



# Kua O Ka Lā

A New Century Public Charter School

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**2014–2015**

## **Digital Device, Network, and Accounts Agreement Form ACCEPTABLE USE POLICY**

All students and their parents must read and sign this agreement form.

Kua o ka La (KOKL) provides devices, Google Apps for Education accounts, and Internet access to students to enhance their educational experience and to prepare them for a connected world beyond school. Students must agree to observe, respect, and comply with KOKL's Acceptable Use Policy. Failure to comply with these policies may result in disciplinary action.

### **School Rules on Digital Device, Network, and Accounts Use:**

*When using my KOKL account or any digital device on school property, I agree to:*

- access the network or use my accounts/devices for only schoolwork during class time.
- be the sole user of my computer accounts.
- accept personal responsibility and obey all policies.
- conduct myself in an ethical and orderly manner.
- notify a teacher or school official immediately of any improper use.

*Additionally, I understand that I will not engage in:*

- sending or displaying offensive messages, images, or videos.
- using obscene language.
- cyberbullying by harassing, insulting, or attacking others.
- misusing school issued digital devices, accounts, or networks.
- violating copyright laws or plagiarizing as described in the Student/Parent Handbook.
- impersonating someone by using another's login/password.
- tampering with others' files saved to shared devices.
- using your school digital device or account to sign up for services not school related, or for solicitation as described in the Student/Parent Handbook.

### **School Guidelines on Internet Usage**

It is presumed that students will comply with school rules and will honor the agreements they have signed. Beyond the clarification of such standards, the school staff will make every effort to guide usage, but is not able to constantly restrict, monitor, or control the communications of students utilizing the school network.

Use of a school-provided digital device, network, or account **is a privilege - not a right**. Whether physically in school or on in another location a school-provided digital

device, network or account, students are responsible for their behavior. Access may be denied to those students to violate basic school rules.

Computer network storage spaces are treated like school lockers. Files and communications may be reviewed by school network administrators in person or remotely to maintain system integrity and ensure that students are using the system responsibly. Students should not expect that files stored on school servers or school-sanctioned cloud storage such as Google Drive will always be private.

Freedom of speech will be honored and encouraged in regards to access to information. Where school staff will guide students toward appropriate use of digital device, network, or account in school, families are responsible for this guidance at home. Please refer to the Student/Parent Handbook for further explanation of expectations of students and parents.

I have read the above and understand the policies set forth by the Kua o ka La School. In the event I engage in willful violation in any of the above-referenced policies, my access privileges may be revoked and other disciplinary measures will be implemented as described in the Student/Parent Handbook.

Printed Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Student's Grade Level

Date

**Parent/Guardian Agreement:**

I understand that my child will have access to Kua o ka La digital devices, network, and account. I agree to inform my child of the appropriate use of the Kua o ka La policies and procedures.

Printed Name of Parent \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date