



Student/Parent Device Acceptable Usage Policy

Science Academy of Chicago recognizes that the nature of teaching and learning changes as new technologies shift the manner in which information is accessed, communicated, and transferred. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. SAC supports access by pupils to these information sources but reserves the right to limit in school use to materials appropriate for educational purposes only. In relation to student device usage, SAC may not request or require a student to provide a password or other related account information in order to gain access to a student's social networking website. However, SAC may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account or other accounts violate SAC policy, and in this case, SAC may require the student to share content in the course of such investigations.

Acceptable Use Policy

❖ Standards for Use of Computer Networks

Students will use their iPads or chromebooks at school or home only for school-related purposes. Classroom activities as assigned and sanctioned by the school/teacher. Research activities for classroom assignments.

The exchange of school project-related ideas, opinions and questions via e-mail, message boards and other means. **(This list is not intended to be all-inclusive)**

1. Accessing information via the Internet for limited educational purposes such as: *Local, state, national and worldwide information and news; correspondence with scientists and scholars; collaboration with peers on projects and problem-solving strategies.*
2. Accessing, via the Internet educational sources, platforms, and other like sources in the pursuit of legitimate curricular goals.
3. Proper e-mail and Internet etiquette is acceptable and expected, and should include:
 - Being polite and courteous in all communications and language.
 - Assisting others in the use of the system, and helping others who are looking for ideas or information.
 - Posting and sharing information that is interesting and helpful to other users.

- Always using the network as a resource to further one's own education and that of others.
- Being mindful of network security, and immediately reporting any bugs, errors, or security problems to the system administrator.

❖ *Internet Safety/Protection*

Students & Staff: As a school participant, it is expected that you will be respectful of the rights and privacy of others. When engaging in activities on web pages, e-mail, and two-way communications, the following guidelines should be strictly adhered to:

- Never give your login id and password to anyone for any reason.
- Never leave a computer that you have been using unattended without logging off.
- Never use, or accept, abusive language, threats, or harassment.
- Never get involved with discussions on violence, hate issues, race or ethnic issues.
- Never violate ethical issues.
- Never send or receive copyrighted software or software that you have not created.

Students:

1. Never ask for or give information about (you, friends, teachers, locations).
2. Students shall not reveal your identity in any way. This includes your name, personal address, phone number, location, city, school name, team name or any other information that may give others information to identify you in any way.
3. Students shall not reveal the identity of others. This includes their name, personal address, phone number, location, city, school name, team name or any other information that may give anyone information to identify others (friends, teachers) in any way.
4. Tell your parents, teacher or other adult immediately if you come across information or individuals that make you feel uncomfortable in any way.
5. Immediately tell an adult if you receive anything that is inappropriate, threatening or uncomfortable.
6. Never agree to get together or meet with anyone you meet online without permission of an adult.
7. Never send photographs or anything else without permission of an adult.

❖ *Device Regulations*

Once the device is issued, the student is responsible for it at all times. If the device or any of its components is suspected to be lost, students must report it immediately to their homeroom teacher who will contact the administration and/or technology teacher.

1. Students will ensure devices are recharged daily and have a fully charged battery each morning
2. Devices are subjected to recall at any time by school personnel for repair or replacement.
3. Keep all food and drinks away from devices
4. DO NOT physically mark up the device with writing, stickers, or other items that might deface the device finish or screen

5. Students will transport their devices in a secure manner and store them safely when not in use
6. Use the device on a flat, stable surface
7. Avoid touching the screen
8. Students will return the device and power cord in good condition at the end of the year and/or upon the school's demand.
9. Devices are school property. If a student fails to surrender the device then the student will be in possession of stolen property and appropriate charges will be filed.

❖ *Consequences for Violation of Policy/Rules*

Any user violating or demonstrating the intent to violate any of the guidelines set forth in the acceptable use policy may face disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, SAC may take one or more of the following disciplinary actions (Possible Consequences may be, but are not limited to, the following):

1. Restitution
 - Replacement cost
 - Reimbursement of cost for repair
 - Reimbursement of technician time
2. Restriction or loss of use of technology resources
 - If technology is an essential component of education or job function it should be revoked only as a final option.
3. Legal action
4. Law enforcement notification
 - Responsibility for unauthorized charges, expenses and fees
 - Mandatory training / in-service before further use is allowed

Damage Procedures:

1. The first student accident is waived by SAC and no fees are applied. No disciplinary action is taken.
2. The second student accident is charged to the student's account and no disciplinary action is taken. Damage-related fees can be put into their own category within our payment system and the remaining balance must be paid by the end of the school year.
3. In the event of a third accident, damaged-related fees are charged to the student's account and disciplinary action should be taken.

Chromebook distribution

Students will receive their device in school. Each device is labeled with a number assigned to the student. Parents and students must sign the agreement before the device is distributed.

Communication platforms

Students will log into their device using their school email address or generic classroom login. Students WILL NOT use the 'guest' login option. Students will utilize the device for Seesaw, Google Classroom, Appropriate websites, and school resources assigned by their teachers.

Student tech support

Students and parents may contact Technology coordinator, Ms. Molenda, molenda@saoc.org, for any technical assistance.

Device Acceptable Usage Policy

Agreement Form: Parent & Student Signature Required

1. Parent or Guardian Agreement

As the parent or guardian of _____, I have read the device acceptable use policy, guidelines, and regulations established by the Science Academy of Chicago. I understand that my son/daughter has been provided access to educational technology tools, networked computer services and resources such as web-based applications, e-mail, and the Internet. I have read and understand the penalties involved. I understand that individuals and families may be held responsible for violations.

Parent or Guardian Name (Please Print)

Date

Parent or Guardian Signature

2. Student User Agreement

I understand and will abide by the procedures and acceptable use policy. I further understand that any violation of the regulations results in my access privileges may be revoked, school disciplinary action and/or appropriate legal action. I will be held responsible for reimbursement of damage and/or loss.

Student Name (Please Print)

Date

Student Signature