



TEACH Student Acceptable Use Policy

Students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology. Technology resources at TEACH are provided for the purpose of supporting the educational mission of TEACH Schools. The goal in providing the computer device is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent Student School Handbook. It is understood that members of the TEACH School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

TEACH Schools retain sole right of possession of the computer device and related equipment. The computer device will be issued to students according to the guidelines set forth in this document. TEACH Schools retain the right to collect and/or inspect the computer device at any time, and to alter, add, or delete installed software or hardware.

1. Computer Devices

1.1 Receiving Your Computer Device

Computer Devices will be distributed November 2013 during "Computer Devices Orientation." Parents & students must sign and return the Acceptable Use Policy and Pledge documents before the computer device can be issued to their child.

1.2 Computer Devices School Return

Computer Devices will be returned during the last week of the school year. The specific date will be selected by the school.

Computer Devices will be inspected for damages at this time.

Students, who transfer, withdraw, are suspended or expelled from TEACH Schools during the school year, must surrender the computer device upon termination of enrollment.

1.3 Computer Devices Return Fines

Failure to return the computer device will result in a theft report being filed by the front office manager with the local Police Department. If a student fails to return the computer device at the end of the school year or upon termination of enrollment at any TEACH School, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer device, or, if applicable, any insurance deductible. Furthermore, the student will be responsible for any willful damage to the computer device, consistent with the School's computer device Protection plan. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the computer device.



2. Maintenance of Computer Devices

Students are responsible for the general care of the computer device they have been issued by the school. Computer Devices that are broken or fail to work properly must be taken to the TEACH Technology Department for an evaluation of the equipment.

2.1 General Precautions

The computer device is school property and all users will follow this policy and the TEACH acceptable use policy for technology;

- Cords and cables must be inserted carefully into the computer device to prevent damage;
- Computer Devices must remain free of any writing, drawing, stickers, or labels that are not the property of TEACH Schools;
- Computer Devices must never be left in an unlocked car, school cubbies or any unsupervised area;
- Students may not use “skins” or stickers to “personalize” their computer device. The computer device may get redistributed to another student in the event of a separation from the school or device requires repair.

2.2 Carrying computer devices

The protective cases provided with the computer devices have sufficient padding to protect the computer device from normal treatment and provides a suitable means for carrying the device within the school. The guidelines below should be followed:

- Computer devices should always be within the protective computer device case with the lids in a closed position when being carried.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the computer device screen.

2.3 Screen Care

The computer device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the computer device.
- Do not place anything near the computer device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover. Clean the screen with a soft, dry cloth, microfiber or anti-static cloth. No harsh cleaners that can damage the surface of the device can be use.
- Do not “bump” the computer device against walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR COMPUTER DEVICE AT SCHOOL

Computer devices are intended for use at school each day. In addition to teacher expectations for computer device use, school messages, announcements, planners, calendars and schedules may be accessed using the computer device.



3.1 Computer Device Undergoing Repair

Loaner computer devices may be issued to students when their assigned computer device has been sent for repair. Students may not receive their original device. The warranty provider may choose to swap the device with a refurbished model.

3.2 Passwords

Computer devices will be passcode protected. During orientation, each student will choose a 4-digit passcode.

Students are prohibited from sharing this password with anyone else except their parents.

3.3 Screensavers/Background photos

A standard screensaver or background will be preset on the computer devices. Backgrounds that are considered but not limited to inappropriate, abusive, hateful, harassing, and sexually explicit in nature cannot be used as a screensaver or background photo.

3.4 Photos/Music

Photo/Image storage on the computer device will be for school projects only. Storage of student personal sound, music, games, programs, photos or downloaded images is not allowed.

- Students may not download music from iTunes or any other music-sharing site unless directed by or with the permission of a teacher.
- Music is only allowed on the computer device if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Non-educational games or applications are not allowed on the computer devices.
- The device can only be synced with a school provided Apple ID account, TEACH's supervision server or other school known Apple ID.

4. MANAGING YOUR FILES & SAVING YOUR WORK IN COMPUTER DEVICES

4.1 Saving Work to Google Docs, iCloud or other district approved data storage solution.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer devices malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

5. SOFTWARE ON COMPUTER DEVICES

5.1 Originally Installed Software



TEACH Schools will synchronize the computer devices to contain the necessary Apps for school work. Students will synchronize the computer device or add Apps through a personal iTunes account via TEACH's Self-Service Portal. The software/Apps originally installed by TEACH Schools must remain on the computer device in usable condition and be easily accessible at all times.

From time to time the school may add or modify software applications for use in a particular course. Periodic checks of computer devices will be made to ensure that students have not removed required Apps and/or synced to a personal iTunes account. Mobile device Management profiles will audit the computer devices via remote checks that provide information on which application is installed on the device.

5.2 Inspection

Students may be selected at random to provide their computer device for inspection.

5.3 Procedure for re-loading software.

If technical difficulties occur or illegal software (non-TEACH iTunes Apps) is discovered, the computer device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of computer device use.

5.4 Software upgrades

Upgrade versions of licensed software/Apps are available from time to time. Students may be required to check in their computer devices to the onsite technician or TEACH's IT department for periodic updates. Minor application pushes will remotely installed via our Mobile Device Management software.

6. COMPUTER DEVICES ACCEPTABLE USE

TEACH's school technology resources that are provided by the school are not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The TEACH School Acceptable Use Policy shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian's Responsibilities

Parent/Guardian's are to talk to their student about values and the standards that they should follow that pertain to the use of the appropriate Internet and all other digital media resources.

6.2 TEACH schools' responsibilities include:

- Providing Internet and Email access to its students.



- Providing data storage areas through Google Docs or iCloud. These will be treated similar to school lockers. TEACH School reserves the right to review, monitor and restrict information stored on or transmitted via TEACH school owned equipment and to investigate inappropriate use of resources.
- Providing staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy

6.3 Students' Responsibilities include:

- The use of computer devices in a responsible and ethical manner. Obey general school rules concerning behavior and communication that apply to computer devices use
- The use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions
- Helping TEACH Schools protect their computer system/device by contacting an administrator about any security problems they may encounter
- Monitoring all activity on their account(s)
- Turning off and securing their computer device after they are finished working to protect their work and information
- Return their computer device to the School Office/assigned classroom - at the end of each school year; students who transfer, withdraw, are suspended or expelled, or terminate enrollment at TEACH Schools for any other reason must return their individual school computer device on the date of termination

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Use of any messaging services-EX: MSN Messenger, ICQ, AIM, IMO, etc.
- Non educational games; only educational games, which in no way contradict our mission may be used with permission of a teacher
- Use of outside data disks or external attachments without prior approval from the administration
- Changing or removal of computer device settings or TEACH loaded device management profiles (exceptions include personal settings such as font size, brightness, etc.)
- "Jailbreaking" of your computer device or loading software that bypasses the system's original security measures or normal mode of operation.
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed



- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the TEACH Schools web filter through a web proxy
- Creating, sending, accessing or downloading material, which is abusive, hateful, harassing, or sexually explicit (i.e., Engaging in inappropriate activity, such as but not limited to, sending threatening messages on Social Media or other forms of cyber bullying); ACRPS has a “no-tolerance” position on harassment of any kind.

6.5 Social Media

TEACH students are expected to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions. If a student sees anything of concern on a fellow TEACH student's social networking page or account, they should immediately contact the school's administration, their teachers, or another adult within the school.

- *“Think before you post.”* TEACH asks students to use discretion when posting information onto the Internet.
- TEACH reserves the right to request school-related images or content posted without permission to be removed from the Internet.
- Do not misrepresent statements or information by using someone else's identity.
- Social media venues are public and information can be shared beyond a student's control. *“Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.”*
- Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to a social networking sites that one wouldn't want friends, peers, parents, teachers, college admissions officers, or future employers to access. Any digital content that is created and/or posted will create a personal digital footprint that cannot be erased.
- When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.
- Only accept invitations to share information from people they know. Utilize privacy settings to control access to the network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, Social Security numbers, phone numbers, addresses, exact birthdates, and pictures with parties they don't know or on unsecure sites.
- Users should keep their passwords secure and never share passwords with others. *“If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.”*
- Cyber-bullying is considered an act of harassment and is considered unlawful.

6.6 Computer Device Care

Students will be held responsible for maintaining their individual computer devices and keeping them in good working order. Computer devices batteries must be charged and ready for school each day by following the check-in/out policy at the school.



Only labels or stickers approved by TEACH Schools may be applied to the computer device. Computer device cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.

Computer devices that malfunction or are damaged must be reported to the School's main office staff. The school will be responsible for repairing the computer devices that malfunction or is accidentally damaged. A computer device that is willfully damaged by the student will be repaired and the insurance deductible cost will be borne by the student. Repairs may take between 7 to 10 days to complete.

A computer device that is stolen must be reported immediately to the main office.

6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If one is unsure, ask a teacher or parent.

Plagiarism is a violation of the TEACH Code of Conduct - Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to the **TEACH Schools Student/Parent Handbook**. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps that included but are not limited to:

- **1st Offense** – Meeting between student and administrator to discuss appropriate use policy of technology.
- **2nd offense** – Student(s) will be placed in a school community service program. Service will include cleaning monitor screens, keyboards and other computer accessories.
- **3rd offense** –Parent meeting with administrator(s) to discuss corrective actions.

7. PROTECTING & STORING THE COMPUTER DEVICES

7.1 Computer Device Identification

Student computer devices will be labeled in the manner specified by the school. Computer devices can be identified in the following ways:

- Serial number
- TEACH school label with barcode
- School Label on computer device case

7.2 Storing the Computer Devices

When students are not using their computer devices, they should be stored in a computer device storage unit in each classroom or designated charging cart.



7.3 Computer Devices Left in Unsupervised Areas

Under no circumstances should computer device be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, and hallways. Any computer device left in these areas is in danger of being stolen. If a computer device is found in an unsupervised area, it will be taken to the School Office.

8. Damage Responsibility

This agreement informs you of your legal responsibility with regard to the computer device, cases and cables, which the TEACH is making available to your child. Parent(s) will be held responsible for ALL willful damage to their computer device including, but not limited to: broken screens, damaged metal casing, cracked plastic pieces, inoperability, etc. Should the cost to repair the device exceed the cost of purchasing a new device, the student's parent or guardian will pay for full replacement value. Lost items such as cases, actual computer device and cables will be charged the actual replacement cost.

California Education Code section 48904 states, in pertinent part, that the parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of the TEACH or its employees, or fails to return same upon demand of the TEACH, shall be liable for all damages caused by the minor. TEACH property includes the computer device and computer device case, which has an approximate value of \$700. Students should report any damage to the immediate teacher for further evaluation. Responsibility will be determined after the computer device is sent for repair.