

Camelot Academy

Technology Use Agreement

We ask students and parents/guardians to review and agree to the following understandings about student technology use on Camelot Academy premises or at a school-sponsored event. These guidelines exist to keep our community safe, our classrooms focused, and minimize damage to our equipment.

1. Using technology and the Internet on school premises or at a school-sponsored event is a privilege, and one we may need to pause at any time.
2. We require that all personal technology including, but not limited to, cell phones, computers, tablets, smart watches, headphones, earbuds, ELL interpretation devices, and similar items, be turned off and stored as instructed, unless a Camelot employee has authorized its use.
3. We ask that all personal computer equipment and supplies, including the computer itself, the power cord, and the backpack or carrying case, be clearly labeled with the student's name.
4. Personal technology is meant to be used only when a Camelot employee has authorized it; unauthorized use may lead to disciplinary consequences, up to and including expulsion in serious or repeated cases.
5. We require students to use their personal technology in a safe, responsible, and appropriate way while on Camelot premises or at a school-sponsored event.
6. Camelot Academy does not take responsibility for damage or loss (including theft) of personal technology, even items turned in to the office.
7. Students remain responsible for completing assigned work, even if their technology is broken or being repaired.
8. We ask students to make sure they have access to Google Classroom and a printer well ahead of time, rather than relying on last-minute school printing. Class time isn't available for submitting Google Classroom assignments or printing materials that are due.
9. Students shouldn't expect privacy regarding personal technology while on Camelot premises or at a school-sponsored event. Computer files and electronic communications, including email, aren't private, and the school may review them during school time for the limited purpose of checking compliance with school policies.
10. A teacher may ask a student to limit the number of tabs open at one time and compliance is expected.
11. We require that students not install software on Camelot laptops or desktops, or on any other device that isn't their own.
12. We require that students not interfere with, delete, or disable programs or applications on Camelot laptops or desktops, and not delete files on Camelot hardware unless they created those files themselves. The same goes for any other device that isn't the student's own.
13. We ask students to take care with Camelot technology; if it's damaged, the Director will determine the financial responsibility for repair or replacement.

STUDENTS MAY NOT:

- a. Try to get around the school's web filtering systems or features.
- b. Use the school's computer system or network for anything illegal, including, but not limited to, harassment, discrimination, defamation, threatening or violent communication or behavior, infringing on copyright or trademark, or offering to buy, sell, or use prohibited or illegal substances.
- c. Damage or disrupt the school's computer system or network.
- d. Gain, or try to gain, unauthorized access to any computer, internet site, computer system, or user account.
- e. Plagiarize others' work or violate copyright or trademark law.
- f. Use devices for games, music, or posting/reading on social media anywhere on Camelot grounds, on school transportation, or at off-campus sponsored activities, including texting or messaging parents. If a student needs to reach a parent, they're welcome to check out their phone with adult permission, or use the school phone.
- g. Leave communication notifications on during work time. Turning these off helps minimize distractions.
- h. Post or share content that represents Camelot Academy or any of its community members, directly or indirectly, without specific written permission from everyone involved, including the Director.

IN ADDITION...

The following aren't appropriate in public or private communications, posted messages, or stored files:

- a. Communication that's obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening, whether directed at other students or otherwise.
- b. Material that could be damaging, dangerous, or disruptive.
- c. Personal or generalized attacks or harassment.
- d. False or defamatory information.

We ask both parents and students to read through this agreement and sign or acknowledge it, since this understanding is part of what allows technology use at school. Parents acknowledge online via ACHIEVE and students complete during Orientation.

Student signature: _____ Date: _____