



ST. AUGUSTINE  
PREPARATORY SCHOOL

**Technology User Agreement  
2019-2020**

I acknowledge that the full Acceptable Use Policy can be found in the Student Handbook. I understand that all technology available for use, including but not limited to school computers, G Suite accounts, Go Guardian, any other school issued software or devices, school website, and networks is property of St. Augustine Prep and I agree to the following terms and conditions of use:

- Chromebooks are for scholastic purposes only when on school property. I will use my Chromebook only in ways that are educationally appropriate while on and off school grounds. I will not install or use any application on my Chromebook that has not been approved by St. Augustine Prep.
- When I am on school property or using school issued technology, I shall at all times only use any technology in a lawful and appropriate manner.
- St. Augustine Prep reserves the right to view and monitor what I do on my Chromebook while on and off school campus for the duration of my education at St. Augustine Prep.
- I will never leave my Chromebook unattended or loan out my Chromebook to other individuals. Chromebooks may be safely stored in your assigned locker.
- I will not provide access to school devices, software, or networks to anyone. I will not use any school technology in connection with any business endeavor, for gambling, or unauthorized e-commerce activities.
- I will not attempt to access unauthorized accounts, files, equipment, data, or systems without express permission. I shall not attempt to bypass, circumvent, reverse engineer, or impair any security feature. I shall alert a faculty member or member of the IT department if I learn of such an occurrence by another.
- I will not create, load, or distribute, personal, unlicensed, inappropriate, explicit, or unlawful software, apps, electronic communications, images, videos, or other content in any form or format on, or to, any technology, unless directly instructed to do so by a faculty member or a member of the IT department.

- I will use my school provided email account for all school communications, and for all communications on any school device or network. I understand that I may not access or install personal email accounts or alternative communications platforms while using school technology. Except for extenuating circumstances, such as an emergency, students and faculty should not text message each other through personal communications.
- I will keep food and beverages at least two feet away from my Chromebook or any technology at the school to prevent accidental damage.
- I will not share my passwords with anyone.
- I will not place decorations, stickers, or otherwise mark my Chromebook or any technology device at school.
- I will not record, film, or photograph, anyone without express permission to do so from faculty and staff. If granted permission, I will only use the recording, film, or photograph in accordance with said permission. I will respectfully and responsibly manage and safeguard stored material and I will not share such material publicly or take actions that may allow others to do so without express permission.
- I will not inappropriately or unlawfully download or distribute any proprietary, confidential, trade secret or copyrighted material or legally protected information, or infringe on the Intellectual Property Rights, trademarks, or business property of others. Ignorance of such transgressions shall not release me from responsibility.
- I have read, understand and agree to abide by this Technology User Agreement, the Social Media Policy, the Accidental Damage Protection Policy, the Computer Usage Policy, and the Internet Safety Policy contained in the Student Handbook.

**This form must be signed by the student and parent/guardian.**

Print Student Name \_\_\_\_\_ Class \_\_\_\_\_

**Student: I have read and understand the St. Augustine Preparatory School's Technology User Agreement. I understand that if I fail to comply with any of this policy or agreement, my access to technology (including electronic devices and network resources) may be suspended, and I may be subject to disciplinary consequences including expulsion.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian: As a parent/guardian of the student above, I affirm that I have read and understand that my child is expected to abide by St. Augustine Preparatory School's Technology User Agreement, and any other policies**

**enumerated in the Student Handbook. I hereby give permission and consent for my child to use a school provided e-mail account, school technology, Chromebook, the Internet, and other resources prescribed by an instructor for educational purposes. I take full responsibility for supervising my child's use of technology, the internet, social media, and school equipment, in particular, when he is not at school. I understand that if my child fails to comply with any of the aforementioned policies, his access to technology (including electronic devices and network resources) may be suspended, and he may be subject to disciplinary consequences including expulsion.**

**Note: St. Augustine Preparatory School uses G Suite for Education, GoGuardian, and other software in compliance with the Children's Online Privacy Protection Act (COPPA) and the Family Education Rights and Privacy Act (FERPA).**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_