

## **Saint John's Catholic Preparatory**

### **1-to-1 Student Laptop Contract/Acceptable Use Policy (AUP)**

Saint John's Catholic Prep only authorizes the use of its laptop computers in a manner consistent with the Catholic Mission of the school and established instructional, research, and administrative objectives of the school.

#### **Ownership**

Computers issued through the 1-to-1 program are the property of Saint John's Catholic Prep. Students have no ownership, interest, or right to title in the laptop computers. At graduation, ownership will be turned over to the student.

#### **License Agreements**

Saint John's Catholic Prep is the sole licensee of the software included with the laptop computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this contract.

#### **Acceptable Use**

- A. Saint John's Catholic Prep laptops are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses, unless approved by the Administration.
- B. The laptops may not be used in the transmission or storage of copyrighted materials not in the name of the student or school.
- C. Students must handle the laptop computers with care, protecting its functionality and appearance.
- D. Students must take their FULLY charged laptops to school with them every day, unless instructed to do otherwise by a school administrator.
- E. Students must not use laptop computers or computer programs in any manner other than that for which it is intended.
- F. Students must not install software onto laptop computers unless specifically authorized to do so by a school administrator.
- G. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of the Saint John's Catholic Prep computers.
- H. Students must not intentionally transmit viruses and other such malicious computer programs via the Saint John's Catholic Prep computers.

I. Laptop computers will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore all Saint John's Catholic Prep policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of laptop computers.

J. Students must not modify, upgrade, or attempt to repair laptop computers issued under this contract without the express permission of the school.

### **Liability**

A. Students are responsible for all material sent by and/or stored on the laptop computer loaned to them.

Students accept responsibility for keeping their laptop computer free from all pornographic material, inappropriate text files, or files dangerous to the integrity of Saint John's Catholic Prep's network, equipment, or software. Any student suspected of cyberbullying or harassing behavior will be sent to the Honor Committee and may lose all computer privileges.

B. Saint John's Catholic Prep is not liable for any material sent by and/or stored on laptop computers issued to students via the 1-to1 Laptop Computer Agreement.

### **Damaged Laptops**

A. Students are responsible for the care and security of the laptop assigned to them. If a student discovers that his/her laptop is damaged to the point that it is non-functional or operates with reduced function, the student must notify the Saint John's Catholic Prep's IT Department by the next school day.

B. If the damage is the result of an accident to the laptop while it is being used in normal operating conditions, the student is responsible for the cost, which will be billed to the parent's billing account. The student may be provided with a replacement laptop while the damaged laptop is being repaired.

C. If it is determined that the damage is the result of the following events, the student may be responsible for full replacement value of the laptop. Such determination will be made by Saint John's Catholic Prep's IT staff and the student's Principal.

- a. Abuse, multiple accidents or misuse
- b. Laptops used outside the parameters established in the Acceptable Use Policy, as described herein.
- c. Laptop used in conditions deemed unsafe for the laptop.
- d. Laptop is used by someone other than the student assigned to the laptop.
- e. Laptop negligence (i.e., laptop is placed in an unsafe location or position)

D. If it is determined that the damage is the result of the intentional or unintentional installation of software which was not authorized by a Saint John's Catholic Prep school administrator, which has resulted in a virus or other mal-ware on the laptop, the student may be charged staff time of \$25 per hour to return laptop to working order.

### **Lost or Stolen Laptop**

A. In the event a student's laptop is lost or stolen, the student should notify the IT Department by the next school day or, if during a holiday period or summer, the next business day. If a theft, the student's family should file a police report and submit a copy of the report to the IT Department within three school days or, if during the summer or holiday period, within the next three business days.

B. The Principal will work with Saint John's Catholic Prep IT staff to provide a loaner laptop to the student while the loss/theft is being investigated.

C. If, after thirty-days, the lost/stolen laptop is not recovered, or if it is recovered but deemed inoperable by Saint John's Catholic Prep IT staff, the student will be responsible for the full replacement value of the laptop.

### **No Guaranteed Content Privacy**

A. Saint John's Catholic Prep cannot guarantee that content stored on laptops issued in accordance with this contract will be private. Saint John's Catholic Prep respects the rights of its students; however, the School is also responsible for servicing and protecting its property.

B. Saint John's Catholic Prep reserves the right to monitor or access the hard drives of its laptop computers if it suspects or is advised of possible breaches or security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person.

C. Content filtering services will be in use on all Saint John's Catholic Prep computers. Attempts to disable or hack content filtering services will not be tolerated and disciplinary measures will be taken. The filtering service reports inappropriate internet searches and sites visited to administration.

D. Use of the laptop is subject to Saint John's Catholic Prep's Acceptable Use Policy.

### **Disciplinary Measures**

Misuse of computers will not be tolerated. The consequences of infractions of the 1-to1 Laptop Contract may include but are not limited to:

- \* Limits on the use of the laptop for a specific period of time
- \* Suspension of the use of the laptop for a specific period of time.
- \* Removal of the laptop from a student's possession for a specific period of time
- \* Payment of damages
- \* Referral to Discipline Review Board for possible suspension or expulsion.
- \* Involvement of law enforcement officers

**Saint John's Catholic Preparatory AUP**

Please sign below and return this page only, in acceptance of the terms of AUP for Saint John's Catholic Preparatory. This form must be signed and returned prior to the student receiving their laptop. Thank you.

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Printed Name – Student)

\_\_\_\_\_  
(Printed Name – Parent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date