

CGS Student Technology Acceptable Use Policy

Clover Garden Charter School continues to place a great deal of responsibility with our students as it relates to the use of technology in the classroom and now at home for high school students. There are rules relating to our computer system that must be followed and you are receiving this Acceptable Use Policy in order to make those rules and responsibilities clear.

Parents and students should read these rules carefully and acknowledge receipt of these rules by signing the form with your student(s) and returning it to the school. *Your student(s) will not receive access to the computer system until the form has been signed by a parent and the student and returned to CGS.*

For those students in high school, students will not receive a take home computer until the form has been signed by a parent and the student and returned to CGS.

By signing this form, you and your child agree to abide by the following rules:

- If assigned a laptop computer, the laptop computer assigned to your student belongs to CGS and is provided free of charge. Students are expected to take excellent care of the equipment. Physical damages to the computer will be charged back to the student and parents UNLESS YOU CHOOSE TO PURCHASE INSURANCE FOR \$35/year. Below are charges student and parents will incur for damage to computers that are not insured. Students may also have to perform community service work at the school if the damage was caused by your negligence.

Broken Screen: **\$150**

Broken keyboard or keys missing: **\$100**

Lost or missing charger: **\$35**

Lost, missing, or broken battery: **\$50**

Broken bottom/side outer casing (including battery charging port): **\$150**

Dropped resulting in hard disk damage: **\$150**

Damage beyond repair (water damage, etc): **\$300**

Lost or stolen computer (NOT COVERED BY INSURANCE): **\$300**

- Students or parents should not load or upgrade any software applications without express permission of a member of our staff. Students should also refrain from deleting or removing any software applications without express permission of a staff member.
- Internet sites containing pornographic, violent, or other unacceptable content may not be visited either at home or on school property. Accessing, producing, posting, displaying or sending offensive messages, music, or images, including images of exposed private body parts is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude, or sexually suggestive language or images.

Sending false or defamatory information about a person or organization is prohibited.

Harassing, threatening, insulting or attacking others is prohibited. Computers will not be used for electronic intimidation via Facebook, Skype, YouTube, Twitter, Instagram, Snapchat, Tumblr, or any other social networking site. Doing so is a violation of North Carolina law.

CGS has internet content filters and software in place to track violations of this policy and we have the ability to monitor software and student activities on the computer in real-time. These reports will be reviewed on a regular basis to ensure compliance with the acceptable use policy.

- Parents should monitor student computer use at home to insure compliance with CGS rules and regulations.
- Students are reminded not to share their password with anyone except a parent or guardian. Students should not use login ID's and passwords belonging to other students or faculty and staff members.
- Email correspondence on the CGS system, the laptop, or making use of the student's assigned email account is the property of CGS. Documents and other files created by the students and located on the laptops or the CGS computer system are also property of CGS.

