

GSA 1-to-1 Computer Use Policy

George Stevens Academy is pleased to offer the GSA 1-to-1 Computer Program. This means that all GSA students will be receiving laptop computers for their use. With the benefits come responsibilities, however, and both students and parents must be aware of and accept these responsibilities. Parents and students are required to sign the GSA 1-to-1 Computer Use Policy before receiving their MacBook Airs. Copies of this policy may also be picked up in the Main Office or downloaded from the GSA website.

Student Use Policy

1. MacBook Airs are the property of George Stevens Academy, and are on loan to the student; the student is therefore responsible for the proper care of these machines. Damage to the machines (e.g. actions or events that interfere with the proper function of the device, or irreversible disfigurement of the device) and resultant necessary repairs, whether through carelessness, negligence, or accident, is the responsibility of the student, and loss or theft of laptops will also be the responsibility of the student (see “Shared Risk Pool/Network Upkeep Agreement”).
2. Student access to GSA technology, networks and Internet services are provided for educational purposes and research consistent with GSA’s mission, curriculum and instructional goals.
3. Student use of GSA’s technology, networks and Internet service is a privilege, not a right. Unacceptable use/activity (e.g. gaming, Facebook, or other uses such as but not limited to those listed below) may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. GSA also reserves the right to block access to the GSA hub, whether the technology used belongs to GSA or to individual students, if students use access or technology for non-academic or prohibited purposes.
4. GSA computers are subject to site reviews by GSA Technology, Administrative and Teaching Staff at any time. Visiting inappropriate sites with GSA computers or using GSA Internet access may result in the loss of user privileges.
5. Each student is responsible for his or her actions and activities involving GSA technology, networks and Internet services, and for his or her technology files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:
 - Accessing Inappropriate Material – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
 - Performing Illegal Activities – Using GSA technology, networks and/or Internet services for any illegal activity or activity that violates other school policies and/or school rules.
 - Violating Copyrights – Copying or downloading copyrighted materials without the owner’s permission or any other activity that violates other GSA policies regarding copyright material.
 - Committing Plagiarism – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and website must be identified.

- Copying Software – Copying or downloading software without the express authorization of the system administrator.
- Using for Non-School-related Purposes – Using GSA technology, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes.
- Misusing Passwords or Accessing an Account Without Authorization – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.
- Using Maliciously or Vandalizing GSA's Networks – Any malicious use, disruption or harm to GSA technology, networks and/or Internet services including, but not limited to, hacking activities and creation/uploading of computer viruses.
- Accessing GSA's Internet Communication Tools Without Permission – Accessing chat rooms or new groups without specific authorization from the supervising teacher.

THIS FORM MUST BE COMPLETED AND RETURNED TO THE OFFICE BEFORE A LAPTOP CAN BE ISSUED.

I have read the George Stevens Academy 1-to-1 Computer Use Policy. I understand the conditions of use described therein, and I agree to abide by this policy.

Student signature

Date

Print Name_____ Grade_____

Advisor_____

Parent/Guardian signature

Date

Print Name_____

GSA 1-to-1 Shared Risk Pool Participation/Network Upkeep Agreement

Students are required to participate in the 1-to-1 computer program while at GSA, as the computers will often be necessary components of class assignments and class participation. In that way, they are viewed much as textbooks have been considered in decades past – necessary elements to the successful education of our students. Computers, however, are far more susceptible to disabling damage than are textbooks, and because of this fact, GSA is asking new students and/or their parents to contribute to a laptop repair pool. This money will be reserved to repair or replace any computer damaged while in the possession of a GSA student. Returning students and families will contribute to a network upkeep fund.

1. Each year all students will pay \$50.00 into a shared pool of money that is dedicated to repairing or replacing damaged or stolen computers. No family will pay more than \$100.00 into the fund per year.
2. Any student for whom this amount presents a significant financial burden will be expected to pay either \$35.00 or \$10.00 depending on ability; the amount will be determined from your response to the Annual Confidential Survey distributed by the Business Manager. You must request this on your form.
3. The pool of money will be co-managed by the Director of IT and the Business Manager; the Director of IT will also be responsible for identifying and assessing computer damage.
4. First time damage will result in the student paying for 20% of the repair costs; a second incident with damage totaling more than \$250.00 will result in the student paying for 60% of the repair costs; a third incident with damages totaling over \$250.00 will result in the student fully covering all repair costs.
5. Computers that are lost or stolen will be considered a total loss; first time loss will require the student to pay 20% of the computer replacement costs, and subsequent incidents will require the student to pay the entire replacement cost.
6. Each incident of damage, regardless of cost to repair, is an accumulation of cost over the course of the year.
7. At the end of each academic year, all monies left in the fund will remain in the fund.
8. In a case where GSA has reason to doubt proper care of the computer, the school may prohibit the student from taking the computer home. If there is a chronic misuse of the laptop on the part of the student, GSA reserves the right to reclaim the laptop.

THIS FORM MUST BE COMPLETED AND RETURNED TO THE OFFICE BEFORE A LAPTOP CAN BE ISSUED.

Students Name: _____ Grade _____

CHOOSE ONE OF THE FOLLOWING OPTIONS:

I have read the conditions of the GSA 1-to-1 Shared Risk Pool/Network Upkeep Agreement. I understand the requirements outlined in this pool, and I agree to participate at the level determined by GSA's financial office.

Parent/Guardian signature

Date

Please include payment with this form – Payment Enclosed: \$ _____ - or-

We would like to see if we qualify for a reduction based on our Confidential Survey Information _____

- OR -

I have read the conditions of the GSA 1-to-1 Shared Risk Pool/Network Upkeep Agreement. I decline to participate in this pool, and I agree to pay for any damage done to the computer assigned to my GSA student.

Parent/Guardian signature

Date

_____ I request that my GSA student be required to store his/her laptop in the library overnight instead of bringing the laptop home.

For Business Office Use Only

Business Manager Approval _____

Amount to be paid _____