



## **1:1 Learning Initiative's Acceptable Use Policy *Laptop Agreement***

### Educational Purpose

Crespi Carmelite High School is providing students and staff with the latest laptop technology and access to the school's electronic network. The goal of Crespi's 1:1 Learning Initiative is to assist in preparing students for success in college and in today's technology-centric workplace. As such, each student will be issued a MacBook Air that will be used as part of Crespi's academic program.

### Laptop Policy

Each student will be loaned a MacBook Air with software preinstalled by Crespi Carmelite High School. The computer is the property of Crespi Carmelite High School. The school retains the right to require immediate return of any computer at any time, and for any reason, including the transfer of a student to another school. Each laptop will have an ID Tag and will be cataloged in the TRC. The laptop must be handled with utmost care which includes the regular backup of data. Crespi is not responsible for the loss of student data.

The student's family is financial responsible for the laptop. Parents will be charged a \$500 replacement fee for damaged laptops not covered by Apple Care. Parents will be charged a \$1000 replacement fee for laptops lost or damaged beyond repair. Parents will not be charged a fee for stolen laptops with a verified police report. Police reports must be filed within 7 days of theft.

Each laptop is covered by a manufacturer warranty (Apple Care), which covers manufacturer's defects in materials and workmanship, including issues like failed hard drives and batteries. Accidental damage like spilled liquids or drop damage is not covered and must be paid for by the parents. For details of Apple Care visit: <https://www.apple.com/support/products/mac.html>.

**Before a student is issued his laptop, he must have:**

- 1. Paid the appropriate \$375 fee**
  - This is done through Crespi's Online Portal on the main page of [www.crespi.org](http://www.crespi.org), or by going directly to: <https://online.crespi.org/forms>
- 2. Electronically signed the Acceptable Use Policy & Laptop Agreement**
  - This is also done through Crespi's Online Portal
- 3. Attended an orientation session**

### Laptop Specifications

- 13-inch screen w/ Backlit Keyboard
- 2.96 pounds
- 8GB RAM 1600MHz LPDDR3 SDRAM
- 12 Hour Battery Life
- OS X Yosemite
- 1.7 GHz Intel Dual-Core i7, Turbo Boost up to 3.3Ghz
- 128GB Flash Storage
- 802.11ac Technology
- iMovie, GarageBand, Pages, Numbers, and Keynote



### Electronic Network & Guidelines

Crespi students are provided log-in credentials to access the school's wireless network. Crespi utilizes a robust firewall and network filter system to prevent student access to maintain a safe internet environment on campus. These systems must not be bypassed. Home networks must be configured by the student's parents for desired environments at home.

Students must abide by the school's Code of Conduct Policy. Adherence to the Crespi Man statement as guiding principles will prevent any misunderstanding of how to properly use technology in a constructive manner.

### General Expectations

- Student and parent(s) must have laptop repairs and maintenance done within 7 days. All laptops have Apple Care policies which provide free services at an retail Apple Store Genius Bar. Reservations for the Apple Store can be made at <http://www.apple.com/retail/geniusbar/>
- Student and parent(s) must notify the school for a loaner if his laptop will remain at the Apple Store for a lengthy repair. Student must provide proof that the laptop is at Apple Store. Proof can be requested from the Geunius bar. Loaners will not be provided for laptops that are forgotten, lost, damaged, or not charged.
- Student must keep his laptop in a hard case at all times.
- Student must charge the laptop every night prior to a school day. It is expected that students come to class with a laptop that is sufficiently charged. Teachers are not expected to provide students an opportunity to charge their laptops in class. If a student is using high performance features on the laptop, it is his responsibility to charge his laptop in the TRC.
- Student must maintain an appropriate public environment on his laptop. His laptop can be viewed at any time on campus by any teacher or administrator. The public environment includes, but is not limited to, the desktop background, any images or messages on the Desktop, any profile pictures for Crespi Connect, Google Drive, or other web accounts, any information that can be shared or accessed publically.
- Student must practice good digital citizenship. As a member of the global society, it is important that the student respect others online and be diligent about protecting his digital footprint. Negative notoriety consequences are listed in the parent/student handbook. More details about digital citizenship can be found here: <https://www.common sense media.org/blog/digital-citizenship>
- Student and parent(s) will keep the settings under System Preferences in compliance with our network requirements. Mobile device management software will be used to monitor the laptops and will provide teachers with some classroom management tools. A student can only be monitored while on campus and will not be monitored at home.
- Students are responsible for keeping their laptops up to date. Any official updates will be announced and should performed at home.
- Students and parents will abide to the policies in this agreement as well as those in the parent/student handbook and code of conduct.

### General Unacceptable Behavior that may lead to Disciplinary Action

- Students will not share passwords
- Students may not remove or alter any software or ID tags in any way



- Students will not use the school's network or devices to violate any federal, state, or local laws or any school regulations
- Students will not use school or personal email in any manner that would be contrary to the school's Mission or policies
- Students will not post information that, if acted upon, could cause damage or danger of disruption
- Students will not harass, bully, or haze another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is requested to stop sending messages, he must stop
- Students will not use speech that is inappropriate in an educational setting or violates school rules
- Students will not participate in internet gambling
- Students will not attempt to bypass or circumvent network controls or web filters, the use of hotspots is prohibited
- Students will not use the network for commercial purposes
- Students will not use the network for political lobbying
- Students will not engage in pirating or unauthorized copying, acquisition, or distribution of copyrighted materials
- Students will not upload, download, view, or otherwise receive or transmit, indecent or pornographic material, or confidential, private, or proprietary information
- Students will not use school equipment, network, or credentials to exchange, display, or post electronic messages or pictures that are abusive, sexually oriented, offensive, damaging to another's reputation, or illegal

#### Use of Online Services and Privacy Policies

Crespi Carmelite High School uses several applications and web-based services that are operated by third parties. These services include, but are not limited to, Blackbaud K-12(Crespi Connect), Evernote, Google Apps for Education including Gmail, and Turnitin. These programs have been chosen by the Administration and Faculty because of their quality as educational tools and their ability to protect confidential Student information. This is important to the learning initiative because student information and work can and will be submitted online. The privacy policies for the programs used on campus can be found on Crespi Connect.

#### Parental Consent for Students Under 13 Years of Age

Students under the age of 13 may be required to have parental consent prior to downloading or accessing certain software or web-applications. This agreement grants Crespi employees permission to provide consent on behalf of parents. Teachers may provide consent electronically when creating accounts for students, provided they confirm their authority to consent and affirmatively indicate consent on behalf of a parent or guardian. A parent of a student under the age of 13 may contact the Director of the Center for Innovation, or the TRC for a list of software, apps, and web-based resources that has age considerations. A parent of a 13 year old student choosing to not grant permission must notify the school by email.



## 1:1 Learning Initiative's Acceptable Use Policy *Laptop Agreement*

### Acknowledgment

By signing this agreement, student and parent(s) acknowledge the following:

- Student and parent(s) have read and acknowledge this agreement and are familiar with the school's policies and guidelines
- Student and parent(s) understand that these terms may change as needed and families will be notified of any adjustments to this acknowledgment
- Parent(s) give parental consent necessary to establish certain accounts and access software, apps, and other web-based programs
- Student and parent(s) are financially responsible for all damages to or loss of this computer not covered by the manufacturer warranty. Parents will be charged a \$500 replacement fee for damaged laptops not covered by Apple Care. Parents will be charged a \$1000 replacement fee for laptops lost or damaged beyond repair. Parents will not be charged a fee for stolen laptops with a verified police report. Police reports must be filed within 7 days of theft.
- At its sole discretion, Crespi may impose disciplinary measures commensurate to the severity of any intentional or grossly negligent damage to or misuse of any computer, software, communication system, and/or network
- Student and parent(s) understand that any non-certified software that has not been approved by the school is installed at their own risk. The school is not responsible for the damage any non-approved software may cause to a machine.
- Student and parent(s) are responsible for returning to Crespi any computer and accessories subject to this agreement upon completion or cessation of the student's enrollment, or upon request by the School within two weeks of departure from the school. In a situation where the equipment is not returned in a timely manner, Crespi reserves the right to use appropriate means to regain custody and/or compensation for its equipment, including withholding grades and/or transcripts.

By signing this agreement, the student and parent(s) have read Crespi's Acceptable Use Policy and Laptop Agreement and comply with its terms:

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent Name