



Damien Memorial School Technology Agreement

Student Name: _____ Graduation Year: _____

I agree to the terms and conditions Damien Memorial School set forth in this Technology Agreement: Student Technology Acceptable Use Agreement, Student/Parent Technology Agreement Contract, as well as the Student and Parent Handbook that will allow my child to bring home a Damien issued Apple MacBook.

Parent/Guardian Signature

Date

Student Technology Acceptable Use Agreement:

- I understand that the Apple MacBook is being provided to me by Damien Memorial School as an educational tool. Accordingly, I understand that my Apple MacBook should be used primarily for school-related activities and that I am responsible for bringing it to school everyday.
- I understand that I am responsible for all technology training regarding the care and use of my Apple MacBook. Accordingly, I understand that my Apple MacBook privilege may be revoked if I do not adhere to my responsibility.
- I understand that I am responsible for checking my Damien email and BlackBoard at least (3) times a day, as this is the primary form of communication between myself and the Damien Memorial School staff.
- I understand that there will be no stickers, ink, or any decorative items added to my assigned equipment (batteries, cords, chargers, laptop, and carrying case) other than the DMS identification tag.
- I understand that the DMS identification tag should not be tampered with or removed.
- If my Damien issued MacBook is not working properly, I will contact Tech Support at <https://www.damien.edu/technology-request> and/or take it to the DMS Tech Support located in room #522.
- I understand that I may be without a laptop while my Damien issued MacBook is being repaired.
- I understand that my family and I will be held financially responsible for any repairs or replacement of the laptop and/or other provided accessories at its current value if due to negligence and/or abuse. Any necessary repairs/service must be taken to MacMade Easy in Kailua.
- I understand that if my laptop is damaged or lost, I may also be required to make partial or full payment towards its repair or replacement as determined by the Administration.
- I am responsible for knowing where my laptop is at all times. Laptops left unattended will be taken to the DMS Tech Support located in room #522.
- I will not change any configuration settings on the Damien issued MacBook.
- I will not use my laptop to make unauthorized copies of software or files and will abide by all copyright laws and regulations.
- I understand that the installation of non- DMS standard software is strictly prohibited.
- I understand that if my laptop is taken away by a staff member or is inoperable that it does not excuse me from completing any assignments or projects.
- I understand the use of games and online sites is not allowed during the school day unless permission is granted by the instructor.
- I understand that I am responsible for charging my laptop prior to the start of the day.

- I/We acknowledge that I/We have reviewed the DMS Student/Parent Handbook online and I/We have read, fully understand and agree to the Technology Acceptable Use Policy.

Parent Agreement

1. I know that the Internet is an important resource for my children and that being familiar with it is a necessity skill. It can also be a wonderful place to visit, but I know that I must do my part to help keep my children safe online.
2. I will get to know the services, websites, and groups my children use and/or belong to. I will talk to my children about their social networking profiles, what they can and cannot post, whom they should allow as friends and how to behave appropriately in their online interactions.
3. I will set reasonable rules and guidelines for computer use by my children, including how much time they may spend online. I will encourage them to participate in offline activities as well. I will have an open and honest discussion with my child should they inform me about something "bad" he or she finds or does on the Internet.
4. If my child does something online that I do not approve of we will have a conversation about my expectations and the reasons for our Internet rules. I understand that just taking away the Internet will not solve the problem.
5. I will try to get to know my child's online friends and contacts just as I try to get to know his or her offline friends.
6. I will try to have my child use their laptop in a family area rather than in their bedroom.
7. I will report suspicious and illegal activity and/or sites to the proper authorities and learn how to report abuse when necessary.
8. I will frequently check to see where my kids have visited on the Internet and I will talk to them if I see something I'm concerned about or that I think is inappropriate.
9. If my child continues to break our Internet rules after we have discussed with them, I will impose appropriate consequences, such as: taking away his or her computer, cell phone or other devices until the behavior changes.
10. Any necessary repairs/service must be taken to MacMade Easy.

I will help my child follow this agreement and will allow reasonable use of the laptop and internet as long as these rules and other family rules are followed:

Parent/Guardian(s) Initial: _____

Student Agreement

1. I will save all files, assignments, projects, etc, to my Damien Google Drive.
2. I will share all social media sites with my parents.
3. Taking photos and exchanging photos will only be allowed for school related activities.
4. I agree that my parents can check my email messages and online search history. My parents can review existing and new screen names, email addresses, user logins and all passwords. I will not give my password to anyone else but my parents.
5. I will not upload or download photos, games, music, videos or sign up for anything on the Internet, even if it's free, without my parents' consent.
6. I will keep personal information such as my address, telephone number, parents' work address/telephone number, the name or location of my school, where I play sports or the names of my family members PRIVATE. I will not post this information to my profiles even if I think only my friends will see it.
7. I know that nothing on the Internet is private, and that people online are NOT always who they say they are. If someone asks to meet me in person, I will immediately tell my parents, my school advisor, teacher, counselor or staff member.

I (student) understand that if I break the terms of this agreement my laptop privileges will be taken away at home. I understand that I cannot use this as an excuse to not complete my school responsibilities.

Student Signature: _____