

WOODLAND HILLS PRIVATE SCHOOL ELECTRONIC TECHNOLOGY AGREEMENT

Woodland Hills Private School (WHPS) offers students a wide range of electronic resources and technologies to support educational objectives. These include, but are not limited to, iPads, laptops, 3D printing, and the Internet. Their use is a privilege, not a right. Proper usage is based on trust and judgment. Failure to adhere to these standards will result in having the privilege to use these resources suspended or revoked. Additionally, it may result in discipline up to and including expulsion. _____

The following terms and conditions are meant to provide examples of prohibited conduct, but are not intended to serve as an exhaustive list. Students may be disciplined for engaging in other conduct deemed, in the sole discretion of the school, as detrimental to the school, its mission, and/or harmful to other students.

Lab – All WHPS standards of conduct apply in the computer labs. Labs may only be used when a WHPS staff member is present and agrees to supervise. No food or drink may be brought to the labs or placed near any classroom devices at any time. _____

Classroom Technology – Mobile technology (iPads, laptops, etc.) will be utilized by students according to the guidelines set forth in this document. Classroom teachers and school administration retain the right to collect and/or inspect any device at any time and to alter, add, or delete installed software or hardware.

- Customization of Equipment – Students are permitted to customize a device to their own working style (i.e. System Preferences). Students are not permitted to install software on their device without permission. _____
- Damage or Loss of Equipment – Report any damage or loss to the classroom teacher, who will determine necessary action. Students and parents are responsible for damage caused by loss, negligence and abuse. For example, leaving a laptop on the floor where it might get stepped on or closing a laptop with a pencil inside and cracking the screen are considered examples of neglect and abuse. If a device is lost or damaged by neglect or abuse, it is the family's financial responsibility to repair or replace the device. If a device is damaged due to no fault of the student (flood, earthquake, theft etc.) the student and family is not liable. _____
- Students are expected to store their device properly in the classroom cart or have it within their sight at all times. _____
- Avoid extended use of the device while resting directly on your lap. The bottom of the device can generate significant heat. _____

Proper Usage - Technology resources are provided to promote educational excellence. During class time, devices are to be used for academic purposes only. Students agree never to use the school computers for purposes such as the following:

- To Instant message/chat rooms. _____
- To access or use any social media website of any kind, including but not limited to Instagram, Facebook, etc. _____
- To send messages using abusive or otherwise objectionable language. _____
- To engage in personal attacks, including prejudicial or discriminatory attacks. _____
- To post, send or download copyrighted material without permission. Users are to respect the

rights of and the intellectual property of others in accordance with state and federal copyright laws. Transferring copyrighted material to or from the school's computer without the express permission of the owner is a violation of Federal Law. _____

- To disclose personal information, such as address, phone number, age, on the school system.
- _____
To agree to meet with someone he/she has met online. _____

If a student mistakenly accesses inappropriate information, he/she should immediately tell the teacher or an administrator. Additionally, to the extent parents inform the student that there is additional material that they think would be inappropriate for the student to access, WHPS expects that the student will follow his or her parent's instructions in this matter.

Safety - Students must promptly disclose to their teacher or an administrator, any message they receive that is inappropriate or makes them feel uncomfortable.

Vandalism - The entire community suffers when computer systems are disrupted. Students agree to refrain from vandalism, including the following: attempting to access the files or folders of others or to bypass the security software; revealing passwords to others; unauthorized installation, removal, or copying of any software or data files; modifying or circumventing any computer software or network settings; or changing any hardware connections or cabling.

Misuse - Students agree to report any misuse of the system to an appropriate staff member.

A student who does not adhere to these policies will be suspended from technology use and may receive further discipline.

As the parent/guardian of the above-named student who is enrolled at Woodland Hills Private School, I am entering into this agreement on behalf of myself for the benefit of the student. I understand the school reviewed this agreement with the student, and I hereby assume responsibility for also communicating the terms of this agreement to the student.

Parent/Guardian 1

Parent/Guardian 2

Date

I have read this agreement. I have asked questions to make sure I understand everything. I know that if I misuse the internet or if I don't take care of a device, I might lose the privilege of using it. I will follow all of the guidelines in this contract.

Student Signature

Date