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**Student Technology Acceptable Use Policy**

Parents and students should read these rules carefully and acknowledge receipt of these rules by signing the form with your student(s) and returning it to the school.

**By signing this form, you and your child agree to abide by the following rules:**

* If assigned a laptop computer, the laptop computer assigned to your student belongs to **Monroe Charter Academy (MCA)** and is provided free of charge. Students are expected to take excellent care of the equipment. Physical damages to the computer will be charged back to the student based on the below schedule.

Broken Screen: **$40**

Broken keyboard or keys missing: **$50**

Lost or missing charger: **$20**

Broken bottom/side outer casing: **$60**

Broken top outer casing: **$60**

Damage beyond repair (water damage, drop damage, etc): **$200**

Lost or stolen computer: **$200**

* Students or parents should not load or upgrade any software applications without express permission of a member of our staff. Students should also refrain from deleting or removing any software applications without express permission of a staff member.
* Internet sites containing pornographic, violent, or other unacceptable content may not be visited either **at home** **or on school property**. Accessing, producing, posting, displaying or sending offensive messages, music, orimages, including images of exposed private body parts is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude, or sexually suggestive language or images.

Sending false or defamatory information about a person or organization is prohibited.

Harassing, threatening, insulting or attacking others is prohibited. Computers will not be used for electronic intimidation via Facebook, Skype, OooVoo, MySpace, YouTube, Twitter, Instagram, or any other social networking site. Doing so is a violation of North Carolina law.

**MCA** has internet content filters and software in place to track violations of this policy and we have the ability to monitor software and student activities on the computer in real-time. These reports will be reviewed on a regular basis to ensure compliance with the acceptable use policy.

* Parents should monitor student computer use at home to insure compliance with **MCA** rules and regulations.
* Students are reminded not to share their password with **anyone except a parent or guardian**. Students should not use login ID’s and passwords belonging to other students or faculty and staff members.
* Email correspondence on the **MCA** system, the laptop, or making use of the student’s assigned email account is the property of **MCA**. Documents and other files created by the students and located on the laptops or the **MCA** computer system are also property of **MCA**.

* Teachers will be using our technology to communicate with students. Students should check email, tasks, and calendars frequently throughout the day and respond to **MCA** teachers/staff as appropriate.
* Students should not send spam (e.g. funny jokes and cute sayings found on the internet) and should not sign up for subscription services using the **MCA** email account without permission of the **MCA** staff.
* **Students should only use computers during class if authorized to do so by a faculty member and only for the purpose stated by the faculty member.**
* Hacking or attempting to gain unauthorized access to the **MCA’s** network for the purpose of stealing and/or corrupting data is prohibited.
* Any other use in violation of **MCA’s** policies or federal or state law is prohibited.

The following consequences may apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

Revocation or limitation of computer access privileges.

Temporary or permanent confiscation of the student computer,

Disciplinary action as provided for in the student handbook,

Any other sanctions or remedies provided by law.

**I have read Monroe Charter Academy’s Technology Acceptable Use Policy and understand there may be consequences as outlined above for the student if I/he/she/we violate the policy.**

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**Parent Signature** **Date**

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**Printed Parent Name Printed Student Name & Grade**

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**Serial Number MAC Address**

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**Make and Model of Computer**