

Technology Use Agreement

Laptop Specifications

Lenovo 300e by Lenovo, Inc. (or 500e)

Lenovo 300e Chromebook

4 GB RAM, 32 GB Flash Memory

Only charge your laptop with the provided charger.

Privacy and Internet

E-mail is provided to each student for educational purposes only. The only email account that students are allowed to access while using a school-issued laptop is one which has been assigned by Southern Wake Academy. Please note that emails sent on school-issued devices are not private and may be reviewed at any time and without notice.

The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.

Managing Your Files

Each student will have access to a Google Drive Storage account. Everything you store in your Drive is the property of Southern Wake Academy. You must make sure you are only putting files on your drive that follow our acceptable use policy. You will be able to access it from any location.

Software

The software originally installed by Southern Wake Academy must remain on the laptop in usable condition and be easily accessible at all times.

Screensavers & Backgrounds

Only school appropriate backgrounds and screensavers may be used on the laptops.

Sounds

- Students must have personal earbuds/headphones to listen to audio.

Using Your Laptop at Home

- Proper use of the computer has been maintained by the student.

Students are responsible for their laptop at all times. Your laptop is to be used for academic pursuits and should not be shared. You are responsible for any loss or damage that occurs.

Since the Chromebook is linked to Google, all of your activity is monitored and holds to the same acceptable use policy.

Care of Your Laptop & Accessories

Laptops are provided to further enhance academic achievement. Students will use the laptops responsibly, safely, and respectfully. Students are responsible for the general care of the laptop and accessories they have been issued by the school.

General Precautions

- Keep all liquids away from the laptop. Never eat or drink while using the laptop.
- Laptop should not be placed on or under soft items, such as blankets, pillows, or sofa cushions. This may cause the laptop to overheat and result in physical damage to the machine.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Laptop and case must remain free of any writing, drawing, stickers or labels that are not the property of SWA.

Screen Care

- To avoid damaging the screen, only the power supply and power cord should accompany the laptop inside the sleeve.
- Never close the laptop with anything on the keyboard, such as pencils or notebooks

Protecting and Storing Your Laptop

- Laptop must always be transported within the school issued protective sleeve.
- Protect the laptop from extreme heat and cold.
- Laptop should never be left in a car.
- If the laptop has been in extreme cold or hot temperatures, let it come up to room temperature before operating it.
- When the laptop is not in use, please store it in a secure location.
- Heavy objects should never be placed or stacked on top of the laptop. This includes books, musical instruments, etc.

Laptop Repair & Assessed Fees

- If a computer is damaged or malfunctioning, it must be reported immediately so repair can be made. Please email maria.smith@swake.org . You will be issued a different laptop and the broken/damaged device must be returned.
- Under no circumstances should anyone else attempt repairs on laptops. All laptop repairs must be provided by Southern Wake Academy.
- If a laptop is lost or stolen, it must be reported immediately to the school and appropriate law enforcement authorities.
- Each summer, all laptops will be inspected for damage that would cause them to be inoperable or for major physical damage that would be noticeable to someone looking at the laptops from a distance. Damage will be assessed according to the following schedule:
 - A \$100 maximum charge for the first incident of damage may be assessed. If there are additional incidents of damage, the full cost of repair and the loss of privilege of removing devices from school property may be required of the student. In the case of theft or accidental breakage in the course of normal, educational use, the administration of Southern Wake Academy may elect to waive the charges.

The following actions are NOT permitted on school issued laptops:

- Attempting to bypass or bypassing the Internet filter.

- Accessing or attempting to access social media sites and computer games without specific permission from a teaching or administrative staff member.
- Physically altering or disassembling a computer in any way.
- Accessing or attempting to access inappropriate material on the Internet.
- Giving your username and password to another student to use

(Remember - you are responsible for whatever they do with your account!)

Any of these violations could lead to any or a combination of the following:

- Removal of take home privileges.
- Permanent removal of school technology privileges.
- Financial payment for damages.
- Other consequences deemed necessary.
- Criminal charges being filed against the student.

Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Staff/Students must:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Use personal mobile devices on the public network only.
- Not log in (authenticate) to the private network unless using school owned/authorized devices or services.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies!).
- Not plagiarize.
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Social Networking: Social networking sites and resources (Facebook, YouTube, Twitter, etc) can be useful tools in the school environment and may be utilized in the classroom only with teacher or administrator permission. In such cases, certain guidelines should be followed: All student online activity making use of school equipment or websites must be in compliance with the school's Acceptable Use Policy.

Consequences for Violation:

Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

Supervision and Monitoring:

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I have read and agree to abide by the Southern Wake Academy Acceptable Use Policy for use of the Internet with the school issued device.

Student
Signature _____ Date _____

Parent
Signature _____ Date _____

Laptop Loan Agreement

Your child has been loaned a Lenovo 300e/500e laptop and carrying case to improve and personalize his/her education. It is essential that the Southern Wake Academy Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the school's device.

In cases of negligence (loss or abuse) by the student, a \$100 maximum charge for the first incident of damage may be assessed. If there are additional incidents of damage, the full cost of repair and the loss of privilege of removing devices from school property may be required of the student. In the case of theft or accidental breakage in the course of normal, educational use, the administration of Southern Wake Academy may elect to waive the charges.

Parent Responsibilities and Terms

As a parent, I will:

- make sure my child charges the laptop nightly and begins the school day with a fully charged battery and make sure my child brings the laptop to school each day.
- discuss appropriate use of the Internet and supervise my child's use of the Internet.
- report loss/theft of the laptop to school and proper authorities (police) within 24 hours.
- read the Acceptable Use Policy and discuss it with my child.
- supervise my child's use of the laptop at home.
- not attempt to repair the laptop.
- report any problems or damage to the laptop to a school administrator.
- not change or attempt to change the configuration of software or hardware.
- not remove any apps or certificates on the laptop except for personal apps of my child.
- insure that my child only uses accounts assigned by the school.
- not alter or remove the school device management certificates at any time.
- agree to allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- agree to make sure that the laptop is returned to the school when requested and upon my son's/daughter's withdrawal from Southern Wake Academy.

Student Responsibilities and Terms

As a student, I will:

- read the Acceptable Use Policy and discuss it with my parent/guardian.
- adhere to the terms of the Southern Wake Academy Acceptable Use Policy and School guidelines each time the laptop is used, at home or at school.
- recharge the laptop nightly and begin the school day with a fully charged battery.
- bring the laptop to school each day and keep it locked in my backpack when not using it for a class. keep the laptop in its assigned protective case at all times when not being used.
- make the laptop available for inspection by an administrator or other staff member upon request.
- use appropriate language in all communications. abide by copyright laws.
- not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- not give out personal information, such as name, address, photo, or other identifying information online. report loss/theft of laptop to parents, school and proper authorities (police) within 24 hours.
- not use the laptop to record (audio or visual) others without their permission.
- not change or attempt to change the configuration or settings of management
- certificates. not attempt to repair, alter or make additions to the laptop.
- report all problems and damage immediately to the administrator or technology staff.
- not remove or attempt to remove identification tags on the laptop or deface with stickers, marking pens, etc.

Laptop Loan Agreement Signature Page

Borrower acknowledges and agrees that Borrower's use of the school property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges responsibility to protect and safeguard the school property and to return the same in good condition and repair upon request by Southern Wake Academy.

I agree to follow the Southern Wake Academy responsibilities and rules at all times while using the school issued device in accordance with the Acceptable Use Policy and Laptop Loan Agreement.

One Lenovo 300e and charger are being loaned to Borrower and are in good working order.

It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and always remains, the property of Southern Wake Academy of Holly Springs, North Carolina, and is herewith loaned to the student for educational purposes only for the academic school year.

Student may not deface or destroy this property in any way.

Inappropriate use of the machine may result in the student losing his/her right to use this device.

The equipment will be returned to the school when requested by Southern Wake Academy, or sooner, if the student withdraws from Southern Wake Academy.

Student
Signature _____ Date _____

Parent
Signature _____ Date _____