



The Crowden School

1475 Rose Street ☞ Berkeley, CA 94702 ☞ 510.559.6910 ☞ 510.559.6940 FAX

2021-2022 Electronic Use Policy and Family Agreement

Acceptable Use

Except with teacher permission and supervision, students are not allowed to use mobile phones, laptops, or other electronic devices at school, at school events, or on school outings. When permitted, electronic devices must be used for educational purposes. School computers and emails should always be used only for educational purposes. If a student is uncertain about whether a particular use is acceptable or appropriate, they should consult a supervising adult. Each user is responsible for following the rules of etiquette and safety. Cell phones used at school without authorization will be confiscated and returned to a parent/guardian.

Student Emails

Students will be given their own Crowden email account. Through this account, students will have access to Google Classrooms, and be able to share documents within the Crowden domain. Student emails should only be used for school. Please note that:

- Students cannot receive email from anyone outside of the @crowden.org domain. Likewise, students cannot email anyone outside of the @crowden.org domain and student email cannot be forwarded to non-school accounts.
- Students accounts will be suspended after the end of the academic term. If you wish to save a document long term, it should be downloaded to your personal computer.

Rules for Etiquette and Safety

- Be polite. When sending emails, texts, comments, or media, refrain from using abusive, obscene, or threatening tone or intent.
- Be cautious. Use only your first name on public websites or with contacts outside of your family and school. Do not reveal personal information including home address, phone numbers, or passwords; this also applies to the personal information of others.
- Be secure. Sign out of all accounts before closing programs or shutting down. Multiple users increase the chance of security issues. Notify an adult immediately if you notice a problem or suspect a breach.

(continued on back)

Attachment M



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Unacceptable Use

Any of the following actions are considered unacceptable and will be subject to disciplinary action:

- Unauthorized use of phone during school.
- Use of profane, abusive, threatening, or harassing statements.
- Deleting, copying, modifying, or forging other users' names, emails, files, or data.
- Damaging, deleting, or modifying computer equipment, files, or data.
- Intentionally accessing or downloading computer viruses or other harmful files or programs.

I have read, understand, and will abide by the Electronic Use Policy of The Crowden School.

_____/_____
Student Signature Print First and Last Name Date

_____/_____
Parent/Guardian Signature Print First and Last Name Date

_____/_____
Parent/Guardian Signature Print First and Last Name Date

Cell Phones

Please fill out completely if your child brings a cell phone to school. Students must check in their phones at the front desk when they arrive and pick them up when they leave. Cell phone use is not permitted during the school day with the exception of teacher permission for classroom use. Cell phones used at school without permission will be confiscated and returned to a parent/guardian.

Name _____ Grade _____

Phone Number _____

Make and Model _____

Serial Number _____

Case or Other Descriptions _____

Attachment M