

Responsible Use Policy Form

The Responsible Use Policy sets the standards which ensure all users will benefit from the technology in place in our school. The policy encourages the use of technology appropriate for a Christian school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy. Ultimately, parents and guardians of our students are responsible for setting and conveying standards that their children should follow when using technology, media, and informational sources.

This form is intended to be filled out by both Student and Parent. All incoming 2022-2023 Union Pointe Academy students must review the rules and expectations of behavior for the upcoming new year.

Digital Citizenship

Digital Citizenship can be defined as the norms of appropriate and responsible behavior with regard to technology. It includes digital etiquette, laws, rights and responsibilities, literacy, and communication.

Respect Yourself

I understand that UPA expects and requires the same high standard of responsible behavior online as we do inside our physical building; that Christian behavior is to be reflected online in language, pictures, and content, whether viewing or posting.

Students must adhere to the following conditions of being a good digital citizen:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names, images, and avatars that are school appropriate. I will carefully consider what personal information about my life, experiences, experimentation, or relationships I post.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas. I will obtain permission from a faculty member before taking pictures, video, and/or audio media. I also understand that attempting to gain access to another's account is prohibited. Especially egregious is attempting to gain access to a staff member's account.
4. Protect Others. I will protect others by reporting abuse and by not forwarding inappropriate materials or communications, such as advertisements, solicitations, surveys, etc. without prior administrative approval.

5. Respect Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will use free and open-source alternatives rather than pirating software. I will purchase, license, and register all software. I will act with integrity.
7. Protect the Network. I will protect the network by not downloading or uploading files that deliberately affect the bandwidth of the school's internet resources. I will also be aware of any sites that ask for permission to install or download any materials that have not specifically been requested by me, and report them immediately to a staff member. I will not attempt to bypass any UPA domain security. This includes but is not limited to deliberate bypassing of the firewall or content filtering or removal/bypassing of the Chromebook management system.
8. Personal Social Networking. Given that the lines between school and private are blurred in the digital world, I understand that content published by me on any social media, web2.0, or other internet sites which adversely affects the learning atmosphere inside UPA, will be subject to the same consequences as if it occurred within UPA. I will not attempt to follow or contact a faculty member through their private website or social networking site while understanding that classroom or school-based websites are completely acceptable and necessary for online curriculum. .
9. Future Technologies. With the exponential growth of technology in today's world, it is expected that new technologies will find their way into the classroom almost daily. There is no way to predict what new technologies will be developed and implemented, nor how they will affect learning in the classroom. Therefore, for all future technologies and new uses for existing technologies, "acceptable use" will be at the sole discretion of UPA and its administrators.

Chromebook

Each student will be required to have a Chromebook provided by UPA. The Chromebook is to be treated as an educational tool. The students may only log into the Chromebook with their UPA google account. No personal account should be used or created on the Chromebooks.

Chromebook Usage

I agree with the list of Chromebook use and guidelines when using UPA technology.

I understand that:

- Staying on task during class time is essential to my education, and it is considered "misuse" of the device when I am not. It is appropriate for faculty to limit the use of the device if such behavior is exhibited.
- Faculty and administration reserve the right to delete any material that is inappropriate for school or interferes with the instruction in the classroom.
- UPA tags and protective covers found on the Chromebook are not to be tampered with, removed, or covered including the use of personalized stickers.
- UPA management system is not to be wiped nor may I put my Chromebook in developer mode.
- I am responsible for ensuring my Chromebook is in good working order when I come to school for the day. I will make sure it is charged and never leave it unsecured. I will promptly report any problems to the administration/media personnel.
- UPA is not responsible for any data loss due to the malfunction of the Chromebook.

Union Pointe Academy Chromebook Insurance Plan

UPA is offering a school issued insurance plan for all Chromebooks. The cost of the insurance is \$50 per school year and covers the following:

- Accidental damage including all repairs or replacements of Chromebook
 - Cracked Screen, Missing or Broken Keys, Liquid Spill, Full Immersion, Internal damage to Product, Mechanical malfunction, Display Failure, Hard Drive Failure, Battery Failure, Wi-Fi Failure, Port Failures, Motherboard Failure, Won't Charge, Won't Power On, Power Surge, A.C Adapter
 - Insurance DOES NOT COVER replacement of lost, stolen, or intentionally damaged devices or chargers.
- Replacement of the device (ONE device per school year can be replaced and the replacement device will require an additional \$50 plan to be purchased for coverage.)
- Those who choose not to purchase insurance through the school assume full responsibility for damage, loss, or theft and will be charged for any damage or loss to the extent that further usage is impaired or impossible without replacement or repair. Costs are calculated by the replacement value of the equipment taking into consideration condition and age.

I agree with the equipment loaning guidelines when using UPA technology.

- Students are forbidden to give equipment to others. Borrowed equipment should never be left unattended.
- It is the expectation and responsibility of the individual borrowing the equipment to check for damage and/or missing pieces before leaving and to report missing and damaged equipment upon return.
- Inspection should include the general condition of the equipment and the presence of equipment and accessories as indicated.
- Students who do not insure their Chromebook through UPA are responsible for all repairs if their device is damaged.
- Special permission from UPA administration is required for students to borrow equipment during school breaks. Available equipment includes Chromebooks and Chromebook chargers.

Privacy

Given a valid reason, UPA administration may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere within the UPA domain as defined above, even if the information has been password protected or encrypted. This includes but is not limited to Internet history and student@unionpointeacademy.org email.

User Privacy

I agree with the privacy guidelines when using UPA technology.

I understand that teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on students' Chromebooks or other school-owned devices during school hours or on personal devices accessing the UPA infrastructure.

Permission

UPA uses both Google Apps for Education (GAFE). Student online accounts include but are not limited to email, drive, calendar, sites, and Chromebook Management. UPA is required under its Google Apps agreement to get parental consent before allowing students under age 18 to use these services.

Responsible Use Agreement

Please sign below:

Student: I have read, understand, and agree to the terms of the Union Pointe Academy Responsible Use Form.

Student (Print Name)

Student (Signature)

Date

Parent: I have read, understand, and agree to the terms of the Union Pointe Academy Responsible Use Form.

Parent (Print Name)

Parent (Signature)

Date

Chromebook Insurance Plan

- By checking this box and submitting this form, I am accepting and enrolling in the Union Pointe Academy Chromebook Insurance Plan, as described below, for an initial cost of \$50 per school year. The plan will cover:
- Accidental damage including all repairs or replacements up to \$250
 - Replacement of the device (This plan covers replacement of one device. The replacement device will require an additional \$50 plan to be purchased for coverage.)
 - This insurance plan does not cover replacement of a lost, stolen, or intentionally damaged device or charger.
- By checking this box and submitting this form, I am NOT enrolling in the Union Pointe Academy Chromebook Insurance Plan. If damage occurs to the issued device, students and parents/guardians agree to take responsibility for replacement and repair fees of the Union Pointe Academy Chromebook. These include, but are not limited to: warranty repairs, accidental damage, intentional damage, and lost/stolen Chromebooks.

Student Name: _____

Parent/Guardian Signature: _____ Date: _____

Chromebook Serial Number: _____