

## Technology Lease Agreement

Description/Serial # of Device Issued to Student: \_\_\_\_\_

This form must be filled out and returned to the school office before a technology device (laptop, iPad, or Chromebook) will be issued to the student. By completing and signing this form, you are agreeing to the terms of the agreement described below and acknowledge that you are financially liable for any accidental damage and/or abuse of the equipment. Failure to abide by the terms described in this document may result in disciplinary action.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Technology Equipment Usage

1. All usage of the device must be school related.
2. Altering the settings or configuration of the device is strictly prohibited.
3. Families must provide their own Internet access for the device when outside of the school building. Such content might not be filtered, so adult supervision is highly encouraged.
4. The lease and usage of the device shall also be subject to the following requirements:

### Responsibility

The school shall not be responsible for any information that may be lost, damaged, or unavailable when using its device or for any information that is retrieved via the Internet. The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. It also reserves the right to log network use and to monitor fileserver space utilization.

### Prohibitions

Students are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. The following uses are strictly prohibited:

- Chat rooms.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Accessing/sending obscene or pornographic material, including language, sound, or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.
- Commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted material.
- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.

- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

### **Safety**

Any user who receives threatening or unwelcome communications shall immediately bring them to the school. Users shall not reveal personal addresses or telephone numbers to others.

### **Consequences for Inappropriate Use**

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Actions such as illegal use, intentional deletion or damage to files belonging to others, and/or theft of services will be reported to appropriate authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of this agreement and loss of privileges, and shall be grounds for appropriate disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

### **Copyright**

The illegal use of copyrighted software by students is strictly prohibited. Anything uploaded to or downloaded shall be subject to "fair use" guidelines and copyright law.