**Computer and Internet access is available to students in Learning Community Charter School.** The Internet is a network connecting millions of computer users all over the world. The Internet enables worldwide connection to, data bases, online software, and other information sources, such as libraries and museums. LCCS provides controlled access to promote educational excellence by facilitating internet exploration within a closed domain.

**The smooth operation of the use of Chromebooks and the network relies upon the proper conduct by the end users who must adhere to strict guidelines**. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a LCCS student violates any of these provisions, his or her account will be restricted or terminated and future access can be denied. **The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed read the terms and conditions carefully and understand(s) their significance.**

**INTERNET TERMS AND CONDITIONS**

**A Google account will be issued only upon receipt of a signed copy of this agreement.**

* **Authorized Use** The use of your account must be in support of education and research.
* **Privilege** Use of a personal LCCS Google account is a privilege, not a right.

**NETWORK ETIQUETTE**

**You are expected to abide by the generally accepted rules of network etiquette. These**

**include (but are not limited to) the following:**

* Maintain the security of the network by keeping information, especially passwords and account numbers, private.
* Any attempt to “jailbreak” the Chromebook or change the configuration will result in an immediate disciplinary action.
* Use the network only for LCCS approved internet and app use which will have educational relevance.
* Honor all rules of copyright. Do not plagiarize by claiming other words as your own.
* Use only acceptable appropriate language. Offensive or inflammatory speech is not permitted. *If you receive any emails inside the network that includes inappropriate language, or questionable subject matters, alert a teacher or administrator immediately.*
* Use your real name in all communications. Impersonation, anonymity, or pseudonyms are not permitted.
* All email within LCCS domain is not guaranteed to be private. Administrators who operate the system will have access to all mail. Messages relating to or in furtherance of illegal activities will be reported to the administration and perhaps the authorities.
* Picture use of guns, weapons, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.

**CHROMEBOOK CARE**

Students will be held responsible for maintaining their assigned Chromebooks and keeping them in good working order. Cromebooks will be assigned by classroom teachers for use only during that time period. The Chromebooks are school property and all users must follow care guidelines.

* Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction.
* Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student
* Use only the assigned Chromebook in each class.

**USER ID**

* Once a User Name and Password is issued, the student is responsible for all actions taken while using that user ID. Sharing of a User Name and Passwords with another person is prohibited.

**ELECTRONIC MAIL VIOLATIONS**

* Forgery of email messages is prohibited. Reading, deleting, copying, or modifying the email of other users is prohibited.

**FILE/DATA VIOLATIONS**

* Deletion, examination, copying, or modification of files and/or data loaded on the Chromebooks is prohibited and will result in disciplinary action.

**VIOLATIONS REQUIRING DISCIPLANARY ACTION**

An attempt to violate the provisions of this policy may result in suspension of the users Internet access privileges and/or account. School disciplinary action, include detention, suspension, and incurring replacement costs.

* Downloading unapproved apps that are not in Self-Service without receiving permission.
* Leaving Chromebook unattended.
* Deleting school installed settings from a Chromebook.
* Lack of adequate care for Chromebook.
* Resetting Chromebook to factory defaults.
* Placing the Chromebook in developer mode.
* Adjusting settings on someone else's Chromebook.
* Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

**Please sign and return the signature page to your homeroom teacher**