



Technology Agreement 2019-2020

This year every ICS West student will be assigned a chromebook to be used until the completion of the 2019-2020 school year. As in the past the chromebooks do not leave the building and are for in school use only. Your student will be given a G-Suite account to log into the chromebook. Email will not be activated on this G-Suite account and its sole purpose is for logging into the student computer.

Acceptable Use of Technology for Students, Faculty, Staff and Subcontractors: The use of technology by students, employees, or subcontractors of Independence Charter School West is a privilege, not a right. Technology users are expected and required to avoid actions that are dishonest, unkind (such as personal attacks and invasion of privacy), invasive, illegal (such as libel, slander, vandalism, sexual harassment, theft, unauthorized access) or in other ways inappropriate.

The guidelines and prohibited actions described in this policy apply to any use of the Independence Charter School West network to interact with any other websites, including all social networking platforms. In addition, the use of technology in negative or derogatory ways may be in violation of other school policies and rules of conduct, including but not limited to harassment, off-campus behavior, and/or alcohol and other drug policies.

School Technology Accounts

All students are issued G Suite for Education accounts at the beginning of the school year. A G Suite account consists of Gmail, Calendar, Drive and Docs, and Classroom. Not all G Suite components are turned on for all students. Below summarizes the capabilities of G Suite accounts per grade:

Kindergarten – 6th Grade: These G Suite accounts consist of Drive and Docs and Classroom. There is no email capability.

Rules for Technology Use

1. The use of the school's technology resources is for academic and school-related purposes only. Personal electronic devices may not be used while on school grounds.
2. Students maintain the responsibility for properly securing their property.
3. Electronic devices, including earbuds/earphones, which are used on school property will be confiscated. **For the first offense**, the student may retrieve items from the Dean or other school administrator at the end of the day. **For subsequent offenses**, a parent or guardian must pick it up.
4. Students may not create or share videos or images of other students or staff unless given permission by a supervising adult. Every message sent represents the individual and the school, and thus must follow our code of civility.
5. No student may reveal over the Internet, in any form, the personal information or picture/image of a current or former student, administrator, faculty or staff member, or parent.
6. Network and email passwords may not be shared with classmates in school, nor outside of school in any form.

Consequences for Improper Technology Use

Minor technology offenses include:

- Visiting a website or using an application not related to the work assigned.
- Carrying or moving computer equipment improperly or unsafely.

Consequences for minor technology offenses include:

- *First offense* - Loss of computer equipment for remainder of class, possible impact on participation grade.
- *Subsequent offenses* - Loss of computer equipment for that class, family contacted, and discussion with Dean of Students regarding additional consequences.

Major technology offenses include:

- Attempting to damage or intentionally damaging computer equipment
- Visiting an inappropriate website
- Inappropriate comments made electronically
- Cyberbullying

Consequences for major offenses include:

- Loss of computer equipment for that class, possible impact on participation grade, family contacted
- Student and Dean of Students plan a presentation for class regarding proper use of electronic equipment
- Other consequences as outlined in Major Incidents and Consequences may apply (Please sign on next page)

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Parent Signature: _____

Student Signature: _____

Teacher: _____

Date: _____