

## Technology User Agreement for 2016-2017

It is the responsibility of each student and parent to read and understand all policies below. For all students, the last page of this document must be printed, signed and dated by a legally responsible parent/guardian (for all grades), and signed/dated by all students in grades 4th-12<sup>th</sup> each year. Please submit the signature page to the student's advisor/homeroom teacher on the first day of school. School equipment, accounts, and network access will not be granted without this document on file. Please only submit the last page on the first day of school and keep the remaining document for your records.

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### OVERVIEW:

Technology resources at St. Andrew's are provided for the purpose of supporting the educational mission of the school. These resources are to be utilized to promote educational excellence by facilitating resource sharing, innovation, scholarship, research, creativity, adaptability, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in school handbooks. It is required that members of the St. Andrew's community will use all types of computing devices, the school network, and school accounts in a responsible, ethical, and legal manner at all times.

All the rules of conduct described herein and in the St. Andrew's School Parent/Student Handbook apply at all times, whether on the school network, a school device, or using school issued accounts. Further, any online or digital behavior that is deemed unbecoming of a St. Andrew's student may result in disciplinary action. Possible consequences for violating any portion of this agreement include, but are not limited to, disabling of school accounts, detention, suspension, or expulsion. Damage or misuse of any school owned equipment will result fees or financial holds as described in this agreement.

### EQUIPMENT USE AND CARE

#### Disclaimer

ST. ANDREW'S ON THE MARSH retains sole right of possession of the iPad, MacBook, and related equipment. The iPad or MacBook will be issued to students according to the guidelines set forth in this document. The School retains the right to collect and/or inspect the iPad or MacBook at any time and to alter, add or delete installed software or hardware. The school is not responsible for any personal data lost during such maintenance.

#### Substitution of Equipment

In the event that the equipment is inoperable, St. Andrew's has a limited number of spare iPads and Chromebooks for use while the equipment is repaired or replaced. There is a fee of \$250 for any damages to spare iPads or Chromebooks. This user agreement remains in effect for the

substitute. If a student forgets to bring their iPad, MacBook, keyboard, or power charger to school, a substitute will **not** be provided.

### **Customization of Equipment**

The Student is permitted to alter or add files to customize the assigned iPad or MacBook to their own working styles within the limits set forth by the Mobile Device Management (MDM) software and without damaging the functioning of the device. The student is not permitted to install software on the assigned iPad or MacBook that is not available from the iTunes Store or App Store or expressly provided by the MDM. To submit a program/application for approval, email the Technology Staff. Students are not allowed to physically alter any device or accessory by any means, including markers, stickers, etchings, etc... Students and parents may not alter the Parental Controls settings on a device without prior authorization from the Technology Department.

### **Damage or Loss of Equipment**

Report all damages, malfunctions, or losses immediately to the ST. ANDREW'S ON THE MARSH Director of Technology. The iPad and MacBooks are covered by separate policies, outlined below. It is your responsibility to understand the terms of these conditions and how these policies differ. Under no circumstances should a device be taken to any service provider for repair without authorization of the Technology Department.

### **Middle School iPad Mini Coverage**

All Middle School iPad Minis are covered by a manufacturer's extended warranty (AppleCare Plus). The warranty covers manufacturer's defects and accidental damage.

**AppleCare+ provides iPad repair or replacement coverage, both parts and labor, from Apple-authorized technicians. Service coverage includes the following:**

- **The iPad**
- **Included original USB cable and power adapter**
- **Up to two incidents of accidental damage, each subject to a \$49 service fee, over the term of the lease (3 years)**

The AppleCare+ warranty covers accidental damage from spills, power surges, drops, falls, collisions, flood, fire, smoke, wind, and earthquake, as well as damage to batteries and AC adapters. The warranty does not cover negligence and abuse. For example, leaving an iPad on the ground or in the hallway, placing in water, throwing the iPad, or using the iPad as an umbrella would all be considered examples of negligence and abuse. This coverage is valid only for the duration of the iPad lease, which begins July 2015 and concludes June 2018.

In the event that damage to the iPad is a result of negligence or abuse (as determined by St. Andrew's staff or Apple), loss, or theft, or in the event that a third damage claim is filed, it will be the financial responsibility of the family to pay for a replacement at the full replacement cost, including AppleCare+ at the then-current MSRP, approximately \$400.

If an iPad is damaged, the Technology Department will work with Apple to determine if it can be repaired. Note that any unpaid deductibles/replacement costs will result in a hold being placed on the student's St. Andrew's account, which will prevent the release of grades and transcripts and may result in suspension of school issued technology accounts.

**All repairs must be made by Apple and arranged by the Technology Department.** iPads may not be repaired by any other service centers. If an iPad is found to have been repaired by another company there will be a \$400 replacement fee, regardless of the condition of the iPad, as such unauthorized repairs void our service agreement.

### **Lower School iPad 4<sup>th</sup> Generation Coverage**

There is no coverage provided on the Lower School iPads. Damage that occurs as the result of intentional misconduct or neglect will be the sole financial responsibility of the student's family, at a cost up to \$250. All repairs must be arranged by the Technology Department.

### **MacBook Coverage**

All MacBooks are covered by a manufacturer's 1 year limited warranty. The warranty covers manufacturer's defects but does **not** cover accidental damage, loss, theft, negligence or abuse. **The Apple Limited Warranty provides MacBook Air global repair coverage, both parts and labor, from Apple-authorized technicians for one year, beginning July of the year the MacBook is first assigned to the student. Apple hardware coverage includes:**

- **The Mac computer**
- **Included Apple Mac accessories such as the power adapter**
- **Apple memory (RAM)**

In the event that damage occurs to the MacBook, it is the sole financial responsibility of the student's family for the repair or replacement of the MacBook. It is also the responsibility of the family to arrange any needed repairs with the Technology Department and an Apple Authorized Repair Center. **All repairs must first be authorized by the Technology Department.**

MacBooks must be returned prior to graduation or purchased for a fee, as outlined in the Fee Structure section. If the MacBook or provided accessories are not purchased, all equipment must be returned in good working condition. All equipment must be returned if the student is transferring prior to graduation. If there are unpaid or needed repairs for damages or missing equipment, a hold will be placed on the student's St. Andrew's account, which will prevent the release of grades and transcripts.

### **Accessories and Chromebooks**

Non-Apple accessories (such as keyboards and cases) and Chromebooks are not covered by any replacement or protection plans. Damage to any accessory or Chromebook will be the sole financial responsibility of the student's family. Intentional damage to any accessory or Chromebook will also result in disciplinary action that may include detention, suspension, or expulsion.

### **Standards for iPad and Macbook Care**

#### Student Responsibilities:

1. Bring the iPad or MacBook and charging unit to school every day. Be sure to charge the device at home each night.
2. Keep the iPad or MacBook with you or within your sight at all times. Do not leave the device anywhere other than your locker.
3. Keep the iPad or MacBook in your locker when it is at school and not in use. Keep the iPad or MacBook in a secure location when it is not at school.
4. Do not let anyone use the iPad or MacBook other than your parents or guardians.
5. Adhere to policies outlined in this document and the school handbook at all times.
6. Back up your data.
7. Report any problems, damage or theft immediately to the Technology Department.
8. Intentional damage to any iPad or MacBook will result in disciplinary action that may include detention, suspension, or expulsion.

#### General Care:

1. Do not do anything to the iPad, MacBook, or accessories that will alter it in any way, including the use of stickers or markers.
2. Do not remove any serial numbers or identification placed on the equipment.
3. Keep the equipment clean. Do not eat or drink while using the iPad or MacBook.
4. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner only designed specifically for LCD type screens. **DO NOT** use Windex.

Carrying Devices:

1. Transport the iPad or MacBook in a protective case or bag where it will not be crushed.
2. Do not drop a backpack that is carrying an iPad or MacBook.
3. Do not lift or carry a MacBook or Chromebook by the screen.

Personal Health and Safety:

1. Avoid extended use of the iPad or MacBook while it is resting directly on your lap. The bottom of the iPad or MacBook can generate significant heat.
2. Take frequent breaks when using the iPad or MacBook for long periods of time. Look away from the screen at least every fifteen minutes.
3. Do not provide your personal information to anyone over the Internet.
4. Do not share your passwords with anyone other than parents, your advisor, or members of the Technology Department.

**FEE SCHEDULE AND STRUCTURE:**

Annual Technology Fees for each grade level can be found in the re/enrollment materials. The Technology Fee is designed to offset the cost of student devices, digital accounts, and network resources, as well as support infrastructure enhancements.

Macbook Purchase Fees upon graduation:

Class of 2017: \$300  
Class of 2018: \$150  
Class of 2019: No Fee  
Class of 2020: No Fee

NOTE: These fees are for students who have attended St. Andrew's Upper School for four years. Purchase Fees will be higher for students who attend for fewer than four years.

Graduating after attendance for:

Two Years: \$300  
Three Years: \$150

Damage Fees (damage includes but is not limited to cracked screens, liquid damage, broken parts, dents, and defacing by use of stickers, markers, adhesives, etc...):

iPad Mini Damage:

First and Second Damage Incident in Three-Year Cycle: \$49  
Third Damage Incident: Full Replacement Cost, \$400  
Unauthorized iPad repair: \$400  
iPad Case Damage: \$50  
Keyboard damage: \$75  
iPad Bag Damage: \$25  
Charger or cord: \$20

MacBook Damage:

TBD by an authorized repair center. Maximum expense will be replacement cost of the device at then current MSRP, estimated at \$900.

MacBook Case/Shell Damage: \$25  
Charger Damage: \$80

Chromebook Damage: \$250

Loaner iPad, Mac, or Chromebook Damage: \$250

Lower School iPad Damage: \$250

Lower School iPad Case Damage: \$50

## ACCEPTABLE USE POLICIES:

### Acceptable Use Policy – Student Agreement

**By signing the Technology User Agreement 2016-2017 Student and Parent Signature Page, I agree to the following statements:**

I understand that I have the right to responsibly use the St. Andrew's internal network and its connection to the Internet. Responsible use is defined by the following guidelines. Should problems or questions arise, I agree to seek help, and if I become aware of any abuses, I agree to contact an appropriate faculty or staff member. I understand that I may be subject to disciplinary action if I do not abide by these guidelines.

- 1. Network Etiquette-** I will use appropriate language when using email, news groups, chat, journals, blogs, social media, instant messaging, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content (including profanity or offensive language). I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other students, faculty or persons associated with or not associated with St. Andrew's. I understand that my email can be monitored at all times. I will always be mindful that I am a representative of our school and further agree to follow all codes of conduct outlined in the Student Handbook.
- 2. Misuse-** I will take care to use equipment appropriately and avoid treating it in a manner that will cause unnecessary wear and tear. I agree to help conserve valuable resources, including (but not limited to) printer paper and toner, server disk space, electricity, and network bandwidth.
- 3. Privacy-** I will protect the privacy of others and myself by not revealing passwords, addresses, or other personal information on the Internet without seeking the guidance of a parent or faculty member. I will not electronically publish or distribute any inappropriate materials.
- 4. Trespassing-** I will not attempt to access the St. Andrew's network or any data on the network without authorization. This includes, but is not limited to, accessing the network using an account other than my own, including email accounts. Doing so will be considered an infraction of the St. Andrew's Honor Code.
- 5. Copyright-** I understand that certain materials may not be copied or reproduced without the permission of the author. I agree to document and properly cite all information and media acquired through the Internet or other information technologies.
- 6. Inappropriate Use-** I will use the system only for appropriate purposes, including obtaining, using, processing, and distributing information for the purpose of legitimate school-related or school approved activities. I understand that inappropriate use includes, but is not limited to: assuming the identity of another; sending or seeking to receive messages that contain or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language; illegal activity; and information which could violate another person's privacy. I understand that electronic communications on the St. Andrew's network, devices, or accounts are not guaranteed to be private, and messages or other information deemed inappropriate may be cause for disciplinary action including suspension or expulsion.

**Acceptable Use Policy – Parent / Guardian Agreement**

**By signing the Technology User Agreement 2016-2017 Student and Parent Signature Page, I agree to the following statements:**

I hereby release St. Andrew's School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the St. Andrew's computer network; including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding the rules of use of the information systems contained in this document and understand and agree that the policies contained herein are incorporated into the contract under which my child is enrolled at St. Andrew's.

I understand that it is impossible for St. Andrew's to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network or a school device while off campus. I also agree to report any inappropriate use of the system of which I am aware to the school administration.

I understand that for the protection of all students and ensuring academic integrity, I must use my own assigned network accounts and may not use my child's network accounts for any reason. I further understand that violating this policy may result in legal action taken against me.

I accept full responsibility if and when my child's use of information technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school.

I give my child permission to access the St. Andrew's School computer network, Internet, school devices, and other digital systems.

**PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS AND SUBMIT THE NEXT PAGE**

**PLEASE SUBMIT ONLY THIS PAGE (on the first day of school)**

## **Technology User Agreement for 2016-2017 Student and Parent Signature Page**

*For each student in all grades, a signed and dated copy of this document page must be submitted to the student's Advisor / Homeroom teacher on the first day of school. It is not necessary to submit the previous pages of the Technology User Agreement.*

**STUDENT AGREEMENT: (To be signed by all students in grades 4-12)**

**I have read and understand the contents of the Technology User Agreement for 2016-2017. By signing below I indicate that the Technology User Agreement for 2016-2017 has been made available to me and that I agree to abide by all rules and policies as outlined in all sections of the Technology User Agreement for 2016-2017 and the Student Handbook.**

**These rules apply while I am a student at St. Andrew's School and are not limited to my presence on campus or use of school devices. I will not engage in any activity at any time that is in violation of the Technology User Agreement. All policies related to behavioral conduct expressed in the Parent/Student Handbook also apply to the use of the computer network, email, school owned devices, accounts, and the Internet.**

**I understand that an individual search of my data and activity records will be conducted if there is reasonable suspicion that I have violated this policy or the law.**

Student Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT AGREEMENT: (To be signed by parents/guardians of students in ALL grades)**

**I have read and understand the contents of the Technology User Agreement for 2016-2017. By signing below I indicate that the Technology User Agreement for 2016-2017 has been made available to me and that I agree to abide by all rules and policies as outlined in all sections of the Technology User Agreement for 2016-2017 and the Parent / Student Handbook.**

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SUBMIT ONLY THIS PAGE (on the first day of school)**