

# Augustinian Academy Responsible User Agreement

## Grades K-8

### K-8 Student Pledge

- I will use my device in ways that are appropriate and meet Augustinian Academy expectations.
  - School owned devices and School Google Accounts including GMAIL are for **School related work ONLY** and are subject to review.
- I will use appropriate language when communicating online. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to others.
- I will always take good care of my device (see attached Chromebook Care Card).
- I will never leave my device unattended.
- I will never loan my device to other individuals.
- I will know where my device is at all times.
- I will charge my device's battery every single day.
- I will report any technical issues to my teacher/technology department as soon as possible. I will not disassemble any part of my device or attempt any repairs.
- **I will keep food and beverages away from my device since they may cause damage to the device.**
- I will not place decorations (such as stickers, markers, etc.) on the device.
- I will not deface any identifying feature on my device.
- I understand that my device and school account is subject to inspection at any time without notice and remains the property of CAA.
- I will be responsible for all damage or loss.
- I agree to return the device and power cord in good working condition.
- I will not modify or disable the device in any way unless instructed by school personnel.
- I will not take inappropriate pictures or use the Internet inappropriately as defined by the *Responsible Use Agreement* and the *Code of Conduct*.
- I understand that this access is designed for **educational purposes only**. I understand that my actions may be cause for removal of my device privileges (either temporary or permanent).

I have read, I understand, and I will abide by the above device *Responsible Use Agreement*. I understand that should I commit any violation, my access privileges will be revoked and further disciplinary action may be taken. I also understand that this agreement will remain effective throughout middle school.

Student's Full Name (please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

**Parent/Guardian Pledge**

- Student devices will be kept at school unless other arrangements have been made or in the event of temporary remote learning.
- I will ensure my child takes proper care of his/her device. (Please see attached Chromebook Care Card and above **Student Agreement**).
- I am responsible for their actions with the use of a school device and will reinforce the guidelines in the Student Responsible User Agreement.
- I understand that this access is designed for School related work ONLY, and my child's violation of this agreement may be cause for removal of his/her device privileges (either temporary or permanent).
- I understand this is a school-owned device and that the device issued to my child as well as their school Google Account (including school issued G-Mail) can be searched at any time for improper material or evidence of improper use.
- I will notify the Principal's office in the case of theft, vandalism or inappropriate use.
- **I Understand I will be financially responsible for any device lost, stolen or returned damaged (up to \$400 for replacement if necessary).**

As the parent/guardian of this student, I have read, I understand, and I will abide by the device *Responsible Use Agreement and the Student and Guardian Pledge for Responsible Use.*

Parent/Guardian's Full Name (please print):

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Parent/Guardian's Signature:

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

## **Augustinian Academy Responsible Use Agreement**

The purpose of the computers and related resources that comprise the Augustinian Academy network is to aid and support the education of students. This network provides for ready access to local, district and global resources.

- Student access to the Google Classroom and all student Google Accounts is considered a privilege.
- An individual user ID and password will be assigned or created for access. This user ID and password must not be shared with others.
- The CAA network is only for educational purposes. Use of the network for any other purpose is prohibited.
- Vandalism, which is defined as any malicious attempt to harm or destroy school equipment or data on the network or the Internet, may result in loss of privileges and/or criminal prosecution.
- Any access to files other than those authorized for the specific user by CAA is a crime, which may result in a felony arrest.
- The student is responsible for all activities on his/her CAA network account.
- The student Google account is not private. Administrators may review files on the account to ensure the student is responsibly using the system.
- When using the Internet in school CAA network has a filter that does not allow access to non-curriculum related pages. It is highly recommended that families use a filter at home.
- Any use of e-mail, either now or in the future, will be for educational purposes only. When using e-mail, the student is responsible for sending information and materials that are legal, appropriate, and not considered offensive.
- When using the Internet, the student is responsible for not pursuing information that is illegal, inappropriate, or could be considered offensive.
- From time to time, Augustinian Academy will make decisions regarding whether specific use of the network and school issued Google Accounts is consistent with this policy.
- The Principal of Augustinian Academy is the final authority on use of the network and issuing or suspension/canceling of Student Google accounts.