



## Technology Acceptable Use and Procedures

SCCPSS

Charles Ellis Montessori Academy

We understand that all CEMA students and their families must sign this agreement before a student can be issued a Chromebook for take-home privileges.

### AS A STUDENT, I AGREE TO:

- \*Use the device only for the work my teacher assigns.
- \*Log on with my district username and password when using a school device.
- \*Only access programs as assigned by my teachers.
- \*Only search the Internet or use streaming when and where assigned.
- \*Understand that this technology is a learning tool and that parents or school personnel may take the device if I am not using it for school purposes.
- \*Bring my device to school everyday charged.
- \*Handle my device with care, carry it carefully, and use the case/sleeve that was provided. Only carry my computer in the case (no papers, pencils, pens, or earbuds). While using, keep food and drinks away.
- \*Maintain a positive attitude and appreciate my opportunity to use my device for learning
- \*Follow all copyright laws and avoid plagiarism.
- \*Understand that there are disciplinary consequences that will result from misuse or abuse of my device (deleting installed settings, cyber bullying, using offensive language, damaging computers, posting photographs of others without permission or accessing inappropriate materials).
- \*Never reveal information about yourself or others - such as, addresses, telephone numbers, or passwords.
- \*Understand if there is damage to my device, that my family is responsible for contacting the Media Center so that paperwork can be completed and repairs made.
- \*Understand that if my device is lost or stolen, that it is reported to campus, or local, police and that the cost to replace the device is the responsibility of my family (estimated replacement cost, \$250).

### AS A PARENT/GUARDIAN, I AGREE TO:

- \*Purchase ADH (Accidental Damage from Handling) insurance coverage at the cost of \$39 for the year.
- \*Ask for help or assistance, if needed.
- \*Report any damage to the Chromebook, any user issues, or inappropriate use to your child's teacher.
- \*Monitor my child's use of their school device when it is at home.
- \*Model proper use of electronic devices when the child brings the device home.
- \*Support completion of school assignments and expectations.
- \*Talk and reflect with my child about his/her use of online resources and assignments.
- \*Comply with the state and county policies that assessed charges will be paid immediately. This includes lost items (case straps, power cords, etc) at the time the Chromebook is returned.

### AS SCHOOL PERSONNEL, WE AGREE TO:

- \*Provide guidance to families and students as needed.
- \*Provide clear expectations and lessons on the use of electronic devices.
- \*Model appropriate use of devices when accessing assignments, programs, information.
- \*Regularly check devices to be sure that students are using their assigned devices, that devices are accounted for, and that they are working properly.

By signing this contract, we agree to follow all provisions of the SCCPSS Technology Policy, the SCCPSS Internet Acceptable Use and Safety Policy, and the Student Discipline Policy, all available on the SCCPSS website.

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Student Name (Please Print) \_\_\_\_\_

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

Parent/Guardian Name (Please Print) \_\_\_\_\_

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

Date \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_