



Good Shepherd Academy
 24 Brookline Avenue
 Nutley, NJ 07110
 (973) 667-2049
 www.GSANutley.org



Good Shepherd Academy Student Electronic Device Program - Acceptable Use Agreement Form

Good Shepherd Academy (GSA) is very pleased to continue the BYOD (Bring Your Own Device) Program. We are excited about this opportunity because we know it will enable our students to become future-ready, empowering them with the "4 Cs" of 21st Century learning – collaboration, communication, creativity and critical thinking to make decisions and solve problems. This document is a contract governing the implementation of this Middle School program at Good Shepherd Academy. Please note that students who cannot bring outside technology will be able to access and utilize the school's equipment. No student will be left out of classroom instruction.

| | Student Initials | Parent Initials |
|---|---------------------|--------------------|
| I agree to follow conditions on the front and back side of this form and all of the applicable Good Shepherd Academy policies. An "electronic device" is defined as any of the following: computer, electronic device, tablet, or any other personal communication device. Use of the electronic device is subject to access and monitoring by Good Shepherd Academy to ensure compliance with appropriate policies. Inappropriate use of media (pictures, video, audio, etc.) and any abuse of the electronic device and related materials (power cord, bag, etc.) will be subject to disciplinary action. Please note that cell phones are not an approved device and are addressed further below. | | |
| At school, I will only use the technology under school personnel direction. | | |
| I am responsible for my own device. Good Shepherd Academy and its school staff are not responsible for any device, software or files that are lost, stolen, or damaged. Good Shepherd Academy is not responsible for student devices left overnight at school. | | |
| I have read and will adhere to the Acceptable Use Agreement for Technology policies and procedures stated in GSA's Student Handbook as well as those noted here. | | |
| I will not share my password, and I will not allow anyone else to use my electronic device. | | |
| I will log-off the electronic device when I am not using it or lock the screen to protect my account and files. I will not leave the electronic device in an unsupervised area. | | |
| I will contact a teacher or administrator if I witness inappropriate use of the Good Shepherd Academy network or electronic device, if I receive an inappropriate email, or if I am a victim of cyber bullying or harassment. | | |
| I will not participate in any cyber bullying or harassment activities using the school electronic device or network (including school emails). | | |
| I understand that I must bring my device to class each day and that my device must be fully charged each day before school . Failure to do so will result in disciplinary action. I must immediately report any damage or theft/loss of the electronic device and related materials to the Good Shepherd Academy teachers/principal. | | |

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| I will not give out personal information about myself or others over the Internet. | | |
| I will not download or attempt to install any inappropriate programs or files from the Internet. | | |
| I will not change or attempt to change configurations of any software or remove the software installed by GSA or INSYNC. | | |
| I will only use school email accounts for teacher directed educational purposes. | | |
| I will not harm or destroy hardware or software, including creating a computer virus or computer programs that can infiltrate computer systems or interfere with the performance of the network. I will not download proxy servers or try to bypass security settings on the electronic device or Good Shepherd Academy network. | | |
| I will not attempt to log on to servers, routers or any firewall as a Good Shepherd Academy system administrator. | | |
| As per GSA's Student Handbook, cell phone calls and use are not permitted at any time during the school day. It is preferred that cell phones not be brought to school. If a student brings a cell phone to school, it must be left in the off position and placed in his/her homeroom's "cell phone storage bin" at the start of every school day. The student can only retrieve his/her own cell phone at the conclusion of his/her school day, unless otherwise directed by a teacher or the principal. If a student does not obey this rule, the cell phone will be taken away by the teacher/administrator and kept in the principal's office. It will be returned only after a conference with the principal and parent/guardian at the end of the day. | | |

I have read this document and agree with the stated conditions.

Student Name (print clearly): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian (print clearly): _____

Parent/Guardian Signature: _____ Date: _____

This completed and signed form is a mandatory requirement for the use of an electronic device as part of the BYOD program at Good Shepherd Academy.