



# Sarah Smith Elementary School

## Student Technology Device Policy and Agreement

### Student Use of District Technology

Instructional technologies, including, but not limited to the Internet, electronic mail, hardware, software, and online resources have vast potential to support curriculum and student learning. Use of educational technologies demands personal responsibility and an understanding of the acceptable use procedures. Student's use of technology is a privilege, not a right. Failure to follow the acceptable use procedures will result in the loss of the privilege to use these educational tools and may result in student disciplinary action and/or legal action. For more information, visit [www.atlantapublicschools.us](http://www.atlantapublicschools.us) and review Student Code of Conduct, Regulation JCDA-(R)(1), as well as Board Policy IFBG, Internet Acceptable Use.

### Expectations

1. Students will:
  - a. Handle the device carefully, transporting Chromebooks with the screen closed. Papers and other items should not be stored in the Chromebook.
  - b. Only clean the screen with a soft, dry microfiber cloth. No cleaners of any type should be used.
  - c. Use appropriate language in all communications refraining from the use of offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using their Chromebooks should be reported to responsible school personnel. All communications would be conducted in a responsible and ethical manner.
  - d. Follow copyright laws and fair use guidelines and only use content that students are legally authorized and permitted to use for school related work.
  - e. Adhere to these guidelines each time the device is used at school.
2. Students should not:
  - a. Change the settings of the Chromebook for any reason unless instructed to do so.
  - b. Remove keys from the keyboard or removed anything else from the Chromebook.
  - c. Leave their Chromebook unattended for any reason. When the Chromebook is not in use, it should be returned to the correct Chromebook Cart in the correct slot.
  - d. Write or draw on the screen or any part of the device.
  - e. Apply any stickers or labels that are not the property of Atlanta Public Schools, nor should they detach any stickers that are on the Chromebooks.
  - f. Tamper with computer hardware or software.
  - g. Eat or drink around the Chromebook. Chromebooks should not be taken to the cafeteria for any reason. Any liquid spilled on the device may cause irreparable damage to the device.
  - h. Stack heavy objects on top of your Chromebook. Do not place Chromebooks near the edge of a table where it could fall or on the ground where it could be stepped on.



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3. No Right of Privacy - The devices are District property; therefore, the District may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have a right to privacy of data saved on a device or district server.

### **Damaged to Chromebooks and Replacement Fees**

If the Chromebook is damaged, the teacher should be notified immediately. After the teacher has seen the damage, a ticket should be entered in Nimbus. If the Chromebook cannot be repaired because of extensive damage, the student may be required to pay a per incident fee for repairs made to the Chromebook due to accident or negligence as follows:

- Level One Repair = \$25 includes but is not limited to: keyboards, batteries, or hinge covers.
- Level Two Repair = \$100 includes but is not limited to: screens and casing.
- Level Three Repair = \$300 replacement cost of the computer

### **Student Headphones**

Students are asked to purchase headphones at the beginning of the year. School headphones may be available on a limited basis. If damaged, the replacement fee for school headphones is \$10.00

### **1:1 Privileges**

Student may have technology privileges revoked if deemed necessary due to inappropriate behavior and usage. Students may use the desktop computers in the classroom or media center or receive an alternative assignment until the Chromebook device is repaired or replaced.

### **Agreement and Signature**

Use of the Chromebook device at the Atlanta Public Schools district is a privilege that supports school-appropriate learning. The consistent operation and maintenance of the computer network and equipment relies on users adhering to established guidelines. Therefore, by signing this agreement, users acknowledge that they have read the E. Rivers Student Technology Device Agreement and understand the District's expectations and the students' responsibilities.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_