IQA Chromebook User Agreement

Dear Parents and Students,

IANT Quranic Academy is implementing a student device program. In the past, the students were sharing Chromebooks, which are small personal computers that run primarily on the web. This year, we will be assigning Chromebooks for individual students.

Chromebooks have changed the way we teach and learn by opening up the world to our students. Technology plays a significant role in the educational process at IQA. In order to ensure proper care and usage of a school-issued Chromebook, students must abide by the *IQA Chromebook User Agreement.*

Students in Grades 6-10 will each have a Chromebook assigned to them once they have completed the agreement and submitted it to the office.

We expect the use of our Chromebook devices to follow the IQA Student Acceptable Use Policy, and be consistent with our mission statement. Our mission is Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Taking care of your Chromebook

Proper care of school-issued Chromebooks is necessary to allow for maximum life. The procedures listed below should be followed:

- ➔ **Daily Procedures**
  - ◆ Chromebooks cannot leave campus.
  - ◆ They must be checked in and out from the student's homeroom teacher.
  - ◆ It is the student's responsibility to check out their chromebook and return it to the correct classroom to charge.

- ➔ **Precautions**
  - ◆ Keep food or drink away from your Chromebook while it is in use.
  - ◆ Do not carry your Chromebook while the screen is open.
  - ◆ Chromebooks should be shut down when not in use to conserve battery life.

- ➔ **Screen Care**
  The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
  - ◆ Do not press or lean on top of the Chromebook.
  - ◆ Do not place pressure on the screen or put items in your bag that will press against the cover.
  - ◆ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

◆ Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

➔ **Parent and Student Responsibility**
  ◆ Parents are responsible for the full repair cost of devices damaged by their child. Any damage must be reported immediately.
  ◆ Lost Chromebooks that have been returned to the office:
    ● 1st offense: $10
    ● 2nd offense: $25
    ● 3rd offense: $50
    ● 4th offense: Chromebook revoked
  ◆ Lost or damaged Chromebook: $350

Violations

➔ Prohibited uses of the computers include, but are not limited to:
  1. Accessing anyone else's account or allowing anyone to use their account.
  2. Accessing pornographic or vulgar sites, or sites related to gambling, militant/extremist material, etc.
  3. Accessing social networking applications and sites during school hours, such as YouTube, Twitter, Facebook, Pinterest, Craigslist, etc, for non-educational purposes or without proper permission.
  4. Personalizing or decorating the Chromebooks in any manner (stickers, decals, markings, etc.)
➔ Because the Chromebook belongs to the school, teachers, staff, and administration have the right to view the device at any time.
➔ Students must follow the Acceptable Use Policy and this handbook at all times when on the device.
➔ Teachers have the right to set up classroom-level expectations for use of the devices.
➔ Violations from either the Acceptable Use Policy or this manual will result in disciplinary action.

Please acknowledge that you have read the *Acceptable Use Policy* and accept its terms and conditions.

Student Name: _____   Grade: _____

Parent Signature: _____   Date: _____

Device Number (assigned upon agreement return): _____

*Students will not be assigned a Chromebook without the return of a signed agreement.

IQA Acceptable Use Policy

Student ("users") use of electronic communication tools include resources such as:
• Computers and related peripherals (including printers, portable hard drives/USB/flash drives, mp3 players, etc.)
• Local and wide area networks, including wireless networks (internet and email)
• File and application servers
• Video networks, digital video camcorders, and cameras
• Telephones, cell phones, PDAs, fax, and copy machines
• Televisions, VCRs, DVDs, laserdisc players, etc.

Use of these technologies must be consistent with academic actions of the IANT QURANIC ACADEMY (IQA). Users are expected to adhere to the school policies as they apply to school and personal technology resources. Users are also required to comply with all local, state, and federal laws which include regulations against computer/network hacking, software piracy, copyright infringement and other illegal behaviors.

IQA prohibits technology uses, whether school or personal technology used on school property, which could injure a person either physically or emotionally. Prohibited uses include but are not limited to:
• Sending or displaying offensive messages or pictures.
• Using obscene language.
• Harassing, insulting or attacking others.
• Damaging computers, computer systems or computer networks.
• Violating copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files.
• Using others' passwords, tampering with or forging names on electronic mail or other online environments. Trespassing in others' folders, work or files.
• Hacking with intent to damage or for the purposes of circumventing standard configurations.
• Intentionally wasting network resources.
• Storage of games and excessive picture, music, and video files.
• Unauthorized posting of personal information about others, including phone numbers, names, etc.
• Performing any action which results in a compromise of the system security.
• Using multiple-user games, internet chats, instant messaging, anonymous e-mail, and other web applications unless the use is supervised by an IQA staff member and is appropriately related to education.
• Inappropriate use of personal handheld electronic devices, including cell phones.
• Using the network for any illegal, unethical, or commercial activities.
• Negligence regarding confidential data

Electronic Mail and Internet Use
• Users must adhere to this policy at all times when using the internet and/or email, including after hours, weekend and/or holiday use.
• Student email accounts will be provided through Google Apps on request. Student accounts may be revoked if used inappropriately as outlined in this policy.
• Users are prohibited from using school provided email or internet access for commercial or personal gain.
• Users are prohibited from using school email or internet access for unethical or illegal behaviors or activities that are contrary to any school policy.
• Material hosted on school servers and published on the internet may be reviewed for appropriateness. Materials that represent IQA and are hosted on non-school servers should adhere to this policy.

Internet Safety and Use of Filters:

IQA participates in internet filtering services to help prevent access to internet content that is obscene, pornographic, or harmful as defined by the Child Internet Protection Act. By default, filtering measures shall be in operation at all times during the use of the school's computers. Some filtering protection measures may be disabled by an authorized administrator, supervisor, or other authorized person in order to provide access to valid research or for other lawful purposes.

Although the school provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access internet resources appropriately. Staff are responsible for supervising students using internet resources.

Internet safety precautions are the responsibility of all users. Safety tips include:

• Keep your personal information (name, phone numbers, address, passwords, etc.) private.
• Don't read email or download attachments from people you don't know.
• Understand that nothing done on the internet is private.
• Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate (do not respond to the person either directly or indirectly).
• Never meet online-only friends in person (you have no way to confirm the real identity of someone you meet online).
• Practice proper etiquette while online and avoid conflicts with other users.

Privacy:

Privacy is not guaranteed when using IQA technology, including the network. Files, communications (including email), and use history may be reviewed to maintain system integrity and ensure that users are adhering to the acceptable use policy and guidelines. The school will cooperate with local, state, and federal authorities when necessary. All activity could fall under Texas open record laws, which means that someone can ask to review this information at any time.

Security:

Network and computer security systems help maintain the integrity of the school technology resources. Any attempts to circumvent, disable, or misuse security systems are prohibited. If users feel they can identify a security problem they should notify the Technology Department.

Vandalism:

Vandalism includes any malicious attempt to harm or destroy any IQA equipment or software or the data of another user on a computer, local network, or global network. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action.

Sanctions:

The building administrator, supervisor, and/or teacher is responsible for applying sanctions when the Student Acceptable Use Policy has been violated. Possible sanctions include, but are not limited to:

• Loss of access to school or personal technology resources.
• Removal of students from classes with loss of credit.
• Expulsion
• Restitution for costs associated with repair of equipment or software or associated with improper use of school equipment or systems.
• Additional disciplinary action may be determined at the site or school level in line with existing discipline procedures.
• When applicable, law enforcement agencies may be involved.

Documentation of all violations of this acceptable use policy will be placed in the student academic file. The following offenses may result in immediate suspension, expulsion, and/or termination:

• Harassment or other inappropriate behavior regarding race, color, creed, religion, gender, ancestry, national origin, sexual orientation, age, or disability;

• Accessing, displaying, archiving, storing, distributing, editing, or recording sexually explicit material;
• Creating or distributing immoral, obscene, threatening, defrauding, or violent text or images or transmitting unlawful materials;
• Using electronic communication devices for illegal activity.

IQA will not be responsible for damages users may suffer, including loss of data resulting from delay, non-delivery, or service interruptions; damages to personal property used to access school computers, networks, or online resources; or unauthorized financial obligations resulting from use of school accounts to access the internet. IQA specifically denies any responsibility for the accuracy or quality of information obtained through internet services. Since all transactions conducted through school technology resources could be perceived as authorized school activities, users of school technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of school technology resources may result in legal action against the offender by the school, injured third parties and/or governmental authorities. If such an event should occur, the school will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The IANT QURANIC ACADEMY will not be held liable for the actions of users, which violate the conditions of this document.