



## Thornton Academy iPad/Laptop User Agreement

The policies, procedures, and information within this agreement, in addendum to the 2009 board-passed Thornton Academy Acceptable Use Policy, apply to all devices issued at the Thornton Academy Upper and Middle School, including iPads, laptops, or digital devices owned by Thornton Academy. In addition to these expectations, teachers may set additional requirements for use in their classroom. Thornton Academy believes the use of school-issued technology resources is a privilege, not a right, is not transferable or extended by students to people or groups outside of Thornton Academy, and terminates when a student is no longer enrolled. While the issued devices is in the possession of the student for the academic year, it remains the property of Thornton Academy, and it is the responsibility of the student to properly care for and use the device. The iPad/Laptop Protection Program offers protection against costly repairs or theft; however, in the event that student damage or the loss of a device is not covered by the iPad/Laptop Protection Program, the cost of the repair or replacement will be the responsibility of the student and family. Intentional damage is not covered by the policy and a family may be responsible for the cost of restitution and subject to possible criminal charges.

This user agreement is provided to make all users and guardians aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If an individual violates any of the terms and conditions named in this policy, privileges may be modified or terminated, access to Thornton's technology resources may be denied, and the appropriate disciplinary and/or legal action shall be applied. Findings of misuse by any teacher or administrator will require appropriate disciplinary action as outlined in the *Student Handbook* and may be shared with the School Resource Officer (SRO) who will determine if criminal charges should be issued.

Please read ALL the conditions below. In order to affirm the Thornton Academy Acceptable Use Policy, users will do the following:

- Once issued a device, the user is responsible for it at all times. If a device is lost, the user or his/her family are obligated to report it to the Technology Department within 24 hours.
- If a device is lost, the user or his/her family are obligated to replace the device.
- Users will keep food and drinks away from devices.
- Users will be aware that teacher, staff, and administrators maintain **ownership** of the device at all times and may "look" at what any student is doing on their device or have stored on that device at any time.
- Users are responsible for recharging their device at home.
- Users will keep their device in the school-issued protective case at all times.
- Users will use their device in a responsible and ethical manner.
- Users will be responsible for any inappropriate use or neglectful care of the device issued to them.

- Users will be aware that they are responsible for their device, its use and content, at all times, and will be aware of the risks of allowing other people or students access to their assigned device.
- Users will use appropriate judgment for all content production and viewing on their school device.
- Users will be aware of the Thornton Academy's Academic Honesty Policy and will not use the school's device to cheat, copy or plagiarize.
- Users acknowledge that the device and its storage are primarily for academic use, and therefore all academic uses take priority over personal applications; therefore any personal apps, images, photos, music, or other data that is uploaded and interferes with this policy must be deleted at the request of any teacher or administrator regardless of cost paid by students or parents.
- Users will return their device at the end of each school year. Users who graduate early, withdraw, or are un-enrolled from Thornton for any reason must return their device and accessories on the date of their departure.

In order to uphold the Acceptable Use Policy, users will refrain from the following:

- Users will not use their device to record audio, video or image capture to share or post in any forum without explicit permission from instructors and those in the video or image.
- Users will not remove the identification tags from the device or the protective case.
- Users will not physically mark up (modify/decorate) the device or the protective case. The device should be clean at all times and appear in the same condition it started the year in. (Do not write on it, put stickers, tape or otherwise modify or decorate it).
- Users will not use their school device to harass, bully, or otherwise intimidate others.
- Users will not access, upload, download, or distribute offensive, profane, threatening, or sexually explicit materials.