



# ACS Technology and Device Agreement

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*This agreement is required for every student enrolled at Athens Christian School before accessing technology or receiving a school-issued device and associated account. (please submit a separate acknowledgement for each student)*

Athens Christian School (“ACS” or the “School”) strives to make advanced technology tools and resources available to students and staff in a safe and appropriate manner. These efforts support student engagement in the classroom and better prepare students for their college and professional pursuits.

The following describes acceptable behavior and use regarding Athens Christian School issued accounts, Athens Christian School issued devices, and general access to content based on the school mission. Philippians 4:8 says, “Whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence of things worthy of praise, dwell on these things.”

The purpose of this Technology Agreement (the “Agreement”) is to ensure that students, their families, and ACS faculty members are aware of their responsibilities regarding any technology equipment used at ACS and access to the internet through this equipment. This Agreement is also designed to help guard the safety and privacy of current and former students and employees.

The technology resources covered by this Agreement include all electronic devices, programs, and networks owned or operated by ACS, whether accessed from school, home, or any other location, as well as any privately owned devices used on any ACS network or at the ACS campus or during an ACS activity.

Once assigned an ACS Student Account and an ACS Chromebook, and therefore given the privilege of such resources, students will be required to follow the guidelines listed below. Behavior not aligned with these expectations or in conjunction with the ACS handbook will result in loss of technology privileges for a length of time as determined by the teacher or administration. Additional consequences may apply depending on the nature of the offense.

## **Etiquette:**

- Students will practice good digital citizenship exemplifying Christian character at all times.
- Students will keep personal information such as logins, passwords, addresses, etc. confidential.
- Digital trespassing is strictly prohibited! (this includes, but is not limited to, looking in folders, digital classrooms, or discussion boards that have not been shared with you, or logging in as someone else to misrepresent your identity and access information)
- Sound should be muted while working on the Chromebook unless the teacher has allowed earbuds. And, earbuds/headphones should only be worn with the teacher’s permission.

Students agree and acknowledge that all communication, content, searches, and activity on ACS devices is filtered and monitored by various means of ACS faculty and staff. ACS reserves the right to review any material stored and transmitted with school technology or on school provided network resources. ACS does not grant students any ownership, privacy, or an expectation of privacy in the contents of any message, including email, or other internet activities involving ACS accounts or equipment.

The use of ACS technology resources is a privilege, not a right, and may be revoked at any time without notice. Use of technology resources for personal activities is generally not acceptable. Use of technology resources for commercial activities, product advertisement, or political lobbying is expressly prohibited. Any attempt to break local, state or federal laws through the use of ACS networks and/or devices may result in discipline, including termination or expulsion, or litigation against the offenders by the proper authorities. ACS will provide any requested information necessary to fully cooperate with the appropriate authorities in any criminal investigation or process.



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## Supervision:

During class time, each student's access to, and use of, approved technology resources (personal and school provided) will be directly under the teacher's supervision and monitored as a regular instructional activity. (During non-instructional times on campus, students may use their approved technology resources but must remain in compliance with this agreement.) At no time should a teacher's direction supersede the intention of the ACS filtering system in blocking certain internet sites.

## Device Care:

- Chromebooks may only be transported with the lid closed - never with the lid open or in tablet mode.
- Students are encouraged to get a solid surface case to protect their device.
- The charging port is delicate. Use caution when inserting/removing the charger. It is a 45w or 65w USB-C charger (provided respectively for various devices). Do not use chargers from other electronics as the surge may damage the port.
- If students prefer a wireless mouse or USB wired mouse instead of the touchpad, they may supply one and use it. Please do not transport with the USB dongle in place as that is a common way the USB port is damaged.
- Always use your Chromebook on a flat, sturdy surface such as a table or desk.
- Chromebooks should never be out in the gym or locker room unless specifically instructed by a teacher (who assumes the responsibility).
- CLEANING: Use a soft glasses cloth or microfiber cloth to polish the screen. Use an almost dry Lysol or Clorox wipe on the keyboard and touchpad careful not to let liquid get between the keys or edges of the touchpad/screen. NEVER spray anything directly on your Chromebook!
- Immediately contact a teacher or an administrator if your Chromebook has been stolen or damaged or lost.

## Damage:

I agree to be responsible for the Chromebook and charger issued by Athens Christian School until the time it is surrendered to ACS.

I accept responsibility and agree to pay for any damage or loss to the Chromebook or charger that occurs before it is surrendered to Athens Christian School. (Any damage to the Chromebook including but not limited to damaged keys, touch pad, screen, ports, casing, operating system, etc. will result in a device replacement charge to this student's FACTS account. Any damage to the USB-c charger or loss of the charger will result in a separate replacement charge to this student's FACTS account.)

I understand that the same rules and regulations apply off-campus as stated above.

## Consent:

- The student checkbox on the Back To School Form implies that the student agrees to practice digital responsibility by upholding the expectations set forth in the terms stated above. The student further understands he/she will receive appropriate consequences should mishandling of ACS technology or devices occur.
- The parent checkbox on the Back To School Form implies that you, the parent/guardian, understand your child will be given access to technology not limited to an ACS device, an ACS Google account, and access to digital content. You furthermore agree to discuss expectations with your child and uphold this ACS Device and Technology Agreement with the school mission in mind.