avoid placing too much pressure or weight on the device. Laptops with handles should be carried gently and not swung around by the handle.

Charging the Laptop or Tablet: Laptops and tablets must be brought to school each day in fully charged condition. In cases where regular use of the laptop or tablet during class has caused batteries to become discharged, students may be able to connect their devices to power outlets in the School Office or elsewhere on campus. Therefore, students should bring their chargers and cables to school each day. Cables should be inserted into and removed from laptops and tablets carefully to prevent damage.

Storing the Laptop or Tablet: Laptops and tablets must never be left in an unlocked locker, unlocked vehicle, or any unsupervised area at school or elsewhere. Students must take care not to store laptops, tablets, or accessories in places that can become too hot or too cold, such as the trunk of a vehicle, as extreme temperatures can harm them. Do not place items on top of a laptop or tablet during storage. Students must take their laptop or tablet home each day after school. If a student needs a secure place to store a laptop or tablet they may check it in for storage in the School Office provided there is space available.

Applications and Programs on the Laptop or Tablet: All programs/applications (apps) on student's laptops and tablets must be provided and approved by Carnegie Schools. The programs/apps originally installed by Carnegie Schools must remain on the laptop or tablet in usable condition and be easily accessible at all times. From time to time, the school may add programs/apps for use in a particular course. Carnegie Schools' laptops and tablets are solely for educational use, so no games should be downloaded or played unless approved by Carnegie Schools' faculty. If technical difficulties occur due to the installation of illegal programs, or if programs/apps not provided by Carnegie Schools are discovered, the laptop or tablet will be restored to its original condition. Carnegie Schools does not accept responsibility for the loss of any installed programs/apps or documents due to reformatting or restoring. Carnegie Schools and its faculty will not be held liable for any financial reimbursement for unauthorized installed programs/apps.

Customizing the Laptop or Tablet: Most customization options on Carnegie Schools' laptops and tablets are disabled or forbidden. The only exceptions are background photos, display brightness, screen orientation, display language, and display aspect ratio. Inappropriate images may not be used as a lock screen or background photo. The presence of weapons, obscene/pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or other unacceptable pictures will result in disciplinary action. Carnegie Schools will preset all necessary user names, passwords, and/or passcodes. Students may not change their login information, or set additional login information, without the expressed permission of the Carnegie Schools technology department. For example, students are not permitted to add their personal account or a restriction passcode to their Carnegie Schools tablet.

Managing Files and Saving Work on the Laptop or Tablet: It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. The best way to accomplish this is through

cloud storage. Carnegie Schools will provide each student with access to a storage account in which to save all work. Anything saved directly into a laptop's documents folder or onto the desktop may be lost in the event of a restore or hardware failure. Students may also email documents to themselves for access on other devices. No external storage options, such as disk drives or thumb drives, are available on laptops or tablets. The availability of cloud storage options means that laptop and tablet malfunctions are not an acceptable excuse for not submitting work.

Updating and Syncing the Laptop or Tablet: Upgraded versions of licensed software/apps are available from time to time. Students may be required to check in their laptop or tablet for periodic updates and syncing. Other times, a program/app or system update will occur automatically or prompt students to initiate the process. It is very important to allow these updates to occur and it can severely damage the laptop or tablet if students attempt to shut down their device while an update is installing.

School Use of the Laptop or Tablet: Only laptops or tablets provided by Carnegie Schools may be used during class. In addition to teacher expectations for laptop or tablet use, school messages, announcements, calendars, and schedules may be accessed. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students must be responsible to bring their laptop or tablet to all classes, unless specifically instructed not to do so by their teacher. If students fail to bring their laptop or tablet to class, they are responsible for getting course work completed as if they had their device present. This will be difficult, as curriculum is designed with laptops and tablets in mind, so a student's grades may be negatively affected if they are not prepared for class.

Home Use of the Laptop or Tablet: Students are allowed to set up home wireless networks on their laptop or tablet for homework purposes. Hot spots and VPNs are not permitted. Web filtering and other security measures are in place on laptops and tablets even during home use. Any attempt to circumvent these security measures is a breach of policy and subject to disciplinary action. Students may install home wireless printers on their laptop or tablet for school purposes.

Inspection of the Laptop or Tablet: There is no expressed or implied privacy protecting student's use of Carnegie Schools' technology. Students may be selected at random, or with cause, to provide their laptop or tablet for inspection at any time, by members of Carnegie Schools' faculty. Laptops and tablets will also be inspected through the remote access tracking software that is installed on each device. This tracking software may not be removed, altered, or blocked in any way. Any attempt by students to circumvent or disable this software will be considered a severe breach of this [Educational Technology Acceptable Use Agreement](#) and will be subject to disciplinary action indicative of that severity.

Repair or Replacement of the Laptop or Tablet: Students should immediately inform Carnegie Schools' faculty of any issues or malfunctions with laptops or tablets in order to determine if repair or replacement is necessary. If necessary, the school will work with the student to try to minimize any negative impact on the student's grades. Please note that the prices for laptop and tablet repair and replacement have changed. See the section titled "Wolverine Protection Plan and Repair/Replacement Fee Schedule" for details.

Returning the Laptop or Tablet: Laptops and tablets, along with all accessories, must be returned during the final week of school (or as directed) so they can be checked for serviceability. If a student leaves Carnegie Schools during the school year, the laptop or tablet and accessories must be returned to the school at that time. Only laptops, tablets, cases/covers, styluses, cables, and chargers provided by Carnegie Schools should be returned. Generic or replacement parts will not be accepted. Failure to return a Carnegie Schools laptop, tablet, or accessory in acceptable working condition will result in fees. See the section titled "Wolverine Protection Plan and Repair/Replacement Fee Schedule" for details. Failure to pay fees could result in collections activity or legal action.

- **Other Carnegie Schools Technology**

From time to time, students may be asked to use other Carnegie Schools technology such as printers, photocopiers, phones, cameras, and projectors. The same basic principles apply to these devices as to Carnegie Schools laptops or tablets. Please treat them with care and make every attempt to keep them functional and undamaged.

- **Personal Device Use at Carnegie Schools**

Students may only use laptops or tablets provided by Carnegie Schools during class unless specifically directed by a member of Carnegie Schools' faculty. Students are allowed to use personal devices before school, at breaks, during lunch, and after school. They may not use them during class except in an emergency or at the discretion of the teacher if an in-class assignment or lesson segment makes the use of such a device educationally advantageous. This exemption may only be used if it is exclusively for the purpose intended and allowed by the teacher. Any other use during class is a violation of school policy and is prohibited. Failure to comply with this policy may result in confiscation of the student's personal devices and/or disciplinary action.

Social Media, Websites, Apps and Carnegie Schools

Carnegie Schools believes that social media can play an important role in the way its parents/guardians and students interact with the world around them and can be a great way to connect them with information about the school. Carnegie Schools maintains a school website, an app, and various popular social media accounts. As a Christian school, Carnegie Schools strives to conduct itself on social media in a way that honors Christ and presents a good witness to non-believers who may encounter our schools in this manner. Please keep this principle in mind while interacting with Carnegie Schools on its social media platforms as well as mentioning or tagging Carnegie Schools on your own pages or accounts. Carnegie Schools' faculty take parent/guardian and student concerns and issues very seriously and desire to assist you with them in person or by phone, but respectfully ask that you refrain from using any social media platforms to air grievances and/or express dissatisfaction. Parents/Guardians, students, and faculty can work together to make Carnegie Schools the best that it can be and use social media as a light for those seeking a Christ-centered education as a current member or a potential new member of the Carnegie Schools community.

Wolverine Protection Plan and Repair/Replacement Fee Schedule

All laptops, tablets, and accessories checked out to students by Carnegie Schools are the property of Carnegie Schools and must be kept in fully functioning order as determined by Carnegie Schools' technology department. Parents/Guardians will assume financial responsibility for all Carnegie Schools technology checked out to any student(s) in their care. All malfunctions, damages, losses, or thefts of these devices and accessories must be reported to Carnegie Schools' faculty promptly. The Carnegie Schools technology department must handle any repair or replacement of a student's laptop, tablet, or accessories. Serial numbers will be tracked by Carnegie Schools to ensure that only the original laptop, tablet, or accessory checked out to a student is returned. It is a violation of this Educational Technology Acceptable Use Agreement to remove or alter any internal or external identification from a Carnegie Schools laptop, tablet, or accessory. There are three types of repair or replacement scenarios that may occur:

Manufacturer Defects in the Laptop, Tablet, or Accessories: If a Carnegie Schools-issued laptop, tablet or accessory develops a defect resulting from faulty manufacturing, then Carnegie Schools will assume responsibility for the repair or replacement costs associated with the defect. In order to qualify as a manufacturer defect, the malfunction cannot be the result of misuse or mishandling such as liquid damage, exposure to excessive heat or cold, or rough treatment. Some examples of manufacturer defects include, but are not limited to, battery/charging problems, unresponsive touchscreens, failed hard drives or other internal components, and unresponsive keyboards or trackpads. The validity of the defect in question will be determined by the Carnegie Schools technology department.

Wolverine Protection Plan Coverage for a Laptop, Tablet, or Accessory: Carnegie Schools offers an insurance option for parents/guardians to purchase before a laptop or tablet and its accessories are checked out to the student(s) in their care. The Wolverine Protection Plan (WPP) costs **\$79** annually, and covers accidental damage, loss, or theft. With the WPP, a parent/guardian would pay a maximum **\$50** deductible per laptop or tablet repair incident. Laptop or tablet repairs costing less than \$50 would be **free (\$0)**. Intentional damage voids the WPP, and the full cost would be assessed for any repair. The WPP offers a one-time replacement option for lost or stolen laptops and tablets each school year for a **\$150** deductible. Parents/Guardians must submit a police report to Carnegie Schools when claiming this benefit for stolen devices. Additional lost or stolen claims would be billed at the full cost. The WPP also covers a one-time **free (\$0)** replacement of lost or damaged chargers/cables and/or styluses each school year. Additional chargers/cables and styluses would be billed at the full cost. The case included

with tablets is not covered under the WPP and cannot be repaired; therefore, replacement would be billed at full cost. A fee schedule comparing repair and replacement costs with and without the WPP can be found on the following page.

Full Cost Repair or Replacement of a Laptop, Tablet, or Accessory: Parents/Guardians not wishing to purchase the Wolverine Protection Plan for their student's laptop or tablet and accessories will be responsible for the full cost of any necessary repairs or replacements resulting from accidental damage, loss, or theft. Any intentional damage to laptops, tablets, and accessories is not covered by the WPP and will be subject to full cost repair or replacement fees. The required repair or replacement and its cost will be determined by Carnegie Schools' technology department. A fee schedule for these repairs or replacements can be found on the following page.

Student/Parent Educational Technology Agreement Form

Each student **MUST** submit a **separate**, signed, Educational Technology Agreement to the front office **BEFORE** any technology will be checked out to them. By signing this page, you are agreeing to be bound by the all policies included in the Carnegie Schools Educational Technology Acceptable Use Agreement.

Tablet	With WPP	Full Cost
Tablet Repair Range (per repair)	\$0-\$50	\$100-\$200
Tablet Replacement	\$150	\$254
Tablet Charger and Cable	\$0*	\$40
Tablet Case	\$30	\$30
Laptop	With WPP	Full Cost
Laptop Repair Range (per repair)	\$0-\$50	\$40-\$250
Laptop Replacement	\$150	\$515
Laptop AC Adapter and Cables	\$0*	\$60
Laptop Stylus**	\$0*	\$35

*One-time free (\$0) replacement per year. Additional replacements at full cost.

**If applicable. Not all laptops may have a stylus included.

- YES, I want the Wolverine Protection Plan (WPP) for \$79.**
- NO, I will pay full price for repairs/replacements.**

Student:

Name (please print) _____ Grade _____

Signature _____ Date _____

Parent:

Signature _____ Date _____