



Student Electronic Device and Internet Use Policy

A computer/tablet is a valuable tool in a 21st century education. Aurora Collegiate Academy is proud to be able to provide students these devices to enrich learning at school and at home, when necessary. While the devices are important they come with a certain amount of responsibility and risk. Aurora will do everything it can to minimize those risks, but students and parents/guardians share in the responsibility. Please read this document carefully.

Each student is responsible for his/her actions and any activities involving Aurora Collegiate Academy owned electronic devices, networks, and Internet services, and for his/her electronic device files, passwords, and accounts. These rules provide general guidance concerning the use of the district-owned electronic devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents/guardians, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact Aurora Collegiate Academy.

Every device will be enrolled on Aurora's internet security and management program, Umbrella Cisco - Essentials. This will allow Aurora to filter, block, and track student activity on the device to ensure their safety while utilizing school technology.

Consequences for Violation of Electronic Device Use Policy and Rules

Student use of the Aurora owned electronic devices, networks, and Internet services is a privilege, not a right. Students who violate these policies and rules may have their electronic device privileges limited, suspended, or revoked. Damage or loss of devices will incur a fee.

Acceptable Use

The Aurora electronic devices, networks, and Internet services are provided only for educational purposes and research consistent with Aurora's educational mission, curriculum, and instructional goals.

Prohibited Uses

Examples of unacceptable uses of Aurora owned electronic devices that are expressly prohibited include, but are not limited to, the following:



1. Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials;
2. Illegal Activities – Using the Aurora owned electronic devices, networks, and Internet services for any illegal activity or in violation of any school rules. Aurora assumes no responsibility for illegal activities of students while using school Electronic devices;
3. Violating Copyrights – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner’s permission. Aurora assumes no responsibility for copyright violations by students;
4. Copying Software – Copying or downloading software without the express authorization of Aurora. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. Aurora assumes no responsibility for illegal software copying by students;
5. Plagiarism – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
6. Non-School-Related Uses – Using the Aurora owned Electronic devices, networks, and Internet services for private financial gain, commercial, advertising or solicitation purposes.
7. Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;
8. Malicious Use/Vandalism – Any malicious use, disruption or harm to the Aurora owned electronic devices, networks, and Internet services, including but not limited to hacking activities and creation/uploading of electronic device viruses; and



9. Unauthorized Access to Blogs/Chat Rooms – Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

D. No Expectation of Privacy - electronic devices remain under the control, custody, and supervision of Aurora at all times. There is no expectation of privacy in their use of school electronic devices, including email, stored files, and Internet access logs.

E. Compensation for Losses, Costs, and/or Damages The student and his/her parent/guardians are responsible for compensating Aurora for any losses, costs, or damages incurred by Aurora for violations of policies and rules while the student is using Aurora owned electronic devices, including the cost of investigating such violations. Aurora assumes no responsibility for any unauthorized charges or costs incurred by a student while using Aurora-owned electronic devices.

F. Student Security - A student is not allowed to reveal his/her full name, address or telephone number, social security number, or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parent/guardian permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or makes them uncomfortable in any way.

G. System Security - The security of the Aurora owned electronic devices, networks, and Internet service is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her electronic device privileges limited, suspended, or revoked.

(Policy adapted from Maine School Administrative District 70.)



Acknowledgement of Use of Technology and Receipt of Devices Form

1. Electronic devices and accessories are loaned to students as an educational tool for the purpose of completing school assignments and school related activities. The devices will serve no other purpose.
2. The electronic device and accessories may only be used by the student to whom it is assigned.
3. Students are responsible for the proper care of electronic devices and accessories at all times, whether on or off school property, including costs associated with repairing or replacing the electronic device. Students may be permitted to take student assigned devices home.
4. If an electronic device or accessories are lost, stolen or damaged, this must be reported to Aurora Collegiate Academy immediately. In the case of lost or stolen devices, a police report may be required per Federal requirements.
5. The policy and rules concerning electronic device and Internet use apply to use of electronic devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of electronic devices issued by school staff.
6. Violation of policies or rules governing the use of electronic devices and accessories, or any careless use of an electronic device may result in a student's electronic device being confiscated and/or a student only being allowed to use the electronic device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of policies or school rules.
7. Parents/guardians will be informed of their child's login password. Parents/guardians are responsible for supervising their child's use of the electronic device and Internet access when in use at home.
8. Electronic devices and accessories must be returned in acceptable working order at the end of the school year or whenever requested by school staff within a 1 week period.



Student (Grades 2-5)

I agree to follow the rules Aurora and my teachers set for me while using technology and technology systems at school or at home. I understand that any breaking of these rules may mean that I no longer get to use Aurora's technology. I understand that breaking technology rules goes against Aurora's policies and that there will be consequences if I do so – including, but not limited to possible discipline and fines.

Student Name (please print): _____

Student Signature: _____

Date: _____

Parents/Legal Guardians

As the parent or legal guardian of this student I have read, understand and agree to abide by Aurora's policies relating to Internet safety and acceptable use of the school's devices and systems. I understand that this access is designed for educational purposes and I will help monitor my child's use of said devices and systems while at home.

By accepting the device(s)/accessories and signing below, I agree to all the guidelines set forth in this document and understand that if a device is not returned for any reason or returned in a damaged condition as determined by the school, I agree to pay a fee of \$300 per Chromebook, \$400 per iPad, \$100 per internet hotspot, and \$50 per charger to Aurora Collegiate Academy.

Parent Name (please print): _____

Parent Signature: _____

Parent Phone Number: _____

Date: _____

Assigned Devices	Serial Number	Date Assigned
Ipad + Charger + Case		
Chromebook + Charger		
Hotspot + Charger		