

The 1 to 1 Laptop Program at AAE

The CREC Academy of Aerospace and Engineering has established this 1:1 Laptop Program to enhance our educational curriculum and to prepare our students for their own use of technology in learning and assessment environments now and in the future.

We believe this program will elevate our students' ability to access learning opportunities and to succeed in the digital assessment environment they will experience in the post-secondary world.

The laptop program integrates technology into the curriculum anytime, anyplace. For this reason, we are asking that **every student at AAE 9-12 participate in our 1:1 program. All students in Grades 9-12, participating in the CREC Distance Learning Academy through AAE, will also need to participate in our 1:1 technology program.** Students are still permitted to "opt out" of our laptop program and bring a personal laptop with internet access for use during the school day. For students who do elect to bring a personal computer or Chromebook, please understand that AAE does not have the ability to load licensed school software on personal computers.

The policies, procedures and information within this document apply to all laptops used at the school, including any other device considered by the Administration to come under this procedure.

Electronic Information Resources

The Capitol Region Education Council has approved an Electronic Information Resources Policy in which the Council permits the use of electronic information resources to educate and to inform. The use of these resources will permit students to reach out to many people to share information, learn concepts and research subjects.

CREC will take steps, such as using filtering programs, access controls and monitoring by teachers to restrict access to controversial materials. On a global information network such as the Internet, however, it is impossible to restrict access to all potentially inappropriate material. It is the responsibility, therefore of students, parents and staff to understand and abide by CREC's Electronic Resources Policy to ensure that access to the resources provided by CREC are educationally appropriate.

Following is an Electronic Information Resources (i.e., World Wide Web) Access Agreement. Please review this Agreement and CREC's policy with your child so that he/she will understand his/her responsibilities when accessing and using CREC's electronic information resources. Compliance with this Agreement by all users of these resources will help protect all students from misuse of those resources and it will help protect the computer equipment from abuse.

Failure to abide with the Agreement and CREC's policy will result in consequences ranging from loss of the privilege to use this educational tool, the assessment of costs, and/or disciplinary action.

In order to permit your child to use these resources at school, you must sign this Access Agreement today. If you have any questions concerning CREC's policy or Access Agreement, do not hesitate to contact the AAE principal, Adam Johnson.

Student Use of the CREC Computer Systems

We are pleased to offer students access to the CREC computers and computer networks, including access to electronic mail (e-mail) and the Internet (which will be referred to collectively as "computer systems"). Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. **Such access is provided solely for education-related purposes.** Use of the CREC computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

CREC believes in the educational value of such computer systems and recognizes their potential to support our curriculum by expanding resources available for student and staff use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of CREC, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, access to the computer systems is a privilege, and not a right. Students will be required to adhere to a set of policies and procedures as set forth in detail below. Violations will lead to withdrawal of the user's privileges.

Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer system are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner at all times in accordance with district standards and state federal laws.

It is important that students and parents understand that CREC, as the owner of the computer systems, intends to monitor and review the use of these computer systems in an effort to ensure that users engage only in appropriate uses. CREC will monitor and review in a limited fashion, but will do so as needed to maximize utilization of the computer systems for educational purposes.

As part of the monitoring and reviewing, CREC will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. CREC's ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet access and of document downloading and printing.

Students will not be allowed to use the computer systems at school until all of the following have occurred:

- The student has signed the Electronic Information Resources Access Agreement;
- A parent/guardian of the student has signed the accompanying parent consent form;
- Signed copies of both forms have been received by the CREC representative

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these computer systems.

AAE & CREC make no warranties of any kind, whether expressed or implied, for the service it is providing. We will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the computer systems is at your own risk. CREC specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Student Conduct

Except as provided below, students are permitted to use CREC's computer systems for legitimate educational purposes only.

Conduct including, but not limited to the following is prohibited with respect to use of these computer systems.

- Sending any form of harassing, threatening, or intimidating message, at any time to any person
- Gaining or seeking to gain unauthorized access to any computer systems;
- Damaging any computers, computer files, computer systems or computer networks;
- The laptop should not be defaced in any way; (**ex. no laptop stickers may be applied**)
- Using another person's identity or another user's account under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches CREC's confidentiality requirements, or the confidentiality of any student(s);
- Sending or receiving any copyrighted material over the system (mp3s, wares, etc.);
- Engaging in commercial activities over the system;
- Installing unauthorized software on any public terminal;
- Utilizing the system for political lobbying.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law or by CREC Council policy or school rules or regulations, it must not occur in the use of these computer systems.

CREC Student Laptop Access Agreement

We are excited that you and your child are participating in our laptop computer program. Using a computer is a technical tool that will enhance your child's education at CREC, in the classroom, the computer lab, and at your home.

After attending the computer orientation your child will receive the laptop, a power cable, and a back pack. This equipment is worth anywhere from \$250 to \$900 and should be cared for in an appropriate manner. You are receiving a packet of information about our Acceptable Use Policy and Student Conduct for using the computer and the CREC computer systems/networks. Your responsibilities as a family are explained below and need your signature to indicate that you have read and understand these responsibilities.

No laptop will be given out without the signatures of the student and the parent or guardian of the student.

Student and Parent or Guardian Agreement:

1. We will use the equipment properly, as instructed during the computer orientation, classroom demonstrations and any additional directives from CREC staff.
2. We will return the equipment to CREC upon request.
3. We will contact the CREC technology department or our teacher if we have any problems with the laptop.
4. If the laptop is lost or stolen, we will contact the police, obtain a police report and submit a copy of this report to CREC within 48 hours.
5. We understand that we are responsible for the complete replacement cost in the event of theft or loss. If the laptop is damaged in a manner that exceeds normal wear and tear, we understand that we will be informed of and expected to cover the school's repair costs. We understand that we may be assessed additional costs due to negligent or deliberate damage by the student.
6. By signing my/our name below, I/we agree to the above terms.

Please Print

School _____ Grade _____

Student Printed Name: _____

Student Signature: _____

Date: ____/____/____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: ____/____/____

Student Electronic Information Resources Access Agreement

I, _____, as a user of the CREC electronic information resources and computer networks, have read and accept and agree to abide by the Electronic Information Resources Policy of CREC and with the following preconditions of my use of CREC electronic information resources:

1. I will use electronic information resources only for education research purposes, and only as those purposes are consistent with the curriculum and educational objectives of CREC.
2. I will use electronic information resources in a responsible, ethical and legal manner at all times.
3. I will use electronic information resources only with the permission of the supervising teacher or staff member.
4. I will be considerate of other electronic information users and their privacy and I will use polite and appropriate language at all times while accessing and using these resources.
5. I will not give out any personal information about myself or anyone else while using these resources unless approved by the instructor monitoring the use of their resources.
6. I will not give out any telephone numbers or passwords.
7. I will not knowingly degrade or disrupt electronic information resources, services or equipment, and I understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services.
8. I will report all security problems I identify while using these resources to my teacher or to the school staff who is monitoring my use of these resources.
9. I will act responsibly at all times and will avoid all other activities that are considered to be inappropriate in the regular school environment.
10. I am aware that the inappropriate use of these resources can be a violation of local, state and federal laws and that I may be prosecuted for violating those laws.
11. I will not use other persons' information as my own. I will always give credit to the original creators of the information I find online.
12. I will abide by all copyright laws and will seek assistance if a question arises.

I have read the rules and discussed them with my parent(s)/guardian(s). I understand them and I will follow them.

Please Print:

School _____ Grade _____

Student Printed Name: _____

Student Signature: _____

Date: ___ / ___ / ___

Parental Consent Form

I, _____, give CREC permission to allow my child to access and use electronic information resources for educational and research purposes.

I have read this Electronic Information Resources Access Agreement and the Administration's Electronic Information Resources Policy and have explained and discussed its importance to my child. Students will be instructed by school staff in the appropriate use of these resources and will also be instructed to follow the Administration's Electronic Information Resources Policy.

I understand and I explained to my child, that s/he may lose her/his privileges to use these resources at school and may face disciplinary action if s/he does not follow this Agreement and the Administration's Policy. I understand that I may be held liable personally for costs incurred by my child's deliberate misuse of electronic information resources or of the CREC electronic equipment or software programs.

I understand that the CREC has no control over the content of the information available on the Internet which is a worldwide group of interconnected computer networks. I understand that the district will employ filtering programs, access controls, and monitoring by teachers to protect students from any misuses and abuses as a result of their use of the CREC electronic services. I also understand that these controls, filters and monitors are not foolproof and that my child might still be able to access materials which I might consider controversial and offensive. I will not hold the CREC liable for materials my child obtains from these electronic information resources. I will be responsible for my child's use of electronic information resources which s/he uses in other than a school setting.

Please Print:

School _____ Grade _____

Student Printed Name: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: ___ / ___ / _____

Replacement Fee Agreement

There is no annual cost for the use of the CREC student laptop for the 2020-21 school year, however, families will be responsible for up to the full cost of the laptop or Chromebook if it is lost, stolen or damaged beyond repair. The cost of the full replacement amount for each machine is listed below:

- Chromebooks (Grades 6-9): \$250
- Dell Laptops (Grade 10): \$350
- HP Laptops (Grades 11 & 12): \$700
- \$50 fee for defacing or applying stickers to devices

_____ Date: ____/____/____
Student Signature

Student Name (printed)

_____ Date: ____/____/____
Parent/Guardian Signature

Parent/Guardian Name (printed)

_____ Date: ____/____/____
CREC Representative

CREC Representative Name (printed)