



Gilbert Campus
580 W. Melody Ave.
Gilbert, AZ 85233
480-813-9537
480-813-6742 fax

Queen Creek Campus
4567 W. Roberts Rd.
Queen Creek, AZ 85142
480-888-1610
480-888-1655 fax



CHROMEBOOK LOANER PROGRAM TECHNOLOGY AND ACCEPTABLE USE GUIDELINES AND AGREEMENT

EDUPRIZE SCHOOLS recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and good citizenship. All technologies offered by EDUPRIZE SCHOOLS are intended for educational purposes only. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student use. The Acceptable Use Guidelines listed below outlines the behaviors that students are expected to follow when using technologies on and off the school campus.

Under specific conditions students will be offered the opportunity to be issued a laptop computer (Chromebook) for their educational use while enrolled in the Hybrid Distance Learning Program. Students are expected to follow the specific guidelines listed below and take any additional common sense or reasonable precautions to protect the assigned laptop. Loss or damage resulting from a failure to abide by the guidelines below may result in full, financial responsibility being levied upon the student and/or their parent or guardian (hereafter, when “student” is mentioned, it is understood that the parent/guardian is also implied).

The laptop and its accessory equipment are the sole property of EDUPRIZE SCHOOLS.

Fees will be charged to the student if the laptop is returned with damage. This will be determined by a full inspection by the EDUPRIZE I.T. Department. If the laptop is returned damaged or inoperable, up to full replacement value of the laptop will be charged to the student.

Damage is defined as any alteration to the physical appearance of the device, cracks, scratches, dents, etc. Damage also includes alterations made to the internal workings of the device; any and all software, virus protection software, and all programs installed on the device.

The student is responsible for the daily care and maintenance of the laptop. Any damage or theft must be reported within one school day. Report problems to the EDUPRIZE I.T. Department immediately. Do not go to an outside source beyond that of the EDUPRIZE I.T. Department for support and/or repairs.

The student is responsible for all repair/replacement charges caused by a lack of reasonable care or precaution. The student is expected to carry the laptop in a safe manner at all times.

Keep the laptop locked when unattended. Unattended and unlocked laptops, if stolen - even at school - will be the student's full financial responsibility.

Do not allow another student to use your laptop, as loss or damage that occurs when anyone else is using your assigned laptop will be the responsibility of the student to which the laptop has been assigned.

It is the student's responsibility to back up their data. Never consider any electronic information safe when stored on only one device. Students can back up their data to their EDUPRIZE Google Drive, personal Dropbox, cloud account, or flash drive. If the laptop crashes or needs reformatting, the student data will be lost.

Do not attempt to remove, add, or change the physical structure of the laptop, including keys, memory, battery, screen, charger, ID labels, etc. Doing so will be cause for disciplinary action and financial liability for repair.

Be careful to remove all objects before closing the laptop lid, close gently, and do not stack items on top of the closed laptop.

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

Students should not download or attempt to download or run programs over the school network or onto school resources without express permission from the EDUPRIZE I.T. Department. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it can be shared and spread in ways that were never intended.

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying will not be tolerated. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Limitation of Liability - EDUPRIZE SCHOOLS will not be held responsible for damage or harm to persons, files, data, or hardware. While EDUPRIZE SCHOOLS employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. EDUPRIZE SCHOOLS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Students who knowingly allow other individuals to use their laptops are responsible for anything that may occur (usage violations and/or damages) to the laptops during that time. If the other individual is an EDUPRIZE SCHOOLS student they may also face corrective action and/or restitution.

All fees owed during the school year for technology purposes must be paid in full before the laptop will be returned. If the school year ends and the payment has not been made the laptop will not be reissued the following year until the amount due is paid in full and an invoice for that amount will be issued to the student.

Corrective Action:

Uninstalling and/or bypassing the mobile filter/user-agent:

First Violation - Referral to the Dean for consequences and possible technology restrictions.

Second Violation - ISS and suspension of technology privileges.

Third Violation - Off-campus suspension and termination of technology privileges.

Other conditions to be determined by the administration may include suspension/restrictions of the network, technology, or computer privileges, restitution, and notification of law enforcement and possible prosecution.

Acceptable Use Guidelines

I will:

- Only use the school device that has been assigned to me.
- Treat the device with respect and safeguard it from any willful damage.
- Bring my fully charged laptop to school every day.
- Use school technologies for educational purposes only.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if you see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times and in approved places.
- Cite sources when using online sites and resources for research.
- Recognize that the use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of yourself and others.
- Help to protect the security of school resources.

Unacceptable Use Guidelines

I will not:

- Use another student's laptop or allow others to use my laptop.
- Attempt to bypass the school's mobile (internet) filter.
- Use school technologies in a way that could be perceived as harmful.
- Attempt to find inappropriate images or content with the school-issued laptop.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post-personally-identifying information about myself or others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.
- Alter a school device's hardware or installed software.

By signing the CHROMEBOOK LOANER PROGRAM: TECHNOLOGY AND ACCEPTABLE USE GUIDELINES AND AGREEMENT, students agree they have read and agree to follow the guidelines contained within this document and agree to pay fees specified herein.

Student Name: _____

Homeroom: _____

Student Signature: _____

Date: _____

Parent Name: _____

Date: _____

Parent Signature: _____