



## PARENT COMPUTER USAGE POLICY AND AGREEMENT

Cypress Adventist School is pleased to offer each student in grades K-8 access to a Chromebook for school use. Each Chromebook has been barcoded and assigned to an individual student.

Please read each item listed below, then sign and date the document indicating your agreement to the policy. Parents and students are responsible for the items in this agreement. The term "computer" applies equally to Chromebooks and other types of computers.

- Cypress' computers remain under the control, custody, and supervision of Cypress at all times. Students have no expectation of privacy in the use of school computers, including email, stored files, and internet access logs.
- The students and his/her parents/guardians are responsible for compensating Cypress Adventist School for any losses, costs, or damages to any school computer caused by or attributed to the student. Damages incurred due to policy violations, including damage to another student's computer, will also be charged to the student in violation.
- Students will not have food or drink near the computer, nor will they eat or drink while using their computers.
- Cypress Adventist School is not responsible for any unauthorized charges or costs incurred by a student while using school computers. Students will use electronic resources only for educational purposes related to work at Cypress Adventist School and not for any personal, commercial, or illegal purposes.
- Students will use the internet only with the permission and ongoing supervision of the staff member in charge.
- Students will not use games or other electronic resources that have objectionable content or that engage in an inappropriate simulated activity.
- Students will not upload, link, or embed an image or representation of themselves or others to non-secured, public sites.
- Students will not change the detail settings on a computer without teacher permission.
- Students will not make statements about or use the likeness of another person online, through websites, email, instant messaging, etc. Cypress Adventist School is a bully-free zone - that includes our online presence.
- Students will use safe internet rules:
  - Never give our personal information: name, address, telephone number, or school.
  - Notify an adult if, by accident, you encounter material that violates appropriate use or makes you uncomfortable.
  - Do not send threatening messages or pictures. Do not send material that you wouldn't want your parents or teachers to see.
- Cypress Adventist School assumes no responsibility for personal devices brought to school by students.
  - Personal electronics (phones, tablets, etc.) should not be in use during school hours (8:30 a.m. to 3:30 p.m.) unless given specific permission by the teacher.
  - Parents should plan to contact the school office or teacher to communicate with students during school hours.
- Students will not secretly make videos, recordings, or secretly take pictures of any other student, students, or staff.

These rules provide general guidance concerning the use of computers at Cypress Adventist School. They do not attempt to describe every possible prohibited activity by students.

Students are responsible for appropriate behavior on the school's computers just as they are in a classroom or on the school playground. **General school rules for behavior and communication apply.**

*This document is a sample only. All hard copies will be signed at school when you come to register your child.*