



One2One Responsible Use of Technology Agreement

2017-2018

Student Name *(please print)* _____ **Grade** _____

I agree to abide by the following rules regarding my assigned One2One laptop. I understand disciplinary action and classroom consequences can be imposed if I violate any of these items.

- I understand that this One2One laptop is being provided to me by American Academy as an educational tool and I am the only authorized user. I am not to loan my computer to others nor am I to use another students' computer. Accordingly, I understand that I may not access online sites or materials that do not support the curriculum or are inappropriate for school purposes.
- I understand that I am responsible for bringing my American Academy One2One laptop fully charged to school each day. If I have the x131 model, I will only be allowed to checkout a loaner battery 3 times per trimester.
- I am responsible for knowing where my laptop is at all times. Laptops left unattended will be confiscated by Administration.
- I understand that if my One2One laptop is taken away by a faculty or staff member it does not excuse me from completing any assignments or projects.
- I am not allowed to write, draw, paint, deface, or place stickers or labels on school-owned One2One laptops or laptop accessories. If by doing so, I cause damage to the laptop or accessories, I will be financially responsible for the repair/replacement of the item at its current value.
- If my computer is not working properly or is damaged, I will take it to the IT Department for repairs. I will not attempt to repair it myself or open the computer to gain access to the internal parts. I understand the IT Department will provide me a loaner computer if necessary and I am not allowed to help myself to a cart computer without permission.
- I understand that my family and I will be held financially responsible to repair or replace the One2One laptop and/or other provided accessories at its current value if there is negligence, abuse, damage, or if the computer is lost.
- I understand that American Academy is not responsible for any files saved to the One2One laptop's hard drive. All files must be saved on OneDrive (online in the cloud).
- I understand that I must use my American Academy email address when communicating with staff and teachers at American Academy. I will not forward or distribute inappropriate email messages.
- I will not use another person's username and/or password to gain access to their computer, email, files, Infinite Campus or any other personal information. I will not pretend to be someone else when sending or receiving an email message.
- I will not reveal, share, or post personal information including full names, addresses, phone numbers, user login IDs, passwords for yourself or others.
- I will not engage in cyber-bullying of any form. I will not engage in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content.
- I will not attempt to alter user data or the configuration of my computer or of another user. I will not attempt to circumvent the computer lock-down policies or local user accounts that are in effect on American Academy laptop.
- I will not use my computer to make unauthorized copies of software or files and will abide by all copyright laws.
- I understand that the installation of non-American Academy standard software is strictly prohibited. Also, I will not attempt to remove software that was installed by American Academy.
- I understand that accessing or attempting to access the wired or wireless network with ANY device that is not property of American Academy is prohibited (including personal cell phones, tablets, and other wireless devices). NOTE: Students are not allowed to bring their personal computers to school. Only American Academy computers may be used on campus.
- I understand gaining unauthorized access anywhere on the network including remote access to another computer, Internet, network, servers, routers, switches, printers, or firewall is prohibited.

I acknowledge that I have received a copy of the One2One Handbook, have read, fully understand, support, and agree to comply with the guidelines and processes in the Handbook as well as the items detailed above.

Parent/Guardian Signature _____ *Date* _____