



Arizona School for the Arts

Student and Parent Technology and Network Resource Expectations

Please read this document carefully. When you enroll at Arizona School for the Arts (ASA), the Uniform Code of Student Conduct becomes an agreement between you and ASA whereas the parent(s)/guardian(s) and students agree to abide by the conditions and guidelines established herein.

Terms and Conditions of This Agreement

These policies shall apply to:

1. Students who use computers located within Arizona School for the Arts.
2. Students who access network resources available through Arizona School for the Arts.
3. Students who use personal computing devices such as laptops, cell phones, smartphones, tablets, slates, etc. Students should refer to the Bring Your Own Technology (BYOT) Responsible Use Agreement.

Personal Responsibility

Students will accept personal responsibility for reporting misuse of the network. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or promotes pornography or violence, unethical or illegal behavior, racism, sexism, or inappropriate language, or constitutes a violation of the guidelines set forth below. The School is not responsible for loss, damage or expenses incurred through the use of personal computing devices by a student. The School may restrict or prohibit the use of personal computing devices as appropriate. Uses of personal computing devices are subject to the Acceptable Use Guidelines as defined by this policy.

Acceptable Use Guidelines

- **Student will** use computers, network resources, and personal technology devices for educational purposes only.
- **Student will not** submit, publish, display, retrieve, distribute, or attempt to retrieve or distribute any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually-oriented, racially-offensive, or illegal material.
- **Student will abide** by all copyright and trademark laws and regulations.
- **Student will not** reveal logins or passwords, nor will attempt to discover the login or password of others nor enter, modify or delete unauthorized computer files.
- **Student will not** reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- **Student will not** use the network in any way that would disrupt the use of the network by others.
- **Student will not** use the network to earn money.

- **Student will not** attempt to harm, modify, add or destroy hardware or software, nor interfere with system security including but not limited to, uploading or creating computer viruses, using anonymizing proxy site or software to bypass content filtering.
- **Student understands** that using non-educational gaming sites or making credit card purchases is prohibited. Further, use of electronic communication (i.e. email and texting) must comply with guidelines set forth in the Bring Your Own Technology (BYOT) Responsible Use Agreement.

Privileges

The use of School computers and network resources is a privilege, not a right, and may be revoked at any time.

Services

Arizona School for the Arts reserves the right to monitor use of School computers and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school employees. Should it become necessary, files may be deleted. All files are public records.

Arizona School for the Arts is not responsible or liable for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of ASA.

Arizona School for the Arts may make additional rules as needed for the operation of the system.

Consequences

Infractions of the provisions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action, up to and including expulsion.

Parental Agreement

As the parent or guardian of this student, I have read the Computer and Network Resource Agreement. I understand that access to computers and network resources is provided for educational purposes only and that students are required to refrain from sending or receiving illegal or offensive material. I also accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources.



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BYOT Responsible Use Agreement Agreements for Using Mobile Communication Devices (MCDs) in the Classroom

Bring Your Own Technology is an ASA initiative to allow students to bring their personally owned mobile learning devices to school for the purpose of instructional use in the classroom. Mobile learning devices may include laptops, tablets, eReaders, iPod touch, iPad, Nintendo DS/I, digital cameras, or other devices that the teacher considers appropriate for instructional use.

The Student and Parent Technology and Network Resource Expectations policy outlines the agreement students and parents make to abide by conditions and guidelines for personal responsibility, acceptable use, privileges, services and consequences established to ensure responsible use of School and personal computing devices.

Our expectations for mobile learning devices directly align with our School-wide behavior expectations. The following are expectations for personal mobile learning devices:

Be Respectful

- Students will, while within the campus gates, respect that all mobile learning devices are to remain off and stored appropriately unless directed by a teacher or administrator.
- Students will respect the property of other students.
- Students will respect the guidelines set forth in the Code of Conduct for acceptable use.

Be Responsible

- Students will be responsible for using the device for instructional purposes only.
- Students will be responsible for the daily storing, carrying and taking home of their personal device.
- Students will be responsible for charging any device prior to use on campus.
- Students will be responsible for all maintenance and fees related to the personal device.

Be Safe

- Students will only access the internet through the ASA Open Wi-Fi Server.
- Students will keep their logins, passwords, or personal information confidential.
- Student will only access legal and ethical material on the internet.
- Students will report any misuse of the ASA Open network to their teacher or administrator.

Parent(s) and/or guardian(s) are responsible for giving permission for their child to bring personally-owned mobile learning devices to school for the purpose of instructional use. This program is optional; student will not be required to bring their personally-owned device. Parents and students agree to take full responsibility for the device if it is brought onto campus and shall pay any charges if it is used off of the network. ASA is not responsible for any damage, loss of data, or theft of the device while on campus.



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Responsible Use Agreement

Agreements for Using Mobile Communication Devices (MCDs) in the Classroom

Respectful Use

- Agreement #1:** Cell phone ringers must always be kept on silent mode.
- Agreement #2:** While on campus, students will keep MCDs off and stored when they are not being used as permitted by the teacher or administrator.
- Agreement #3:** All media and messages must be course related and used for academic purposes.
- Agreement #4:** Students will respect the property of others and not take or use another's property without permission.
- Agreement #5:** All media published about others, including the image of others, must first be approved by the student(s) involved and the teacher.

Responsible Use

- Agreement #6:** Students will follow safe and appropriate usage guidelines. [Always remember ... no message/media is private – your digital footprint is permanent!].
- Agreement #7:** Students will only access the internet through the ASA Open Wi-Fi server while on campus. The School is not, and will not be responsible for additional charges incurred for use during school while not on the ASA Open server. Student will pay all fees for their data plan.
- Agreement #8:** Students shall be responsible for their own property. Students will charge their MCD regularly and label it clearly for identification purposes and record the serial number. (School is not responsible for lost or damaged property).
- Agreement #9:** Harassment, cheating, plagiarism, bullying or any form of inappropriate use of cell phone and social media will not be tolerated. Student will immediately lose usage privileges and be subject to School and legal consequences for inappropriate use.
- Agreement #10:** Students will return devices to the appropriate person or location when asked to do so.
- Agreement #11:** Students will treat all MCDs or similar devices with respect and care.

Safe and Proper Use

- Agreement #12:** Students will work only with documents that they have created and abide by all applicable copyright laws.
- Agreement #13:** Students will only access the internet through the ASA Open Wi-Fi server while on campus. The School is not, and will not be responsible for additional charges incurred for use during school while not on the ASA Open server. Student will pay all fees for their data plan.
- Agreement #14:** Students will keep logins, passwords and personal information confidential.
- Agreement #15:** Students will access only legal, ethical and school appropriate material on the internet.
- Agreement #16:** Students will report any misuse or inappropriate use of the ASA network to a teacher or administrator.

Parent(s) and/or guardian(s) are responsible for giving permission for their child to bring personally-owned mobile learning devices to school for the purpose of instructional use. This program is optional; student will not be required to bring their personally-owned device. Parents and students agree to take full responsibility for the device if it is brought onto campus and shall pay any charges if it is used off of the network. ASA is not responsible for any damage, loss of data, or theft of the device while on campus.



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Electronic Information Services (EIS) Agreements

Parent Agreement

As the parent or guardian, I have read the Student and Parent Technology and Network Resource Expectations; the BYOT Responsible Use Agreement; and the Responsible Use Agreement. I understand that Electronic Information Services, including the internet and electronic mail, are intended for educational purposes only.

I understand that although Arizona School for the Arts has taken reasonable precautions to protect against my child’s access to inappropriate materials, it is impossible for the School to restrict access to all controversial or offensive materials. I understand that teachers and staff will provide reasonable supervision to prevent access to inappropriate materials. I will not hold the School responsible for materials acquired by my child’s use of the School’s Electronic Information Services.

I agree that my child will abide by the Arizona School for the Arts Student and Parent Technology and Network Resource Expectations Policy and rules on appropriate use of Electronic Information Services. I accept full responsibility for supervision, if, and when, my child’s use of the information services is not in a school setting. I hereby give my permission to have my child use Electronic Information Services and certify that my child has agreed to abide by the terms and conditions of this agreement.

- I agree to let my child use the Electronic Information Services.
- I do not agree to let my child use the Electronic Information Services.

X _____
Parent Signature

X _____
Date

Student Agreement

(Grades 5-12 require student signature.)

As a student, I understand that my use of the Arizona School for the Arts Electronic Information Services, including internet and e-mail, is an educational tool. Inappropriate use will result in cancellation of these privileges and may result in disciplinary action. I understand that my work on the computer will not be private. My teachers or other staff may review all files and communications at any time without notice or permission. The School may terminate access, and review and delete files at any time.

X _____
Student Name

X _____
Student Signature

Student and Parent agreements are required for EIS usage. Each student and parent shall be required to sign an EIS agreement regarding guidelines and rules of EIS usage. EIS usage will be allowed after signing.