



STUDENT DEVICE USE POLICY

In addition to the principled use of computer systems and Internet resources, all students in grade KG2 - Grade 12 are expected to abide by the rules outlined in the following **One to One (1:1) Device Program Participation Agreement**.

1. All IT resources: computers, software, network resources, and related technology belong to Stamford American International School and are on-loan to my child as a student. The practice of Stamford is that computers and iPad are refreshed at least every **4** years. Thus, devices that are distributed may be aged between **1 - 3** years.
2. Devices will be sent home with students in Grades 3 - 12, or at the discretion of the school Digital Learning or IT team. Students from KG2 - Grade 2 are able to use iPads for learning while at school.
3. Care for the computer or iPad and components are the direct responsibility of students and their families.
4. Students must ensure his/her computer or iPad battery is kept fully charged each day to ensure his/her effective classroom participation.
5. Students must alert a teacher or the IT staff of all problems related to their assigned computer, iPad or calculator and not attempt repairs on his/her own.
6. Students must not remove the assigned device(s) - computer's or iPad's protective cover. Removal of the cover may cause the equipment to be damaged and subsequently you will be charged the damaged fees.
7. Students must keep their own data backed up (eg. Google Drive). IT is not responsible for backup or the loss of data.
8. The IT Department has the rights to recall any assigned device(s) - computer or iPad, for maintenance or upgrade purposes.
9. The IT Department would not be liable for any loss or damage of data that may incur: (1) during or as a result of troubleshooting, repairs, maintenance or upgrading, (2) during my child's day-to-day usage.
10. Students must not leave his/her computer or iPad unattended outside of the classroom or locker, and they must not lend their computer to friends or family members.



STUDENT DEVICE USE POLICY

11. Students must always be conscientious to leave their computer or iPad on top of books and never underneath them. Students must avoid closing the cover of the computer with objects in between the keyboard and cover. This can avoid accidental screen damage.
12. Students must not attempt to install software, remove or alter existing programs or use any methods of configuration to change the computer or iPad original setup. If he/she need additional software, he/she will consult his/her teachers in charge.
13. Students must not use the computer or iPad for gaming, chatting, social networking, or non-academic activities.
14. If a parent notifies the school that the computer or iPad is missing, the school may delete all data and software on the computer or iPad for privacy and security purposes.
15. Parents may be required to pay the appropriate repair costs (up to the full replacement cost) should the computer or iPad or associated peripherals need to be repaired or replaced due to negligence, loss, theft, accident or unforeseen circumstances. The cost of repair invoiced will be based on as-is charges by the authorized vendor. No markup is involved.
16. Consequences of Inappropriate Use Violation of these regulations may result in the loss of Internet access privileges and/or computer use privileges. Serious misconduct, in particular, cyberbullying, may lead to suspension or exclusion from the school.
17. Upon leaving Stamford American International School, students are required to **return** all the assigned IT resources (computers, iPads, calculators, accessories, software, network resources and related technology) to the IT Department in good working condition.
18. Technology fees are non-refundable in case of student withdrawal in the middle of the year.