



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), this document 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, smartphones, tablets, etc.

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 inappropriate material that includes but is not limited to 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 technology 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 technology 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.



Arizona School for the Arts

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. Such use is not required however, as ASA will provide necessary technology for student learning to every student on campus. Mobile learning devices may include laptops, tablets, smartphones, eReaders, or other devices that a teacher considers appropriate for instructional use.

The Student and Parent Technology and Network Resource Expectations Form, a separate form provided above, 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 use of personal technology on campus is a privilege and a student may be directed by a teacher or administrator to turn off and put away their technology at any time.
- 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.



Arizona School for the Arts

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 remember that a teacher or administrator may ask them to turn off and put away their mobile device at any time.
- 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 #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.



Arizona School for the Arts

Agreements for Remote Use of ASA Technology at Home

Remote use of ASA technology at home is an initiative of the School to provide the necessary technology for every student to succeed whether they are learning in a traditional classroom on the campus or from home. The School's expectations for remote use of ASA technology at home align with our School-wide behavior expectations, especially including the Agreements for Using Mobile Communication Devices (MCDs) in the Classroom form which is listed above. It is a natural temptation of the student to use their ASA-issued device at home as if it were their own, but it is important that policies related to illegal, inappropriate, or disrespectful use established above are followed carefully.

Additionally, given the nature of home use, the following guidelines apply:

- ASA technology should only access the internet through a network connection that is password-protected. The use of public and open networks such as those found in a coffee shop or public library or park are strictly forbidden for security purposes.
- When using ASA technology at home, a password-protected Wi-fi channel is a requirement.
- Students are responsible for charging their ASA technology before bringing it to campus. Charging will be considered a primary student responsibility similar to completing homework or being on time for class.
- If there is a technical problem with ASA technology, the student and/or parent(s)/guardian(s) will contact ASA using the email address techsupport@goasa.org
- The primary responsibility for replacement and repair when damage occurs to ASA technology in a remote learning environment will be the parent(s) / guardian(s) of the student involved. In each case, ASA's technology team will evaluate the nature of the damage and **exclusively** determine liability. In some cases, simple wear and tear will be determined to be the responsibility of ASA.



Arizona School for the Arts

Permissions Related to Secondary Software Platforms Used by ASA

ASA uses several different secondary software platforms as complementary education tools that will allow students to do such things as watch video lessons, edit and compose music, create online projects, and share their work with other students and teachers. The use of these web-based software and downloadable applications is intended to further engage students and also to better identify each of their learning processes.

Each platform uses a variety of methods for accessing students' personally identifiable information and data used for learning and charting progress. In addition, each platform utilizes strict password and security features to ensure ASA students' safety at all times. Most importantly, each platform is bound by the Children's Online Privacy Protection Act (COPPA) and the Family Educational Rights and Privacy Act (FERPA)

The Children's Online Privacy Protection Act (COPPA) protects the online privacy of children under the age of 13 and requires web-based service providers to obtain parental consent prior to the collection, use, and disclosure of that child's personal information. Per the law, the school legally provides that consent on behalf of our families each year. Once again, disclosure and use of data on these platforms is restricted only to ASA students, teachers, and parents through the use of their own password system.

If you would like to learn more about COPPA and its requirements, please visit:

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

If you would like to learn more about FERPA and its requirements, please visit:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Here is a list of some of the software platforms that ASA utilizes for your reference:

Adobe Creative Cloud

Atomic Assessments

BrainPop

Canvas Learning Management System

DiscoveryEd Online

EdPuzzle

Edulastic

Google G Suite for Education

Noteflight

NWEA Testing Software

Pear Deck

Screencastify

Soundtrap

Student Great Minds with Affirm

Zearn

Zoom

If your student(s) is under age 13, part of the process of acknowledging your reception of these forms through your signature at the bottom is granting consent for your student(s) to use the various platforms that ASA employs in your student(s)' education. If your student(s) is over 13, consider this notification a guarantee of ASA's commitment to your student(s)' privacy at all times.



Arizona School for the Arts

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; the Responsible Use Agreement; the Agreements for Remote Use of ASA Technology at Home; and the Permissions Related to Secondary Software Platforms Used by ASA. I understand that Electronic Information Services, including the internet, electronic mail, and secondary software 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, email, and secondary software 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.