

KAS Elementary School Laptop User Agreement

Technology Mission Statement:

Khartoum American School envisions the use of technology to enrich and foster a learning environment where students:

- ✓ Are engaged in their learning process through a challenging curriculum that focuses on inquiry-based learning and promotes critical thinking.
- ✓ Are being prepared for their next level of education.
- ✓ Are achieving the skills of competence that are required for today's and future workforce.

Technology at KAS

At KAS we follow the International Society for Technology in Education (ISTE) standards. Technology at KAS is used for more than increasing productivity; it is embedded in the curriculum and integrated into classroom practice. Our goal is for students and teachers to be active users of technology in order to transform education using the framework of the ISTE standards for learning, teaching, and leading in the digital age.

We have built systems and purchased equipment to provide a balanced learning program and provide meaningful opportunities for inquiry, differentiation, achievement, and positive contributions to society. Laptops can be purchased through the school. If you already have a Mac Laptop that meets the school specifications, you can use it after you get approval from the KAS ICT Team. Please check our link on the school website under Sections / Information Technology. We are pleased to offer this program and are grateful for your support in helping us educate our students in caring for and utilizing technology appropriately. The following are our Technology Guidelines:

Acceptable Usage Policy (AUP)

I understand that my computer, email account, and all other KAS ICT services and resources are to be used for educational purposes. This means that:

- I understand that streaming video or music, accessing social networking sites, engaging in instant messaging and chat, and playing video games are not allowed while I am on the KAS campus.

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- I understand that creating, accessing, displaying, producing, storing, circulating or transmitting inappropriate material in any form or medium on my computer violates school rules and in some cases is against the law. This includes sending, posting or displaying offensive images, and using offensive language or any other type of offensive content including the bullying, harassment or intimidation of others.
- I will not give out my password to any other student nor use another student's password or log-in identity.
- I understand the dangers of giving out personal information on the Internet.
- I will not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file, or deliberately circumvent any precautions taken by the school to prevent this from happening.
- I understand that peer-to-peer file sharing or torrent software is strictly prohibited, excluding the Air Drop for sharing school materials as approved by KAS teachers.
- I understand that electronic communication and computer use may be monitored at all times while on campus.
- I understand that students are not allowed to use any VPN software or any other Internet devices to bypass the school network at school.
- I understand that students are not allowed to access social media websites such as Facebook, Twitter, Google+, Skype, YouTube, etc. while on campus.
- I understand that KAS restricts online gaming sites (unless permitted by a teacher).
- I agree to check with the KAS ICT team before installing any gaming software, including online software, on any laptop used by me on the KAS campus, in order to confirm that such software will not cause incompatibilities or adversely affect the efficiency of my laptop.
- I understand that even if the KAS ICT team approves my installing of any games on my laptop, I am not allowed to play these while on campus unless given permission by my teacher.
- I will not try to bypass the school filter in any way, including but not limited to the use of proxy sites.
- I understand that I'm responsible for coming to school with my laptop battery fully charged every day.
- I am not allowed to use my laptop outside of the classroom during the school day unless approved and supervised by a teacher.
- I am not allowed to use my laptop in the school pick-up area or anywhere outside of classrooms or the Library after school hours.

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- I understand that KAS may limit, suspend or revoke access to the school's technology systems, services, or network upon violation of the Responsible Use Agreement.

School Liability

- KAS makes no guarantee that the functions or the services provided by or through the school will be error-free or without defect. The school will not be responsible for any damage users of technology on the KAS campus may incur, including but not limited to loss of data, interruptions of service, or acquisition of viruses. Use of any information obtained via the KAS LAN and other information systems is at the user's own risk. Khartoum American School is not responsible for the accuracy of information obtained through its Internet services and the school is not liable if users succeed in gaining access to controversial or inappropriate materials. KAS will not be responsible for financial obligations arising through the unauthorized use of the system.
- Under NO circumstances should parents and/or students take laptops to outside service providers for repair without first consulting the KAS ICT System Administrator.
- All students involved in the One-to-One Laptop Program are required to have their laptop available each school day in order to prevent any disruption of their learning process.
- In case of any hardware/software problems the school may provide a temporary laptop for a period of up to two weeks (subject to availability).
- Abuse of this acceptable use agreement may lead to the suspension and/or termination of the student's laptop use at KAS.

Consequences of Inappropriate Use:

The use of KAS technology is a privilege and not a right. Students are expected to use their computers in accordance with this Acceptable Use Policy agreement. Failure to use the computer in an appropriate manner will result in the following consequences:

- First Offense: Loss of laptop for 24 hours.
- Second Offense: Loss of laptop for five consecutive school days.

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- Third Offense: In-school suspension; parents will be required to meet with the division principal, and an official school letter describing the offense may be placed in the student's school file.

Acceptable Use Policy Signature Form: Student

I have read and agree to the KAS Laptop Regulations. I understand my responsibilities as a student. Violation of these policies will be subject to disciplinary consequences, which may include suspension of laptop usage.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Acceptable Use Signature Form: Parent/Guardian

I have read and agree to the KAS Laptop Regulations. I understand my responsibilities as a parent/guardian. Violation of these policies could result in the loss of the laptop or other disciplinary measures for my child. If there is any damage to my child's laptop caused intentionally or by negligence, I understand that I may be held responsible for the total cost of repair or replacement of any software or hardware damaged and that such repair or replacement will be done within 30 days of the damage so as not to impact my child's participation in the laptop program.

I understand that the warranty covered by the supplier only applies to laptops that are purchased from the school and only covers manufacturing defects. It doesn't cover any damages caused by negligence or misuse.

I give my child permission to receive his/her laptop

I will collect the laptop myself on behalf of my child

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

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Important Note:

To keep our laptop program technology from becoming obsolescent, students will be required to upgrade their laptops every 4 years.

Updated 2015-2016.

This document draws on work from the American International School of Johannesburg.

KAS Administration reserves the right to modify this agreement at any time.