



# PROGRAMME MILE END HIGH SCHOOL

## CHROMEBOOK/LAPTOP USE AND DIGITAL CITIZENSHIP AGREEMENT

### Respect and Protect Yourself:

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will be aware of where I save my files so I can access them where and when I need them.
- I will be aware of with whom I am sharing files: Whether private, shared with teachers and classmates, or public.
- I will always logout before leaving my device.
- I will immediately report any inappropriate behavior directed at me to a parent, teacher, or other adult at school.

### Respect and Protect Others:

- I will not use computers to bully or harass other people.
- I will not log in with another student's username or password.
- I will not trespass into another student's network folder, documents, files, or profile.
- I will not disrupt other people's ability to use school devices.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate material or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to a parent, teacher, or other adult at school.

### Respect and Protect the Learning Environment and Your Chromebook/Laptop:

- While at school, I will limit my web browsing to school research unless authorized in advance by a teacher.
- I will not visit inappropriate websites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not listen to music or play games without teacher permission.
- I will not send or read instant messages or participate in online chats without teacher permission.
- I will only change background images and screensavers to school appropriate images.
- I will take care of my Chromebook/laptop:
  - I will only use the device assigned to me.
  - I will know where it is at all times.
  - I will never leave it unattended.
  - I will keep food and beverages away from my device.
  - I will not damage my device.
  - I will ensure that my device is plugged into the correct charging cart at the end of every school day.

### Academic Integrity:

- When completing an assignment or writing a test or exam, I will do my own work and provide my own answers.

**Device and Serial #:** \_\_\_\_\_

*By signing this agreement, I acknowledge that I have read, understood and accept the terms of the Chromebook/Laptop Use and Digital Citizenship Agreement. Violation of this Agreement will result in the loss of privileges.*

*I also agree to be financially responsible for the repair or replacement cost should the device assigned to me (or power cord) be lost, stolen, or damaged.*

STUDENT: \_\_\_\_\_

Name (please print)	Signature	Date
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PARENT/GUARDIAN: \_\_\_\_\_

Name (please print)	Signature	Date
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