



Clarksville Academy Student Responsible Use Policy

All members of the CA community are required to follow the Acceptable Use Policy (AUP) when using computers and the network at CA or on CA issued laptops. The primary goal of this program is to enrich your learning experiences as a student both in and out of the classroom.

The AUP is an Honor Code for technology. We want to be a partner in your exploration of the digital world. We are loaning you a personal laptop with the expectation that you will make good decisions with regard to your personal use of technology. The AUP is a guide to help you make ethical and practical decisions while using your laptop and the network.

Your laptop is an academic learning tool. With a personal laptop, you have anytime, anywhere access to an array of programs and tools. You can customize your MacBook and become more familiar with the basic navigation and software. There are many positive opportunities available to you with a personal laptop in your hands. We expect you to make responsible decisions and to use your laptop in a safe and respectful manner.

The actions listed below will result in disciplinary action or the loss of your laptop and Network privileges. The CA network and school issued laptop may NOT be used for including but not limited to:

illegal activity, accessing or transmitting offensive materials, hate mail, material advocating violence or discrimination, obtaining obscene or pornographic material, creating or forwarding inappropriate (mean-spirited, racist, pornographic, false, etc.) material using another user's account, any action that has specifically been banned by administrators, with or without their permission, accessing or modifying other user's accounts, files, or passwords. Any actions that deliberately disrupt network service or damage equipment or data.

CA empowers our faculty to set boundaries within their classrooms. Individual teachers may set further restrictions for their classrooms. All downloaded software on your school issued laptop is subject to review by the CA Technology iTeam. Students are expected to bring their fully charged laptop to school each day.

In order to ensure the safety and privacy of the community and its members, any member of the CA community who uses technology to degrade a member of the CA community or the reputation of the CA community is subject to disciplinary action.

EQUIPMENT

CA retains sole right of possession of the laptop and related equipment ("The Computer"). The Computer will be issued to students at the distribution event "iLearn Orientation" according to the guidelines set forth in this document. The Technology iTeam retains the right to collect and/or inspect the Computer at any time and to alter, add or delete installed software or hardware.

SUBSTITUTION OF EQUIPMENT

In the event that the Computer is inoperable, CA has a limited number of 'loaner' laptops, available at the Help Desk, for use while the Computer is repaired or replaced. This agreement remains in effect for the substitute. If a student forgets to bring their laptop or power charger to school, a substitute will not be provided.

CUSTOMIZATION OF EQUIPMENT

The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e. desktop, screensaver). The student is allowed to install non-school provided apps from the APP STORE ONLY. Student is not permitted to install software on the assigned device from the web. To submit a program/application for approval, email the Help Desk.

A protective cover may be added to the Computer as a manner of customization. No PERMANENT alteration to the Computer or shoulder bag will be allowed.

DAMAGE OR LOSS OF EQUIPMENT

Actions Required in the Event of Damage or Loss.

- Report all damage to the CA Help Desk at first opportunity. If necessary, a Loaner Computer will be issued until student's computer is recovered.

- All laptops are covered by a manufacturer's extended warranty (AppleCare). The AppleCare warranty covers manufacturer's defects.
- In addition, there is a \$36 fee is paid once per school year to cover an Accidental insurance premium.
- If the student has an accident, there is a stepped deductible amount that must be paid. The deductible is the financial responsibility of the student's family. The insurance covers accidental damage from liquid spills, power surges, drops, falls, collisions, theft, vandalism, flood, fire, smoke, wind, and earthquake, as well as damage to batteries and ac adapters. Insurance does not cover negligence and abuse. The deductible amounts are defined below.
 - First incident: \$100
 - Second incident: \$100
 - Third incident: \$250
 - Forth incident: Possible machine replacement
- If a laptop is damaged, the Help Desk will work with the student, and Apple to determine if it is a warranty or accidental claim incident.

STANDARDS FOR PERSONAL COMPUTER CARE

Student Responsibilities

- Bring the *fully charged* Computer, shoulder bag and charging unit to CA every school day.
- Keep the computer with you or within your sight at all times.
- Do not let anyone use the Computer other than your parents or guardians.
- Computer should be used as a educational tool. Games, chatting, viewing inappropriate material, etc. is not appropriate.
- Adhere to CA's Acceptable Use Policy (AUP) at all times. When in doubt, ask a member of the Technology iTeam.
- Back up your data via DropBox or flash drive or a Cloud solutions. Suggestions can be made for different options.
- Students/parents are not permitted to repair, alter, modify or replace computers.
- Leaving the computer unattended on the campus.
- Exchanging computers with another student.
- Students may not remove or circumvent the management system installed on computers. Neither a student, guardian or anyone else should alter or remove the restrictive settings.
- Report any problems, damage or theft immediately to the Help Desk.

General Care

- Do not do anything to the Computer that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the Computer.
- Keep the equipment clean. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Carrying the Computer

- Transport the Computer in the laptop bag provided by CA at ALL TIMES.
- Make sure the hanging identification tag is present on the laptop bag at all times.
- You should only carry your laptop, charger and very small basic items. Textbooks, books, food, and drinks are not allowed.

PERSONAL HEALTH & SAFETY

- Take frequent breaks when using the laptop for long periods of time. Look away from the laptop approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone. Keep the Computer locked in your locker when it is at school and not in use. Keep the computer in a secure location when it is not at school.

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Responsibility Use

I acknowledge that I have read the Acceptable Use Policy and that I will abide by the details herein.

I also understand that misuse of technology at CA is subject to disciplinary action.

Parent/Guardian Signature

Student Signature