

Technology Use Agreement

This agreement is effective the _____ day of _____, 2010, by and between Northland Christian School ("Northland"), _____ ("Parent"), and _____ ("Student"), for the purpose of setting forth certain terms and conditions for the use of the Apple Mac Book laptop computer assigned to Student.

The infusion of technology into classroom experiences represents an outstanding opportunity for NCS students and presents challenges for the faculty and administration as we continue these advances in the curriculum. Use of all Northland laptops must be in support of education and research and must be consistent with the goals and objectives of Northland Christian School. It is our goal to model and teach ethical and responsible use of technology.

It must be recognized that the development of school policy to govern technology will be a fluid and continual process. As policy is revised, it will be communicated to students for immediate implementation and will be added to this Agreement on an as-needed basis.

I. Ownership.

NCS-owned Laptops:

The NCS-owned Standard Cougar Mac Books will be the property of NCS and will be assigned to students for their use in a manner similar to textbooks and other resources and will be subject to the same restrictions. Students **will not have any administrative rights on the NCS-owned computer** and will not be allowed to install and uninstall any software.

Northland will install the software on the computers and maintain complete control of the computers' image. In this usage, image refers to any software or related data stored anywhere on the computer.

This image will contain the software that is purchased under the NCS site license. Giving NCS the authority and responsibility of maintaining the image ensures that your student will always have access to the necessary software tools that are required for instructional purposes while a student at NCS.

All NCS owned machines will be covered by the Apple Care Warranty program. If a Standard Cougar Mac Book is damaged, and a repair that is not covered by the Apple Care Warranty is necessary, the cost of the repair is the responsibility of the student's parent. Any charges incurred by NCS from Apple to repair the Mac Book and return it to working order will be placed on to the student's account and must be paid prior to returning the computer to the student. Apple Care covers only normal wear and tear on the computer. The determination of normal wear and tear is made exclusively by Apple.

Northland recommends that all parents consider purchasing personal articles insurance for your school-owned Mac Book, as an addition to your existing homeowner's insurance policy. (Note: Most homeowners' policies have very limited coverage for computers with a high deductible, unless an additional personal articles policy is purchased).

Students who use an NCS-owned Mac Book will return their Mac Book at the end of the school year and it will be re-issued to the student at the beginning of the next school year. There is a Mac Book Summer program in which students can choose to participate. The fee for that program is \$100.

If you used an NCS-owned Standard Cougar Mac Book, upon graduation or withdrawal from Northland, it will remain the property of NCS and will be treated the same as any other instructional resource that the student is issued.

Parent Owned Laptops:

Under the site license agreement with our vendors, Northland is required to retain an ownership interest in all computers in order to maintain the image on the Mac Books purchased by parents. When the

student graduates or withdraws from NCS, at which time the entire ownership interest will pass to the parents.

This image will contain the software that is purchased under the NCS site license. Giving NCS the authority and responsibility of maintaining the image ensures that your student will always have access to the necessary software tools that are required for instructional purposes while a student at NCS.

All parent owned machines will be covered by the Apple Care Warranty program. If a parent owned Mac Book is damaged, and a repair that is not covered by the Apple Care Warranty is necessary, the cost of the repair is the responsibility of the student's parent. Any charges incurred by NCS from Apple to repair the Mac Book and return it to working order will be placed on to the student's account and must be paid prior to returning the computer to the student. Apple Care covers only s made exclusively by Apple.

Northland recommends that all parents consider purchasing personal articles insurance for your school-owned Mac Book, as an addition to your existing homeowner's insurance policy. (Note: Most homeowners' policies have very limited coverage for computers with a high deductible, unless an additional personal articles policy is purchased).

Northland retains the right to collect all machines for re-imaging. When the student leaves Northland either because of graduation or withdrawal, the computer must be re-imaged back to the original image and all software must be removed that was used under the educational site license.

Parent-owned Mac Books will be retained by the student for their use during the summer months. If a software upgrade is purchased by Northland, the school will require access to the parent-owned Cougar Mac Book for a designated period of time during the summer to re-image the computer with the upgrade.

Parent-owned Mac Books will be retained by the student upon graduation once the following steps have been taken:

Payment has been received in full;

The Mac Book/Mac Book Pro computer has been submitted to the

Technology Office for the removal of all NCS owned software; and

The re-imaging process has been completed. This re-imaging process is required to ensure that all school-owned software is removed from the computer.

Due to licensing issues with software vendors, failure to submit the computer for the removal of all NCS owned and licensed software upon a student's departure from Northland will result in a \$250 fee and the withholding of all official school records.

Initials _____

II. Use of Computer.

Use of all Northland laptop computers must be in support of education and research, and must be consistent with the goals and criteria of NCS. It is our goal to teach ethical and respectful use of technology.

Students are responsible for appropriate behavior on the laptops and the school network just as they are in a classroom or anywhere on the school grounds. General school rules for behavior and communications apply. Students are personally responsible for their actions in accessing and utilizing the school's technology resources. The students are expected to never access, keep, or send anything that they would not want their parents or teachers to see.

Privacy statement – Students and Parents do not have a personal privacy right in any information, data or communications, including e-mail messages, created, transmitted, received, or stored on the laptops, regardless of whether they are NCS owned or privately owned. Northland may access all laptops, at any time, whether or not the data or information relates to the school's business. Thus, these systems should not be used for any personal communication, which you wish to remain private and confidential.

Initials _____

Northland's Internet system has not been established as a public access service or public forum. Therefore, the school has the right to place reasonable restrictions on the material students access or post through the system. All sites visited using Northland's Internet resources must be in compliance with the criteria used to select material for the school and must be used for educational purposes only.

Northland will use its technology and staff for the filtering and monitoring of internet access points, and may monitor student's use while the students are on campus. This process will be limited by cost and manpower constraints, but will be adapted and prioritized on a continuing basis. Any attempt by students to bypass these systems is a violation of this agreement, and will be addressed as a disciplinary issue.

Inappropriate use of the internet by any student will be handled as a discipline problem and appropriate punishment will be assigned. If a student is in doubt about the appropriateness of a website, the student should ask the supervising teacher immediately to avoid even the appearance of impropriety. Specific school discipline codes address consequences for inappropriate behaviors of this type.

Any attempt to use the technological facilities of Northland Christian School to infiltrate the administrative and accounting systems of the school is a violation of this agreement. In addition, such attempts may result in immediate and permanent dismissal from school.

Two areas in the NCS behavior code which specifically address responsible use are cheating and/or other types of dishonesty [Examples of cheating include plagiarism, copying or loaning homework, discussion of specific test or quiz content with another student, possession or perusal of teacher test keys or manuals, forgery; the use of electronic media to transmit test data or homework assignments to another student; etc.]

Northland retains the right to collect all computers (whether NCS owned or Parent owned) and to complete a re-imaging of each computer that is not operating properly. **Software that is causing conflicts or is not considered educational may be removed in the re-imaging process. Northland is not responsible for lost programs or data during the re-imaging process. Students are responsible for routinely performing a back-up of their files, and retaining original materials for any additional software.**

If a computer has to be cleaned or re-imaged because of installation of additional software that caused computer malfunction, a \$25 fee will be assessed.

II. General.

In consideration for the use of Northland's computer system, and in consideration for having access to the information contained on the Internet, Northland, its operators and any institutions with which they are affiliated are hereby released from any and all claims of any nature arising from the student's ability, or inability to use, the Internet.

Northland does not warrant that the functions of the system will meet any specific requirements a student may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages such as lost data sustained or incurred in connection with the use, operation, or inability to use the system.

CERTIFICATION:

By our signatures hereon, we certify our knowledge and acceptance of the above-stated policies and consequences, and of future directives which may be communicated regarding responsible use.

Student

Parent

Date

Date