



Information Technology Acceptable Use Policy

Introduction

We are pleased to offer students at The Campus Lab School of Carlow University a safe, stable, relevant, and productive technical experience with the use of school technologies. These technologies include but are not limited to Chromebooks, tablets, classroom laptops, and desktops. Technologies also include access to wired and wireless internet, school printers, and other related peripherals. Students and their families must follow the guidelines established for appropriate care and use of all school technologies. Misuse of equipment may result in the withdrawal of this privilege at the school's discretion. Intentional or neglectful disregard for equipment resulting in damage or loss will be the responsibility of the student and their family, and will be handled on a case-by-case basis where financial penalty is only applied when mutually agreed upon by the school and family. Inappropriate use may result in cancellation of permission to use school equipment which could have academic repercussions. We ask that each student and family take the use of school equipment seriously as the benefits of a contemporary learning environment have a wide range of benefits for the learner, as well as the learner's family and school community.

Every student at The Campus Lab School in grades 3-8 will have access to the school computer network resources, electronic mail, and internet. To use these resources, all students must sign and return this form to acknowledge The Campus Lab School Acceptable Use Policy. Parents, please read and complete this document carefully, review its contents with your child, and sign where appropriate. Any questions or concerns about this permission form, or any aspect of the computer network, should be referred to school administration.

A copy of the related technology policies can be found on the Campus Lab School website.

Guidelines

- DO NOT change the local configuration of the Chromebook, laptop, or tablet
- DO NOT deface or change the physical appearance of any school device
- DO NOT use any logon and password other than your CLS User Account
- Users are not allowed to do the following unless give permission by an administrator;
 - Store and/or install files on the Chromebook including Freeware, shareware, public domain, or any other software
 - Install and/or play personal music, videos, or games
 - Use unauthorized programs installed on the Chromebook, laptop, or tablet
- Users should report any damage immediately
- Do NOT attempt to bypass Campus Lab School security or content filtering (GoGuardian) at any time
- Food or drink may not be consumed next to or near a CLS device at any time



Guidelines: Network Use

The network is provided for students to conduct research, complete assignments, communicate, and collaborate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks. Access is a privilege—not a right. As such, general school rules for behavior and communications apply and users must comply with school standards and honor the agreements they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Web content is filtered through GoGuardian and based on industry standard precautions; however, the ultimate responsibility of using the internet rests with the student. If at any time a student feels that they have accessed something in error or accident, they should raise the concern with a teacher or administrator. The Campus Lab School administration may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school server, or on the Chromebook, will be private. Participating in any of the following is prohibited and may result in disciplinary action or expulsion.

- Infiltrating computer system security for testing or troubleshooting without the Network Administrator's permission
- Accessing, modifying, or tampering with information or files which you do have permission
- Intentional introduction and/or distribution of virus programs to workstations or servers
- Intentional tampering with another's Chromebook, files, and/or projects

Internet/World Wide Web/ E-Mail Access

Access to the internet and e-mail will enable students to use thousands of libraries, databases, and web resources. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make internet access available to further education goals and objectives, students may find ways to access other materials as well. GoGuardian filtering software is in use, but not filtering system is capable of blocking 100% of the inappropriate material available on the internet.

Staff, students, and parents should be aware that certain offenses carried out through the internet could result in the involvement of State or Federal authorities and that The Campus Lab School administration will cooperate fully with those authorities should it be required.

We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, The Campus Lab School supports and respects each family's right to decide whether or not to apply for access.



Use of the Chromebooks, Laptops, and Tablets

Campus School Chromebooks, laptops, and tablets are not permitted to be taken home by students. Any problems with the devices are to be reported to a teacher or administrator immediately. Damage to devices that does not occur due to obvious negligence, disrespect, or misuse will be handled by The Campus Lan School. In some cases, parents and families may be called upon to discuss the circumstances of damage and may be found liable if obvious neglect and mishandling are mutually agreed upon. All other guideline for general use, network use, and internet use must be followed.

Security

Students and parent should be aware of the following:

- All Campus School equipment is subject to random searches of internet history by administration
- Certain offenses carried out through the internet could result in the involvement of State of Federal authorities. The Campus Lab School will cooperate fully with those authorities if necessary
- School equipment will be logged by The Campus Lab School for all system functions—web histories, installed or attempted installed software, and receipts of email/web correspondence

Proper Handling

Student should carry any school devices—Chromebook, tablet, or other—with two hands at all times when moving to and from their desk and between classrooms. Students must know where any device assigned to them is at all times.

Common Sense

In today's climate, we ask that students and families use common sense when it comes to protecting the integrity of the services and equipment provided by The Campus Lab School. We are proud to provide the equipment and services that we have available to our region and constantly strive to increase our capabilities and offerings. The ability to grow our capacity rests largely with protecting our current investments and maximizing the use of the equipment currently available to our students and families. Please make sure our equipment and services are safely available for year to come for all.



Information Technology Acceptable Use Agreement

Please complete this form to indicate that you agree with the terms and conditions as stated in The Campus Lab School of Carlow University Acceptable Use Policy. The policy can be reviewed on the CLS website.

The signatures of both the student and parent/guardian are mandatory before students will be allowed access to any Campus Lab School computer or technology-based resource. This form is required annually of all students in grades 3-8 at The Campus Lab School. This document reflects the entire agreement and understanding of all parties.

Student

As a user of The Campus Lab School's computer, network, and internet access services, I have read and hereby agree to comply with the Acceptable Use Policy.

Printed Student Name: _____ Date of Birth: _____

Student Signature: _____ Date: _____

Parent/Legal Guardian

As parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services such as the internet and electronic mail. I have read and agree to The Campus Lab School's Acceptable Use Policy and I understand that I may be held responsible for violations by my child. I understand that some materials on the internet may be objectionable; therefore I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting, exploring, and/or sharing information and media.

Parent Name: _____ Date of Birth: _____

Parent Signature: _____ Date: _____

Phone Number: _____