



**THE
CRAIG
SCHOOL**

LOWER SCHOOL • MIDDLE SCHOOL • HIGH SCHOOL

ADMINISTRATIVE OFFICE

10 Tower Hill Road • Mountain Lakes, NJ 07046 • 973-334-1234 • www.craigschool.org

THE CRAIG SCHOOL TECHNOLOGY AND ACCEPTABLE USE AGREEMENT

The Craig School is pleased to be able to offer one-to-one device use for students in the Lower, Middle, and High School divisions. Students may also be provided access to on campus devices, equipment, or technology.

Students who are assigned devices or are given access to school owned technology/devices are expected to adhere to all the terms in this Acceptable Use Agreement. Students are expected to use their assigned device to access the Internet while using The Craig School network for all classroom work and research. Personal laptops/Chromebooks are prohibited.

All devices issued to students are owned by and are the property of The Craig School. Devices are issued for educational use only, and use of a device for any purpose other than educational use may result in consequences, up to and including loss of device privileges or other consequences as allowed by the Student Code of Conduct.

PERSONAL DEVICES

Personal laptops are not permitted. Cell phones are permitted but must be stored away while in class.

THE INTERNET

Students are provided access to the Internet via the school's network. This access is for school directed activities only. It is not intended for personal use of any kind.

NETWORK MONITORING

All network access is monitored and secured via the school's firewall and GoGuardian program. This allows teachers to observe student activity while in class, and allows AI and system monitoring to create alerts when inappropriate, dangerous, or explicit activity is observed at any time. These alerts will be shared with the appropriate school

administrators, clinicians, and parents as deemed necessary. These alerts can be triggered on all school-issued devices, both at school and from home.

DISCLAIMER

While The Craig School uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the school to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across areas some type of material that parents/guardians might find objectionable. Moreover, the school makes no guarantee of quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the school's network or the electronic device. Any charge(s) accrued to the user while using the school's network are the responsibility of the user. Liability and responsibility for statements made by an individual user on the internet are specific to that user and do not represent the views of the school, its employees, or members of the School Board.

THIRD PARTY DATA COLLECTION

Parents & Student consent to the use of all web-based educational services used by The Craig School, including but not limited to Google Workspace, Learning Ally, Read & Write, Lexia, Scholastic Reading Inventory, and NWEA. I recognize that the school is permitted to consent on my behalf for the collection of my child's personal information for the use and benefit of the school, and for no other commercial purposes.

UNACCEPTABLE MATERIAL

Because access to the Internet provides connections to other computer systems located all over the world, students (and parents) must understand that The Craig School does not control the content of the information available on these other systems. Some sites accessible via the internet may contain material that is inaccurate or inappropriate for educational use in a K-12 setting, such as hate literature, pornography, and information related to immoral or illegal activities. The school does not condone the use of such materials and does not permit usage of such materials in the school environment. The school uses firewalls and internet filtering software in addition to teacher supervision to reduce the likelihood of students accessing inappropriate internet sites. In the event a student inadvertently accesses an inappropriate internet site, they must advise the supervising teacher of the inadvertent access.

DEVICE & SCREEN CARE

Devices/screens are delicate and can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from excessive pressure.

- Do not lean or place anything on top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not poke the display.
- Do not place anything on the keyboard before closing the lid (eg: pens, pencils, or headphones).
- Do not carry the Chromebook or Laptop by its screen.
- Be mindful of placing your backpack down when carrying your device inside of it.
- Do not eat or drink anywhere near your device.

INSPECTION BY THE SCHOOL

The school has the right at any time to visually inspect the equipment and to perform periodic inventories, or to review the contents of any message, file, or software stored or maintained on the device. There is no expectation of privacy with respect to a school-issued and owned device.

MAINTENANCE, REPAIR, LOSS, OR DAMAGE

Normal and reasonable wear and tear are expected. The Craig School will provide regular repair and maintenance free of charge on all school-issued devices. Negligence will not be tolerated. It is the student's responsibility to provide reasonable care and coordinate required repairs through their homeroom teacher. Damage, loss, or theft of the property must be reported to the school Director by the next school day following the occurrence. While we realize accidents happen, the school does not have the resources or capability to investigate every incident, so students and families will be held financially accountable for devices that are beyond repair, require replacement, or are lost/stolen.

Parents will be invoiced in the amount of \$300 for devices that need to be replaced.

NETWORK ETIQUETTE & DIGITAL CITIZENSHIP

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- being polite in all communications to others.
- not sending mass emails to any classmates or other recipients (known as 'spamming').
- using inappropriate language.
- being compliant with the law in all activities.
- maintaining the confidentiality of personal information (images, address, phone, etc..)
- not using the network in such a way that it would disrupt the use of the network for others.
- not opening, using, or changing files, documents, etc. that do not belong to the student.

PERSONAL DEVICES

When at school, all of the conditions stated in this Acceptable Use for Technology Use Agreement apply to student-owned, personal electronic devices. Parents and students must understand and adhere to the following if the student brings a personal device to school.

Students will:

- leave their personal devices secured in their lockers or designated drop-off zones in the classroom during class time.
- use the student-owned device in class only with the teacher's expressed permission.
- securely store and charge the device when not in use and understand the security, care and maintenance of the device is their responsibility.
- understand that Craig is not responsible for the loss, theft, or damage of their device - students are fully responsible for their property while it is at School.

Failure to adhere to these conditions may result in students being required to store their device in a secure location in the school office while at school.

VANDALISM AND HARASSMENT

Vandalism is defined as any malicious attempt to harm, modify, or destroy data or property of another user or the school. This includes, but is not limited to, the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Vandalism and harassment will result in cancellation of user privileges and possible disciplinary action.

USE OF SCHOOL ASSIGNED DEVICES OUTSIDE OF CLASS TIME

At times, students may need to use their school computers to work on school-related activities. Students may use their laptops during recesses and breaks if the following conditions are met:

- The student is given permission by a teacher and is under the supervision of that teacher.
- The student is using the computer in the absence of food and beverage.

PENALTIES FOR IMPROPER USE

The Craig School and contracted IT personnel may access a student's personal electronic device or school issued device if there are reasonable grounds to believe there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of the breach. This may include, but is not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, and issues regarding bullying, or other violations of the school's Code of Conduct.

VIOLATIONS OF THIS AGREEMENT MAY RESULT IN THE FOLLOWING:

- restricted network access,
- loss of network access,
- disciplinary action, and/or
- legal action.