Gwinnett School of Mathematics, Science, and Technology
Computer Acceptance Form - Acceptable Use of Electronic Media (AUEM)
2015-16 Academic Year

All GSMST students must adhere to the Acceptable Use of Electronic Media **(AUEM)** when using their laptops or the GCPS network. The primary goal of GCPS and GSMST is to ensure that every student is provided with a safe and secure environment both in and out of the classroom when working with Technology to enhance their educational experience. The AUEM also serves as an honor code for all uses of Technology. It is GSMST's expectation that all students will make good choices when using the GSMST issued laptop. The AUEM also serves as a practical guide for students to reference when using Technology to support their instructional needs.

The AUEM is also a reminder that the primary focus of the 1:1 laptop deployment is to support instruction. All GSMST laptops are on loan to the students for the academic year and are to be used solely as an instructional tool. GSMST retains the right to collect and / or inspect the Computer at any time and to alter, add or delete installed software or hardware. It is also the student's responsibility to ensure that the laptop is in safe working order at all times and that if it is in need of repair that it be taken directly to the Technology Department for service.

The following Sections provide specific guidelines for the students to follow. Not adhering to these guidelines can result in the loss of laptop and network privileges as well as disciplinary actions.

Section I: GSMST Laptop Equipment Provided

Every student is issued a Lenovo laptop, a GSMST laptop bag and an AC Power supply that consists of an AC Cable Cord and an AC Adapter. It is the student's responsibility to maintain the integrity of these items over the course of their four years at GSMST.

Section II: Laptop Care & Safety

The following guidelines are provided to help keep your laptop in good repair. If you need further information or assistance, please contact the GSMST Technology team for support.

- When transporting your laptop, you must use the GSMST provided laptop bag. The laptop bag is designed to carry only your laptop. All other textbooks and notebooks should be carried in a personal laptop bag. Failure to comply with this mandate will void insurance coverage of the laptop.
- When you are not using your laptop, use a reasonable measure of protection to create a barrier that protects your laptop, such as a locking cable, locked file drawer, etc. Develop the habit to keep your laptop in a locked drawer, a locked room, or with you. Actions that keep your laptop safe work best when they are habits.
- Report any loss or damage to the laptop or peripherals immediately to the GSMST Technology Department. If the laptop is lost due to theft, please file a police report and pass on that information to the GSMST Technology Department. Damage includes missing keys on keyboard, cracked LCD display or damaged laptop hinges, broken CD/DVD drive, frayed AC power cords, any type of liquid spill on the laptop or the laptop submerged under water. If you are transporting the laptop in your car, keep it out of sight or in the trunk to prevent theft.
- Never leave your laptop unattended at GSMST or any other public location.
- According to the acceptance agreement, each student is responsible for all parts of the laptop, including peripheral equipment (mouse, cables, power adapters, etc.)
- When asked to return your laptop to your technology team for repairs or maintenance, please do so immediately.
- Take care not to expose the laptop to extreme temperatures. The liquid material in the screen can both freeze and boil, so keeping the laptop in your car for extended periods of time during harsh weather is not a good idea.
- Avoid eating or drinking near the computer, as food can damage the keyboard and the electronics directly under the keyboard. At school, please finish your breakfast or lunch before accessing your laptop.
- Keep pets, small children, infants, food and drinks away from the laptops and AC power cords at all times.
- Do not install unapproved software on the laptop. Your TST and/or LSTC will work with you to identify software that has been reviewed for instructional purposes by your school's Instructional Media Committee (see GCPS Policies and Procedures P.IFAA) and technically evaluated by the Division of Information Management.
- The laptop has been issued to you personally. However, collaboration in the classroom and/or at outside events such as competitions may require you to share your laptop with (a) fellow student(s). Ultimately you will be held responsible for any damage and/or viruses to the laptop.
- You are required to change your network password(s) when you receive the laptop. DO NOT share your passwords with anyone. The principal and/or a designee assigned by the principal may also keep a list of student passwords for support purposes.

Section III: GCPS Support and Insurance Terms

Support and insurance has been purchased by GCPS for this computer for four years. This support package will cover repairs that include hardware failures due to defects, accidental damage (such as spilling of liquids or screen breakage resulting from drops or falls) and loss due to theft, fire and natural disasters. **Intentional damage* is not covered and students can be charged for repair and replacement costs.**

*GSMST Administration is responsible for determining if intentional damage has occurred, and the extent and / or consequences of intentional damage to school-district-owned equipment.

Section IV: GSMST Appropriate Use of Student Technology & Hardware

ACCESS IS A PRIVILEGE - NOT A RIGHT! Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of Gwinnett County Public Schools.
Specific behaviors may result in disciplinary actions that are automatically escalated to Level 2 and/or the loss of GCPS technology.

Such behaviors include the following uses of a GSMST issued computer:

- Downloading and / or installing any applications, executable files or software not specified by GSMST or GCPS.
- Using any means including a proxy anonymizer to bypass the GCPS Proxy server on /or off-campus.
- Downloading pornographic images and / or videos
- Uploading or downloading audio files using GCPS technology without prior written consent of GCPS.
- Downloading music files, including purchased-services sites (iTunes, Wal-Mart, Yahoo! Music, etc.) without prior written or verbal consent from a GSMST Faculty Member.
- Transferring music to or from MP3Players, iPods, USB drives, SD Cards or other digital storage devices to computer(s).
- Using a GCPS computer to access storage devices (external hard drives, USB drives, SD Cards, etc) containing gaming software for playing on the GCPS computer.
- Bullying and threatening other individuals using GCPS technology devices to upload, read, and / or participate in defamatory behaviors via forums, e-mail, chatting, social networking sites, blogging sites, etc.
- Unauthorized use of an AC power supply not provided by GSMST including the use of another student's AC Power Supply.
- Taking any part of the laptop apart and putting it back together.
- Downloading and installing any type of desktop themes other than Microsoft Certified.
- Downloading and installing any type of computer games, regardless of the development platform, such as Flash or runtime files.
- Downloading and installing any type of computer skins to change the look of the desktop or any other computer settings.
- Uploading games to the shared network to host multi-game playing
- Using a USB device, SD card or other external device to install malicious software and or executable scripts on a fellow student's laptop.
- Running any type of command scripts to interfere with the integrity or performance of another student's laptop.
- Downloading and or installing executable that allow the user to quickly minimize or hide a running application through a series of "hot keys" or mouse clicks. Additionally, the capturing of video, digital stills or audio clips of students, teachers, and others using

GSMST/GCPS technology or personal technology without GSMST permission can result in severe disciplinary action, especially since this violates Federal privacy regulations. Under no circumstances are GSMST/GCPS computers to be used to post images and / or video clips of themselves, classmates, teachers, or staff without prior written permission of GSMST/GCPS, regardless of the technology used to post such video or audio files. There may also be legal ramifications for the sending, receiving, creation, or dispersal of slanderous or threatening email, instant messages or blog comments.

Section IV: GCPS Acceptable Use of Electronic Media Policy

The Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Board and for the purpose of AKS instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all Gwinnett County Public Schools (GCPS) technology users share the GCPS technology resources in an effective, efficient, ethical and lawful manner. GCPS technology should be used for legitimate educational reasons only, and not for personal use. Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of the Gwinnett County Public Schools. Users of such systems should have no expectation of privacy. Student e-mail use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider their use of GCPS network resources private or confidential in any way. It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Gwinnett County Public Schools personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the Gwinnett County Public Schools nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. Gwinnett County Public Schools DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91,16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by existing GCPS policies.

Agreed to and Accepted by:

_____   _____
(student signature)   (parent signature)

_____   _____   _____
(please print)   (please print)   (date)