



## HIGH POINT ACADEMY 2016 – 2017 TECHNOLOGY AND INTERNET USER AGREEMENT FORM

We are pleased to offer students of High Point Academy (HPA) access to our electronic resources. Our goal in providing these services is to promote educational excellence by collaboration, innovation, grading and communication. Electronic resources provide students with numerous opportunities for growth, learning and communication.

Our intent is to make electronic resources available to each student in order to further educational goals and objectives. The school will cover the cost of these electronic resources. However, this access may be revoked at any time of abusive or inappropriate conduct related to the use of these electronic resources. We believe that the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed any disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using the internet and electronic resources. To that end, HPA supports and respects each family's right to decide whether or not to approve independent internet access and communication. To gain access to the internet and to utilize school issued computers, all students under the age of 18 must obtain parental/guardian permission and must sign and return the attached form. The signatures below are legally binding and indicate that the parties who have signed have read the terms and conditions of this Policy carefully and understand their significance.

Failure to comply with school policies or the guidelines stated in this document for care and use of computer resources may result in the loss of privilege to take the device home or use the device in general. Please remember the device is the property of High Point Academy and as a result may be taken up and reviewed at any time.

### **Student Responsibilities**

Electronic resources are provided for students to enhance the learning experience. Access to services is given to students who agree to act in a responsible manner. Student use must be consistent with the educational objectives of HPA.

Students are responsible for good behavior on the school computer network just as they are in a classroom or a school hallway. Just as being a good citizen in the community is important, so is being a good, "Digital Citizen" in the HPA electronic community. General school rules for behavior and communications apply. Remember: honor, integrity and service!

Internet access is provided primarily for educational purposes under the direction of HPA staff. Non-educational use may be limited at any time by supervising teachers.

The Google Environment is where student data will be stored. Network and/or school administrators and teachers may review files, bookmarks, and communications under the same standards set for school lockers to insure the integrity of the electronic media. Students should also be advised that they should have no expectation of privacy for any information created or communicated using HPA electronic resources. HPA will monitor and at times review any communications on its computers and electronic devices. Users should also have no expectation that the ability to choose a password for a computer and/or electronic device, in any way limits the ability or right of High Point Academy to monitor all activity.

## School and Parent Responsibility

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school and with independent access, parents/guardians bear the same responsibilities for such guidance as they exercise with information sources such as television, telephones, movies, and other potentially offensive media.

HPA will insure that procedures for access and standards of conduct regarding internet use are communicated to students. It is presumed that students given access will comply with HPA standards and will honor the agreements they have signed. The school cannot be responsible for ideas and concepts that a student may gain by his or her inappropriate use of the internet.

HPA does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.

The apps originally installed by High Point Academy must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular class. Installed software will not be sold, leased, or otherwise granted rights to anyone.

## Security

Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem on the network, quietly notify a teacher, system administrator, or a school administrator. If, at any time, you feel that your password may have been compromised, ask your teacher how you can change your password. You are responsible for all activity that occurs with your account. Attempts to login to the network as a system administrator or gain unauthorized access will result in the cancellation of your computer privileges.

Google Apps for Education will be the primary, online educational account tool. It is primarily for educational use and each student will have a Google Apps for Education account. These accounts may include email but will not be available to anyone outside of the High Point Academy domain. Again, students should expect school staff and administrators having access to student email for monitoring purposes.

## Electronic Resources, Access and Internet Rules

The following uses of the HPA electronic resources are **not** permitted and may result in disciplinary action:

- Open drinks and/or food in any computer area;
- Running unauthorized software;
- Not keeping the Chromebook/Macbook/device charged and brought daily to school
- Logging in with a personal google account or another student's account information
- Viewing any inappropriate material
- Attempting to log out, shutdown, or lock another student's computer without their knowledge
- Downloading, storing, installing or modifying software on any computer;
- Moving or disconnecting any computer or peripheral device or piece/part of any equipment;
- Violating copyright laws;
- Printing documents without absolute necessity;
- Using electronic resources for non-instructional purposes;
- Using obscene language;
- Sending or displaying offensive messages or pictures;

- Any form of cyber-bullying which may include, but not limited to, harassing, insulting, or attacking others;
- At no time may students record audio, video, pictures, or FaceTime at school without a teacher or an administrator's permission.
- Intentionally spreading viruses or malicious software;
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent;
- Publishing personal information (name, address, photographs) without teacher/parent approval;
- Accessing and using an email account at school without appropriate permission;
- Using personal electronic devices at school without appropriate permission;
- Attempting to bypass network security to gain unauthorized access to information;
- Intentionally wasting limited resources; or,
- Any unauthorized, deliberate action that damages or disrupts a computing service (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction.

### **Sanctions**

The use of HPA electronic resources is a privilege, not a right, and inappropriate use will result in:

1. Loss of Google Apps/Services, OR
2. Suspension of your Google Apps for Education Account, OR
3. Cancellation of privileges and Chromebook/Macbook/device revoked with no refund of your deposit  
OR
4. Charges associated with replacement or repairs.
5. Regarding cell phone use, see Student Handbook for specific policy

Access entails responsibility. HPA administration and faculty will deem what is appropriate use and their decision is final. Additional disciplinary action may be determined at the local school level in keeping with existing procedures and practices regarding inappropriate language or behavior. When applicable, law enforcement agencies or legal action may be involved.



**HIGH POINT ACADEMY  
2016 - 2017**

**TECHNOLOGY AND INTERNET USER AGREEMENT SIGNATURE PAGE**

**STUDENT:**

I have read the Technology and Internet User Agreement for High Point Academy Fort Worth, understand it, and agree to adhere to the principles and procedures listed within it. I understand that until this agreement is signed and returned, I cannot access the High Point Academy Fort Worth's computer network and be provided with a school computer. I also understand that additional rules and regulations may be added from time to time and that they become a part of this agreement. Should I break this agreement, I understand that I may lose all computer/internet privileges.

\_\_\_\_\_  
Date                      Printed Student Name                      Student Signature                      Grade

**PARENT:**

I understand that some objectionable materials may be accessed even with content filtering in place. I understand that individuals and families may be held liable for violations. I will accept responsibility for guidance of internet use by setting and conveying standards for my son/daughter to follow when exploring on-line information and media on an independent basis. High Point Academy Fort Worth cannot be responsible for ideas and concepts that my child may gain by his or her inappropriate use of the internet.

I also understand and accept the conditions stated and agree to release, indemnify, and hold harmless High Point Academy Fort Worth, High Point Academy Fort Worth Board of Directors, and/or their employees or agents from any and all claims and liability associated with or arising from the above student's independent use and/or access to the internet.

\_\_\_\_\_  
Date                      Printed Parent/Guardian Name                      Parent/Guardian Signature

## Chromebook/Macbook Protection Plan Coverage

High Point Academy (hereafter known as HPA) recognizes that it is important to both HPA and the student/parent/guardian to protect the investment made in our computers.

A non-refundable protection plan is available for all Chromebook/Macbook notebook computers issued to HPA students. The following information outlines the various aspects of this protection: warranty, accidental damage protection, and recommended protection plan coverage.

### Terms of the Chromebook/Macbook Protection Plan Coverage

The Chromebook/Macbook Protection Plan Coverage costs \$50 per school year per computer. The plan includes:

- One Chromebook/Macbook replacement per year in the event of theft or accidental damage, OR
- one screen replacement due to accidental damage, OR
- repairs for system-related issues or failures occurring from normal use.

Any additional replacement or repair, including replacement of chargers, will cost the student/parent/guardian the cost of replacement or repair or the full market value of the Chromebook/Macbook. (\$300 Macbook, \$270 Chromebook; Macbook Charger \$40, Chromebook Charger \$20)

The Chromebook/Macbook Protection Plan Coverage does not cover intentional damage or destruction associated with misuse of the device. Students will be responsible for the entire cost of replacement or repair in these instances.

Student and Parent/Guardian must choose to **opt for** or **NOT opt for** the Protection Plan Coverage prior to taking possession of the device. *If the fee creates a hardship on the student or parent/guardian, contact the School's administration about payment options. Upon proof of financial need, the administration can create a plan whereby the student/parent/guardian will pay the fee through a payment schedule.*

YES, I would like to purchase the Chromebook/Macbook Protection Plan Coverage from HPA. My full payment of \$50 is attached.

NO, I choose NOT to purchase the Chromebook/Macbook Protection Plan Coverage.

I accept ALL financial responsibility for the ENTIRE cost or replacement or repair of the device.

\_\_\_\_\_  
Date                      Printed Parent/Guardian Name                      Parent/Guardian Signature

\_\_\_\_\_  
Date                      Printed Student Name                      Student Signature                      Grade

## STUDENT PLEDGE FOR USE OF Chromebook/Macbook

1. I will take proper care of my Chromebook/Macbook
2. I will not lend my Chromebook/Macbook and/or charger to others
3. I will be accountable for my Chromebook/Macbook at all times.
4. I will charge my Chromebook/Macbook daily.
5. I will not leave my Chromebook/Macbook in an unlocked vehicle.
6. I will keep food and beverages away from my Chromebook/Macbook.
7. I will not disassemble any part of my Chromebook/Macbook nor attempt repairs.
8. I will not remove HPA-required applications.
9. I will protect my Chromebook/Macbook with a padded case or sleeve (not provided by HPA).
10. I will not stack objects on top of my Chromebook.
11. I will not leave my Chromebook outside or use it near water.
12. I will save school-related data to the HPA-assigned storage, Google Drive (High Point Academy may at times re-sync and/or re-image Chromebooks/Macbooks. All files not saved to the Google Drive will be deleted during these processes. Students are ultimately responsible for saving all their files to their Google Drive Accounts. Examples include documents, presentations, projects, books, etc.)
13. I will not place decorations (stickers, markings, etc.) on my Chromebook/Macbook. "Skins", which are designed to be easily and cleanly removed, are permissible.
14. I will not deface or remove the serial number, manufacturer labels, or HPA asset tag label on any Chromebooks/Macbooks.
15. I will follow HPA policies outlined in the Chromebook/Macbook Student/Parent Guide and HPA's Acceptable Use Policy (AUP).
16. I will file a police report within 48 hours in case of theft, vandalism, or other violation.
17. I will be responsible for all damage or loss caused by negligence or abuse.
18. I agree to return my Chromebook/Macbook, and charger when I transfer or leave HPA for any reason.
19. I understand that my Chromebook/Macbook is equipped with tracking capabilities, which are utilized for loss prevention. I understand that a report can be accessed for every location this device travels.

For any violation of the Student Pledge, please refer to section regarding Electronic Resources, Access and Internet Rules for sanctions.

I have read, understand, and agree to the stipulations set forth in the Chromebook/Macbook Student/Parent Guide, High Point Academy's Acceptable Use Policy, and the Student Pledge for use of the Chromebook/Macbook. I understand my Chromebook/Macbook is subject to inspection at any time without notice and remains the property of High Point Academy.

Date	Printed Parent/Guardian Name	Parent/Guardian Signature	
Date	Printed Student Name	Student Signature	Grade

Return to School

*Revised 06.13.2016*