

Charleston Math and Science Responsible Use Agreement and Guidelines

Dear Parent or Guardian:

Charleston Charter School for Math and Science encourages scholars to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our scholars, and to protect data and our resources, we ask parents and scholars to become familiar with policy and regulations that have been established for technology use in the school. The school's Acceptable Use Policy of Technology and the Internet is available on the school web site, www.charlestonmathscience.org, under Scholars. The policies can also be found in the Family Resource Manual and Student Code of Conduct on pages 23-25.

Scholars must:

1. Respect the technology devices provided by CCSMS, which could be but are not limited to Chromebooks, desktops, laptops, iPads, and tablets.
 - a. Treat devices as valuable equipment.
 - b. Do not deface or purposely damage devices provided by CCSMS.
 - c. Do not eat or drink around electronic devices.
2. Respect and protect their own privacy and the privacy of others.
 - a. Use only assigned accounts.
 - b. Keep personal information such as: name, address, phone number, etc., offline.
 - c. Keep passwords secret.
 - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
3. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Conserve, protect, and share these resources with other scholars and Internet users.
 - c. Charleston Charter School for Math and Science is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices.
 - d. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
4. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.
5. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind, responsible, respectful and lawful.
 - b. Use electronic communication devices for schoolwork only.
 - c. Charleston Charter School for Math and Science email should only be used for school-related email and projects.
 - d. Report threatening or offensive materials to a teacher or administrator.

Middle and High School Terms and Conditions for Device Usage

The school may assess a fee for damaged or stolen CCSMS issued devices. The fee would amount to no more than the total replacement cost of the device.

My child and I have read, discussed and agree to **Charleston Charter School for Math and Science Responsible Use Agreement and Guidelines** and **Terms and Conditions for Device Usage**.

Scholar Name (print): _____

CREW Teacher _____ Grade Level _____

Scholar Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____