Maconaquah Elementary School

Digital Contract

2014-15

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All students of Maconaquah Elementary School are issued an iPad (Grade Two) or laptop computer (Grades Three-Five) for their educational use. It is our belief that if reasonable precautions and care are taken in the use of the digital device, the device should not experience physical damage. **Elementary students will bring home the electronic devices assigned to them if inclement weather is forecast. If school is cancelled students will be responsible for completing their digital assignments and returning them to school the next day. Students, who do not return their digital assignments on the next regular school day, will be counted as an unexcused absence on the day in which school was cancelled.** In addition, each teacher is responsible for teaching practices associated with being a good citizen in the digital world. Each student and parent is asked to read this form carefully. The parent and the student should initial next to each statement that follows, and sign at the appropriate location. Teachers should initial and sign that they have taught digital citizenship to their students. **Laptop/iPad insurance is available to all Mac El families and further information can be obtained by contacting the school office.**

Use of Proper Care and Precautions

Personal Responsibilities/Care:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Student**  **Initials** | **Parent**  **Initials** |  |
| 1 |  |  | I/We understand that the digital device and its accessory equipment are the property of the Maconaquah School Corporation. |
| 2 |  |  | I/We understand that the student is responsible for the daily care and maintenance of the iPad (grade 2) laptop (grades 3-5). |
| 3 |  |  | I/We understand that the digital device should be carried with two hands at all times. |
| 4 |  |  | I/We understand that the digital device must not be stored in the student desk. |
| 5 |  |  | I/We understand that any inappropriate behaviors with the digital device will be addressed by classroom teacher(s) and or administration. |
| 6 |  |  | I/We understand and agree to abide by the rules and regulations of the **Acceptable Use Agreement**. Failure to abide by this policy will result in disciplinary action. The Acceptable Use Agreement was distributed at registration. |
| 7 |  |  | I/We understand that I/we must report all damages, to the classroom teacher immediately. |

Digital Citizenship Practices:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Student**  **Initials** | **Parent**  **Initials** | **Teacher**  **Initials** | **The following practices have been taught in the classroom prior to student receiving the digital device.** |
| 1 |  |  |  | I/We understand before sharing private information in cyberspace I must get permission from my teacher. |
| 2 |  |  |  | I/We understand that people met online should be treated as strangers just as if strangers are encountered in the face-to-face world. |
| 3 |  |  |  | I/We understand the importance of keeping my passwords private. |
| 4 |  |  |  | I/We understand and will learn the proper uses of email. |
| 5 |  |  |  | I/We understand that I will learn how to use hardware, software, etc. in a responsible manner. |
| 6 |  |  |  | I/We understand how to use good manners in cyber space. |
| 7 |  |  |  | I/We understand how to handle bullying behaviors online. |

A signature below signifies that the student and parent has read, and acknowledges the above and that the teacher has taught the student proper practices of being a responsible digital citizen.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_