

Gwinnett School of Mathematics, Science, and Technology | 2022-23 Academic Year
Computer Acceptance Form | Acceptable Use of Electronic Media (AUEM)

All GSMST students must adhere to the Acceptable Use of Electronic Media (**AUEM**) when using either their own personal laptop or a GSMST issued laptop on or off the GCPS network. The primary goal of GCPS and GSMST is to ensure that every student is provided with a safe and secure environment both in and out of the classroom when working with Technology to enhance their educational experience. The AUEM also serves as an honor and integrity code for all uses of Technology. It is GSMST's expectation that all students will make good and reasonable choices when using their GSMST issued laptop. The AUEM also serves as a practical guide for students to reference when using Technology to support their instructional needs.

The AUEM is also a reminder that the primary focus of the 1:1 laptop deployment is to support instruction. All GSMST issued laptops are on loan to the students for the academic year and are to be used solely as an instructional and curriculum delivery tool. GSMST retains the right to collect and/or inspect the computer at any time and to alter, add or delete installed software or hardware. **It is also the student's responsibility to ensure that the laptop is in safe working order at all times and that if it is in need of repair that it be taken directly to the Technology Team for service.**

The following Sections provide specific guidelines for the students to follow. Not adhering to these guidelines can result in the revocation of laptop and/or network privileges as well as the issuance of disciplinary consequences.

Section I

GSMST LAPTOP EQUIPMENT PROVIDED

Every student has the opportunity to request a GSMST laptop if they so choose. The laptop comes with an AC Power Supply and AC Adapter. It is the student's responsibility to maintain the functional integrity of these items over the course of the school year.

Section II

LAPTOP CARE & SAFETY

The following guidelines are provided to help keep your laptop in good repair. If you need further information or assistance, please contact the GSMST Technology Team for support.

- **SAFETY** – When transporting your laptop, it is recommended that you place it in a separate bag that is not your primary book bag. The laptop bag is designed to carry only your laptop. All other textbooks and notebooks should be carried in a personal backpack or book bag.
- **SECURITY** – Use a reasonable measure of protection to create a barrier that protects your laptop when it is not in use. Develop the habit to keep your laptop in a locked drawer, a locked room, or with you. Actions that keep your laptop safe work best when they are habits. If you are transporting the laptop in your car, keep it out of sight or in the trunk to prevent theft. **Never leave your laptop unattended.**
- **THEFT / DAMAGE** – Report any loss or damage to the laptop or peripherals immediately to the GSMST Technology Team. If the laptop is lost due to theft or fire, **please file a police report** and pass on that information to the GSMST Technology Team. If GCPS Risk Management determines that the laptop theft occurred due to negligence, GSMST will seek reimbursement for the replacement cost of the laptop.
- **ACCIDENTAL DAMAGE POLICY (ADP) on the student issued laptop.**
 - All new HP laptops come with four years of ADP coverage. ADP covers accidental damage to the laptop. However, it does not cover cosmetic damage and GSMST will seek reimbursement for such repairs.
 - All legacy Lenovo laptops are not covered by ADP. If there is accidental and/or non-accidental damage to the laptop which includes, but is not limited to, missing keys on the keyboard, cracked LCD display, damaged laptop hinges, broken CD/DVD drive, cracked bottom cover or bezel cover, GSMST will seek reimbursement for the repair costs.
- **SERVICE / REPAIR** – In order to repair or maintain your laptop, the Technology Team may request that you exchange your issued laptop for an equivalent replacement (i.e. *loaner*) so your originally issued laptop can be sent out for repair. If this occurs, you will exchange your *loaner* laptop for your student-issued laptop once it has returned from repair.
- **DAILY USE** – Avoid eating or drinking near the computer, as food can damage the keyboard and the electronics directly under the keyboard. At school, please finish your breakfast or lunch before accessing your laptop. Keep pets, small children, infants, food and drinks away from the laptops and AC power cords at all times.
- **SOFTWARE INSTALLATION** – Admin Rights to the laptop have been disabled. The TST and/or LSTC will work with you to identify software that has been approved for instructional purposes by your school's Instructional Media Committee (see GCPS Policies and Procedures P.IFAA) and technically evaluated by the Division of Information Management.
- **TRAVELING WITH THE LAPTOP** – The laptop has been issued to you personally. However, collaboration in the classroom and/or at outside events such as competitions may require you to share your laptop with a fellow student(s). Ultimately, you will be held responsible for any damage and/or viruses to the laptop issued to you.
- **PASSWORDS** – Change your network password(s) when you receive your laptop. Do **NOT** share your password(s) with anyone other than members of the GSMST Technology Team or Administration upon request.

Section III

GSMST Appropriate Use of Student Technology & Hardware

ACCESS IS A PRIVILEGE - NOT A RIGHT! Inappropriate use (including any form of cheating or plagiarism) will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of GCPS.

Specific behaviors may result in disciplinary actions that are automatically escalated to Level 2 and/or the loss of GCPS technology. Such behaviors include the following uses of a GSMST issued computer:

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- Downloading and/or installing any applications, executable files or software not specified by GSMST or GCPS.
- Using any means, including a proxy anonymizer, to bypass the GCPS Proxy server on or off-campus.
- Downloading pornographic images or videos.
- Uploading or downloading audio files using GCPS technology without prior written consent of GCPS.
- Downloading music files, including purchased-services sites (iTunes, Wal-Mart, Yahoo! Music, etc.) without prior written or verbal consent from a GSMST Faculty Member.
- Transferring music to or from MP3 Players, iPods, USB drives, SD Cards or other digital storage devices to computer(s).
- Using a GCPS computer to access storage devices (external hard drives, USB drives, SD Cards, etc.) containing gaming software for playing on the GCPS computer.
- Bullying and threatening other individuals using GCPS technology devices to upload, read, and/or participate in defamatory behaviors via forums, email, chatting, social networking sites, blogging sites, etc.
- Unauthorized use of an AC power supply not provided by GSMST including the use of another student's AC power supply.
- Taking any part of the laptop apart and putting it back together.
- Uploading games to the shared network to host multi-game playing.
- Using a USB device, SD card or other external device to install malicious software and or executable scripts on a fellow student's laptop.
- Running any type of command scripts to interfere with the integrity or performance of another student's laptop.
- Downloading and/or installing executable files that allow the user to quickly minimize or hide a running application through a series of "hot keys" or mouse clicks.
- Using the log-in credentials of another student or an employee to impersonate them and access tools and software.
- Additionally, the capturing of video, digital stills, or audio clips of students, teachers, and others using GSMST/GCPS technology or personal technology without GSMST permission can result in severe disciplinary action, especially since this violates Federal privacy regulations. Under no circumstances are GSMST/GCPS computers or networks to be used to post images and/or video clips of yourself, classmates, teachers, or staff without prior written permission of GSMST/GCPS, regardless of the technology used to capture or transmit such video or audio files. There may also be legal ramifications for the sending, receiving, creation, or dispersal of slanderous or threatening email, instant messages or blog comments.

Section IV

GCPS Acceptable Use of Electronic Media Policy:

The GCPS Board of Education recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Board and for the purpose of AKS instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all Gwinnett County Public Schools (GCPS) technology users share the GCPS technology resources in an effective, efficient, ethical and lawful manner. GCPS technology should be used for legitimate educational reasons only, and not for personal use.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (email). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of Gwinnett County Public Schools. Users of such systems should have no expectation of privacy. Student email use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At no time should a student consider their use of GCPS network resources private or confidential in any way.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover using an electronic resource. Gwinnett County Public Schools personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither Gwinnett County Public Schools nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. Gwinnett County Public Schools DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by existing GCPS policies.

Agreed to and Accepted by:

(Student Name printed)

(Parent Name printed)

(Student Signature)

(Parent Signature)

(Date signed)