

## **E-Reader Acceptable Use Policy & Agreement Form**

### **Introduction**

Electronic readers, simply called “e-Readers,” are digital devices whose primary function is to store books, periodicals, magazines, and other print media. A device whose primary function is to communicate or play music or games, but allows electronic books, would not be classified as an e-Reader under this policy. Saint Raymond Academy, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

### **E-Reader Acceptable Use Policy**

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school and may receive other school discipline.

#### **A. Possession and Use of Electronic Reading Devices**

Students may possess e-Reader devices on school premises for specific educational purposes and may use these devices under the direct supervision of a professional staff member or to further reading instruction. The following stipulations apply:

1. Student use of a personal e-Reader requires consent of the student and the parent/guardian by signing an appropriate form indicating that the student and parent/guardian have received, read, understood, and agrees to abide by all applicable policies and guidelines. The parent/guardian may withdraw approval at any time.
2. All e-Readers must be registered with the Saint Raymond Academy Library Media Specialist and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
3. E-Readers are to be used only for the reading of school approved material (books, etc.) and not to be used for other purposes unrelated to curricular goals. Other purposes such as communication, entertainment, music, gaming, recording of images or audio, etc. are prohibited while on school property and/or off school property at school-sponsored events.
4. All material on the e-Reader must comply with the spirit and policies of Saint Raymond Academy. Please refer to the Parent-Student Handbook for more details.

5. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
6. All e-Reader must have sound turned off and any screensavers and backgrounds must be appropriate for school.
7. E-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around her nor be a source of any classroom disruption. Students must promptly comply with teachers' request to shut down and put away their device.
8. E-Readers are not to be used in the café during lunch time.
9. The student is responsible for knowing how to properly and effectively use their e-Readers. SRA staff cannot provide any means of support for the device.
10. The use of the e-Reader on school property and/or off school property at school-sponsored events carries no right or expectation of privacy. SRA reserves the right to monitor, review, and restrict the use of any personal e-Reader. The contents of the equipment are subject to review at any time, for any reason.
11. Students are responsible for securing the device in their lockers when the e-Reader is not in the student's possession. E-Readers must be taken home daily by the students and may not be left at school overnight.

**B. Fiscal Responsibility**

Saint Raymond Academy assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for an electronic reading device.

**C. Data Responsibility**

Saint Raymond Academy assumes no responsibility for any data contained on any personal electronic device.

**D. Misuse of the e-Reading Device**

1. Violations of these Guidelines may result in confiscation of the equipment, suspension, and/or termination of the privilege to bring a personal e-Reader to school.
2. Violations may also result in appropriate school disciplinary action, up to and including suspension and/or expulsion.

## **E-Reader Acceptable Use Policy & Agreement Form**

### **Parent/Guardian Agreement**

I authorize my child to bring their e-Reader to Saint Raymond Academy for Girls with the understanding that it is to be used as a tool for reading only and that my child will comply with the aforementioned e-Reader Acceptable Use Policy. I understand that Saint Raymond Academy is not responsible for any damage or loss associated with my child's e-Reader, nor is it responsible for any costs incurred relating to the downloading of content to the device or access to any content providers through the device. I also understand that this privilege is designed for educational purposes only and that a violation of the e-Reader policy may result in my child losing the privilege to bring their e-Reader and/or other school discipline.

I also recognize that it is impossible for SRA staff to monitor all activity on personal devices, and the student, parent and/or guardian will not hold SRA, or any individuals employed by SRA responsible for damages related to my child's use of the e-Reader or for content viewed by any student on the e-Reader, including via a personal connection (4G, Sprint, ATT, Optimum, etc.).

Parent/Guardian Name: (Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

Parent/Guardian E-mail: \_\_\_\_\_

e-Reader Make/Model: \_\_\_\_\_

e-Reader Serial Number: \_\_\_\_\_

e-Reader MAC Address: \_\_\_\_\_

### **Student Agreement**

I agree to abide by all guidelines set forth in Saint Raymond Academy's e-Reader Acceptable Use Policy as well as those outlined in the Parent-Student Handbook. I understand that bringing an e-Reader to school is a privilege and may be terminated at any time. I further understand that this privilege is designed for educational purposes only and that a violation of the e-Reader policy may result in my losing the privilege to bring my e-Reader to school and/or other school discipline.

Student Name: (Print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Library Media Specialist**

Library Media Specialist Name: (Print) Lourdes Torres-Flores \_\_\_\_\_

Library Media Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_