



MACKINTOSH ACADEMY

Technology Use Agreement

V 2024.08

The Mackintosh Technology Use Agreement must be signed in order to use technology at school (e.g. Google Apps for Education). Students will go over this agreement with their homeroom teachers.

Technology resources are tools to be used only for educational purposes. The use of educational technology and communication tools is a privilege that brings many responsibilities. While we will work closely with students and families to ensure acceptable use, the School also reserves the right to suspend use in the case of unacceptable uses.

TECHNOLOGY IS A TOOL FOR LEARNING

- Do not alter your profile name in any way. Profile icons should be a clear picture of the student.
- Laptops must fit on your desk, leaving room for other items.
- Only educational sites are allowed. No games, videos, or other sites that do not relate to the learning experience.
- Only staff members may add extensions or modify the Chrome browser. Do not change cursors, fonts, or backgrounds in the browser.
- Students may not communicate via chat, email, social networks, or other electronic means for non-academic reasons during school hours.
- Parents and students should direct all communication through the teacher or the front office during the school day. If there is an urgent need to communicate with a parent, the student must notify their teacher or the front office.

CELL PHONE AND SMARTWATCH USAGE

- Cell phones must be completely disconnected from cell service and WiFi during school hours (i.e. completely powered down or in airplane mode, not just silenced or in do not disturb mode). Smartwatches must be in airplane mode while on campus.
- If teachers give permission to use cell phones for a specific purpose, the device must be disconnected again after use.
- At the teacher's discretion, students may be asked to keep their cell phone in a central storage area or placed in their backpack or locker during the day.
- Devices cannot be used for personal communications, including calling, texting, and instant messaging while on campus. Parents and students should direct all communication through the teacher or the front office.
- For overnight trips, the potential use of cell phones and smart watches will be determined by the division director and the teachers. The policy will be communicated prior to the trip.

DEVICE CARE

- Charge the computer every night.
- We strongly suggest that student laptops, tablets, and any other technology be used solely in public areas in the home, and turned over to parents after 9:00 p.m. (or at bedtime).
- We recommend that parents monitor their child's devices to see what, when, and how they are being used. Staff will monitor student computer use at school.
- Screens must always be visible to adults.
- No food or drink near devices.
- We recommend that student-owned devices have up-to-date anti-virus software.
- The only necessary software applications are teacher-approved apps and Google Suite.

BE A MACK STUDENT ALL THE TIME

- Be principled, respectful, and kind at all times and maintain the Mackintosh Student Code of Conduct.
- The Academic Integrity Agreement outlines when artificial intelligence (AI) tools can be used with teacher approval. Teachers will discuss the ethics and appropriate use of these tools.
- Students under 13 years old may not use ChatGPT as per OpenAI's user agreements and the Children's Online Privacy Protection Act (COPPA). Google's Gemini is not available to students per our Google for Education agreement.
- Students may never use a device other than their own.
- Do not change another student's work.
- Treat classmates and their work with respect. Do not delete parts of a shared document without prior discussion. Do not engage in distracting behavior such as unnecessarily changing fonts, highlighting, etc.
- Do not copy work, text, or images that without giving credit to the creator.

ONLINE SAFETY

- If students see or hear anything upsetting or inappropriate, they should close the device immediately and let a teacher or parent know.
- We do not recommend that students use devices for social purposes. If they do, please follow these general safety guidelines:
 - NEVER agree to get together with someone they meet or befriend online.
 - Let an adult know if someone invites them to meet.
 - Do not share any personal information (full name, address, phone, photos).
 - Do not respond to friend requests from unknown people.
- Do not share passwords with anyone outside of the student's family or Mackintosh staff.
- Choose words, images, and comments carefully. Remember that anything posted or shared online may be accessible forever.

USING MACKINTOSH OWNED TECHNOLOGIES/NETWORK

- Students must treat Mackintosh Academy computers and devices with care and respect.
- Students may not change school computer or iPad configurations, including screensavers, wallpapers, bookmarks, extensions, desktops, control panels, or default home pages unless instructed to do so by the teacher.
- If a device isn't working or damaged, report it to the teacher. Do not attempt to fix the problem.

- Our school network is a shared resource for educational use only as directed by our faculty. Students must respect the network and use it responsibly.
- The School reserves the right to search or inspect any information sent over its network and, as a result, students can have no expectation of privacy.
- Students may not abuse or excessively consume the school's bandwidth, interfere with the functioning of the network, or attempt to bypass its safety and security measures. Such activities include, but are not limited to:
 - downloading large files
 - video streaming
 - games
 - peer-to-peer networks
 - the Onion Router (TOR) or any other overlay networks enabling anonymous communication
 - virtual private networks (VPNs)
- The School reserves the right to inspect student-owned laptops to check for malware, viruses, or any other software that might pose a threat to our network or violate terms of use.

USING MACKINTOSH-GOOGLE APPLICATIONS

- Students and staff must report any violations of any school policies or government laws immediately.
- Deliberate destruction or vandalism of other users' data or shared data is prohibited. Nothing should be deleted without the permission of the person who created it.
- Students may use Mackintosh Google Chat, Meet, or Rooms. They may use Mackintosh communications during non-school hours only from 4:00 pm - 9:00 pm (or bedtime) on weekdays and from 8:00 am - 9:00 pm (or bedtime) on weekends for social communications understanding that:
 - Mackintosh administration can access all conversation logs and emails.
 - If students are not acting in accordance with the Mackintosh Student Code of Conduct, students are expected to hold each other to these standards and make Mackintosh staff aware of infringements.
 - Such social communications should be done in public areas of the home where adult caregivers have access and oversight.
- Google files or sites should not be created unless assigned by a teacher.
- When Google Sites need to be marked as "public" in order to be visible throughout our school community, users must not include full names, addresses, or other personally identifiable information.
- Mackintosh staff have the right and ability to monitor all activity in Google Suite. Any suspicious activity is flagged and investigated.
- Google for Education Privacy Policies comply with the requirements of the Children's Online Privacy Protection Act (COPPA), the Federal Education Rights and Privacy Act (FERPA), the California Consumer Privacy Act (CCPA), and other applicable laws.
- For more information, see [Google Workspace for Education's Privacy Policy](#).

Technology Use Agreement Acknowledgment

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CONSEQUENCES FOR INFRINGEMENT

Consequences aim to maintain a respectful, safe, healthy, and focused learning environment while providing clear and structured responses to technology policy infringements. Discussion with Mackintosh staff will immediately occur to determine severity of infraction. In most cases, minor infractions will cause the student's device to go into "time out," usually until the end of the day, to be picked up or delivered to the guardians. All infractions will be tracked.

We may suspend accounts or disable network access for students found to be in violation of any part of this agreement.

If the behavior is recurring, a detailed Classroom Action Plan will be developed between the student and relevant faculty, outlining specific restrictions and consequences. Parents/guardians will be notified of all actions taken and may be required to participate in a formal conference with school administrators to develop the plan.

ACKNOWLEDGMENT

The student and parent/guardian agree to uphold the terms of the Mackintosh Technology Agreement as outlined in this document. Technologies of any form may not be used for non-educational purposes while at school.

Once the child leaves the school, we understand that access to all Google Suite files and emails and any other Mackintosh educational subscription services (WeVideo, Canva, Blabberize, etc) will be suspended within 14 days and the student and their parents/guardians are responsible for taking measures to ensure they have a copy of all needed files.

Student Name: _____

Date: _____

Student Signature: _____

Parent/Guardian Signature: _____

Student-Owned Device Administrative Password: _____