



# GRACE Technology User Agreement (Student)

Before receipt of a GRACE issued device, please complete this agreement.

## When using GRACE technology EQUIPMENT, I will ...

- Only use a school approved background and profile images.
- Use devices only when instructed by school staff.
- Close lid or turn off screen when not in use.
- Mute/Unmute sound as instructed and only use headphones when permitted by school staff.
- Keep track of assigned equipment at all times
- Be responsible with who is allowed to access my assigned equipment.
- Share classwork digitally with school staff to print.

\_\_\_\_\_ initials to agree to expectations

## When accessing the INTERNET or PROGRAMS, I will ...

- Use my GRACE-assigned email account only.
- Browse the web for educational purposes only related to assigned classwork.
- Use system-approved applications, extensions or games when permission is granted based on school site expectations.
- Follow all copyright laws around using media including text, images, programs, music, and video.
- Avoid streaming music or viewing videos unless needed to complete assigned classwork.
- Be responsible for saving my digital work in the appropriate location for future access.

\_\_\_\_\_ initials to agree to expectations

## To PROTECT and care for GRACE Equipment, I will ...

- Securely carry a device when moving from one area to another in a classroom (recommend 2 hands)
- Place the device in a case, close the zipper and carry it with a handle when moving throughout the building.
- Handle equipment carefully to avoid damage. (i.e. never throw, slide, put pressure on, place objects on top or inside)
- Keep food and liquids a safe distance away.
- Clean equipment on a regular basis using GRACE recommended procedures
- Avoid tampering with, modifying or removing any labels placed on equipment.
- Sign out and shutdown devices at the end of each day.
- Store and charge devices properly per guidelines from school staff.

\_\_\_\_\_ initials to agree to expectations

## When using PERSONAL Devices during the school day, I will ...

- Follow the school site expectations for use.
- Keep in a backpack or locker unless permission is given by school staff.
- Be responsible for devices at all times, GRACE/school site is not held accountable for breakage or loss.
- Use my own data connection (school WiFi connection only with school staff permission for class use)

\_\_\_\_\_ initials to agree to expectations

## To be a good DIGITAL CITIZEN, I will ...

- Respect Myself
  - select online names that are appropriate.
  - use caution using information, images, and other media online. (What I contribute leaves a digital footprint for all to see.)
  - carefully consider what personal information about my life, experiences, or relationships I post.
  - make sure all work I do online is well-written
  - act with integrity when interacting online. (What is inappropriate in the classroom is inappropriate online.)

\_\_\_\_\_ initials to agree to expectations

- Protect Myself

- make sure the information, images, and materials I post online will not put me at risk.
- never publish my personal details, contact information, or a schedule of my activities.
- report any inappropriate material or behavior I witness while online to school staff immediately.
- protect passwords, accounts, and resources.

\_\_\_\_\_ initials to agree to expectations

- Respect Others

- not use electronic connections to make fun of, bully, harass, or stalk people.
- avoid sites that are degrading to others, pornographic, racist, or inappropriate.
- not access other people's passwords, accounts or files without their knowledge and permission.
- make sure that criticism (written or verbal) is constructive and not hurtful.

\_\_\_\_\_ initials to agree to expectations

- Protect Others

- report any inappropriate or abusive behavior towards others.
- avoid being a part of sharing or creating unacceptable materials and communications.

\_\_\_\_\_ initials to agree to expectations

- Respect Intellectual property

- request permission to use copyrighted or otherwise protected materials.
- acknowledge all primary sources and suitably cite all uses of websites, books, media, etc.
- validate information and abide by the fair use rules.
- do my own work or give credit to others for their work: *No Plagiarism*.
- never use someone else's identity.

\_\_\_\_\_ initials to agree to expectations

- Protect Intellectual Property.

- use available free and open source alternatives rather than pirating software.
- refrain from using or distributing music/media in a manner that violates copyright licensing.

\_\_\_\_\_ initials to agree to expectations

- **THINK** before doing anything online: Is it **True, Helpful, Inspiring, Necessary, Kind?**

- avoid posting anything I wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.

\_\_\_\_\_ initials to agree to expectations

### Negligence or purposeful MISUSE of any GRACE equipment/services ...

- Will have consequences set by the school site based on the seriousness of the act.
- May result in limited use or total loss of privileges.
- Any damage or loss is the responsibility of the assigned student, so I will always be mindful of expectations.
- Any illegal use will result in immediate parent contact and possible law enforcement involvement.

\_\_\_\_\_ initials to agree to expectations

Your signature indicates you have read and understand the Chromebook policies.

Student Name:	Grade:
Asset Tag # (white sticker): A020 _ _ _ _	
Student Signature:	Date: