

MOT CHARTER SCHOOL ASSIGNED SCHOOL COMPUTER USE AGREEMENT

Each MOT Charter School student will receive an assigned school computer and will be permitted and expected to take the device home to work on assignments and coursework. Students will be able to access the Internet from their assigned school computer at school and wherever wireless connectivity is available.

ACCEPTABLE USE POLICY

All MOT Charter staff, students and families agree to abide by MOT Charter's Acceptable Use Policy (AUP) governing the use of technology.

Parent and Guardian Responsibilities:

While MOT Charter is part of the state's network and therefore has a filtering system on the school network, other networks may not be filtered. We ask that parents discuss and establish acceptable use in their homes and hold their children accountable to those expectations.

User Responsibilities:

In order to maintain the privilege of using school technology, both at home and at school, users must agree to comply with the following:

1. Use of school technology must be grounded in *academic purpose* and align with objectives and goals of the instructional programs of MOT Charter School.
2. Network accounts and hardware, including school email accounts, computers, and accessories, are *school property*.
3. Users understand and agree that their use of technology will be *monitored and supervised*, and recognize that MOT Charter School reserves the right to determine if use of the network or equipment is consistent with the school's Acceptable Use Policy.
4. Users agree to maintain the software and app configuration of the assigned school computer set by MOT Charter. Students agree to delete personal data as needed to maintain storage capability necessary for academics.
5. Users must agree to the following codes of acceptable conduct for electronic communications including mobile devices, electronic mail, messaging, social networking, and Web involvement and applications:
 - a. Use of these tools during classes should be for academic purposes only.
 - b. When using these communication tools, users should avoid revealing information of a personal nature.
6. While faculty and students are encouraged to use online portals as extensions of the classroom, those spaces must have appropriate security measures to ensure that membership to that space is limited to the learners involved in the actual classroom environment.
7. Network accounts and school computers are to be used *only by the authorized user* of the account.
8. Students agree to keep their *username and passwords private*.
9. Computers should be considered the same as a personal class notebook, and students should *not allow another student to use* their assigned school computer for class or for studying.
10. Assigned school computers *should be kept locked* by the account holder when not in use.

11. Students will care for the network, hardware, and software as tools of learning and will keep them in good working order.
 - a. Food and drink should be kept away from the device.
 - b. Equipment must be kept secure and treated carefully at all times.
 - c. Equipment must be charged nightly in preparation for use the next day.
 - d. **NO DECORATIONS MAY BE PLACED ON THE COMPUTER ITSELF.** You may **ONLY** decorate the protective zip-case the computer is in.
12. The assigned school computer ***must be kept in a protective cases*** when not in use and must be returned with only normal wear and without alterations in order to avoid paying the replacement fee.
13. The following are some examples of **unacceptable uses** of technology. Please refer to the AUP for more detailed examples in these areas:
 - a. Access to inappropriate material
 - b. Unlawful purposes, including recording, sharing and/or posting of recorded material, images or audio without formal consent of all parties.
 - c. Security violations
14. The assigned school computer may come equipped with a camera and video capabilities. MOT Charter retains the rights concerning any recording and/or publishing/posting of any student or staff member's work or image. Students must obtain prior permission to publish/post a photograph or video of any school-related activity.
15. Unauthorized recordings are subject to disciplinary action.
16. The assigned school computers are school property. MOT Charter School reserves the right to maintain access to and to search school property, including the assigned school computers, at any time with or without suspicion or consent.
17. Students must be aware of and comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a user is unsure, he/she should consult a parent or teacher.

Violating this Policy:

Violating this policy or the Acceptable Use Policy may result in, but are not limited to, the following consequences: warning, discipline referral, parent conference, detention, loss of technology privileges, loss of take-home privileges, suspension, expulsion, referral to law enforcement.

RECEIVING YOUR ASSIGNED SCHOOL COMPUTER

To receive an assigned school computer:

1. Parents and students must sign and return this agreement.
2. Purchase insurance from MOT Charter School for \$20.
3. Purchase protective case provided by MOT Charter
 - Hard-shell case for the Lenovo 300e computers (9th grade) - \$40.
 - Soft case for the Lenovo N21 & N23 computers (10th - 12th grade) - \$20.

Each computer is assigned to an individual student, and the responsibility and care of the computer rests solely with that individual student. Students are not permitted to ask other students or staff members to hold, store, charge, or maintain their computer. Student computers are labeled by MOT Charter and can be identified by the serial number and a student identifier. It is a violation of this agreement to modify or remove any identification on the computer.

Students with outstanding financial obligations at MOT Charter will not be permitted to receive a Chromebook until their outstanding financial obligation has been cleared.

UPDATING THE STUDENT ASSIGNED COMPUTERS

1. Each student must return the assigned school computer and the charger at the end of each school year for service and updating.
2. Students who withdraw, are expelled, or are no longer enrolled at MOT Charter School for any reason must return their assigned school computer on the date of withdrawal or will be charged for full replacement costs of the computer and its accessories.
3. If a student fails to return the assigned computer at the end of the school year or upon termination of enrollment at MOT Charter, that student will be subject to criminal prosecution or civil liability.
4. Failure to return the assigned computer will result in a theft report being filed with the local police authorities.
5. Students are responsible for any damage to the assigned computer and must return the device and its accessories to MOT Charter in satisfactory condition. Students may be charged a fee for any necessary repairs or replacement, not to exceed the replacement costs of the computer and its accessories.

INSURANCE INFORMATION

Because we understand that an electronic device can be broken and, in an effort to keep costs down, have instituted an insurance policy to assist parents with repair and replacement expenses. All families are required to participate in the insurance plan to receive the assigned student computer.

Costs:

Annual Premium: \$20 (Non-Refundable)
First Occurrence: \$25 deductible
Subsequent Occurrences: \$25 deductible + \$25 handling fee

Coverage:

The insurance policy covers direct physical loss caused by accidental damage, theft, burglary, robbery, fire, flood, vandalism, natural disasters and power surge due to lightning.

Not Covered:

The insurance policy does not cover loss or damage caused by dishonest acts, intentional damage, theft from an unattended vehicle (unless it is securely locked with windows closed), unexplained or mysterious loss.

The cost to replace an assigned student computer that is lost or damaged through misuse or negligence and, therefore, not covered by MOT Charter's insurance policy will be \$350.

Claim Process

Accidental Damage

1. If your assigned student computer fails to work or is damaged, report the problem to the high school front office as soon as possible.
2. Both parent and student will be required to complete the claim form.

3. Pay the deductible.
4. The student will be assigned a computer to use during school hours while his/her computer is being repaired, once the claim form is submitted and deductible paid.

Theft or Vandalism (Including damages)

1. Report the problem to the high school front office.
2. File a police report and obtain a copy of it.
3. Complete a claim form.
4. Pay the deductible.

STORING AND PROTECTING YOUR ASSIGNED STUDENT COMPUTER

- Students are welcomed and encouraged to take their Assigned school computer home daily. It must not be left unattended. When not able to be in the student's personal possession, the Assigned school computer should be secured.
- The Assigned school computer should not be stored in a vehicle at home or at school or exposed to long-term temperature extremes or direct sunlight.
- The Assigned school computer must be kept in a protective covering.

CARING FOR YOUR ASSIGNED STUDENT COMPUTER

- Care must be exercised when handling the Assigned school computer. Do not place an Assigned school computer in a bag that contains food, liquid, or heavy or sharp objects.
- Do not throw or slide an Assigned school computer or a bag containing one.
- Do not put pressure of any kind on the screen.
- Only use a clean, soft cloth to clean the screen, and never use cleansers of any type. Avoid getting any moisture into the openings.

USING THE ASSIGNED STUDENT COMPUTER AT SCHOOL

- Students are responsible for bringing the Assigned school computer to all daily classes.
- The Assigned school computer must be fully charged at home overnight and ready for use during each school day.
- Staff members are not responsible to provide charging opportunities or equipment to students.
- Students are responsible for getting the coursework completed, whether or not the Assigned school computer or the network is working/ available.
- Assigned school computer malfunctions are not acceptable excuses for failure to submit work, and MOT Charter is not responsible for lost or missing data. Students are responsible for backing up their work.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Instructors maintain the right to determine Assigned school computer use in the classroom. Failure to abide by teacher direction regarding Assigned school computer use will result in disciplinary action and may jeopardize Assigned school computer privileges.

ACCEPTABLE USE POLICY CONSENT AND PLEDGE

I have read and understand MOT Charter's Acceptable Use Policy and this agreement. I understand that any violation of the policy or this agreement will likely result in disciplinary consequences and may constitute a criminal offense. Should I commit any violation of the school's AUP or this agreement, I understand and agree that my access privileges may be revoked and disciplinary action and/or legal action may be taken.

MOT Charter Student Pledge for Assigned School Computer Use

1. I will take good care of my assigned school computer.
2. I will never leave the assigned school computer unattended unless it is in a secure location.
3. I will never loan out my assigned school computer to other individuals.
4. I will know where my assigned school computer is at all times.
5. I will charge my assigned school computer battery each night.
6. I will keep food and beverages away from my assigned school computer.
7. I will not disassemble any part of my assigned school computer or attempt any repairs.
8. I will protect my assigned school computer by keeping it in a protective case at all times.
9. I will use my assigned school computer in appropriate ways and for educational purposes.
10. I will not decorate or deface the assigned school computer or any part of it in any way.
11. I understand that my assigned school computer remains the property of MOT Charter School and is subject to inspection at any time.
12. I agree to follow the policies outlined in this agreement and the school's Acceptable Use policy.
13. I will notify the school immediately and file a police report if my assigned school computer is stolen or vandalized.
14. I understand that I am responsible for full replacement cost if the damage or loss of my assigned school computer is not covered by insurance.
15. I understand that I will be held fully responsible for any damage I cause to another student's computer and will have to pay the full cost of replacing it.
16. I agree to return the assigned school computer and charger at the end of the school year or when my enrollment terminates in good working condition or I will pay the fee for replacement.

My signature below indicates that I agree to abide by all rules and responsibilities set forth in this Assigned School Computer Agreement, the Acceptable Use Policy, and the Student Pledge for Assigned School Computer Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

2019-2020 Insurance Premium Payed
Office Use Only