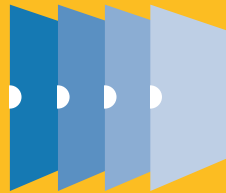




**MINISTRY OF INFORMATION,
BROADCASTING, TELECOMMUNICATIONS,
SCIENCE AND TECHNOLOGY**



GATE

Government Assisted Technology Endeavour

**e-EDUCATION COMPUTER TABLETS
and e-EDUCATION CONNECTIVITY**
Terms of Use Agreement

www.gateantigua.com
1-268-734-GATE (4283)

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e-EDUCATION COMPUTER TABLETS and e-EDUCATION CONNECTIVITY

- GATE will utilize cutting edge technology to help teachers bring more collaboration and interactivity into the classroom. Secondary school students are being allocated a modern, 4G LTE enabled computer tablet and 4G LTE broadband Internet connectivity that will transform student learning and increase student-teacher engagement.
- These students will benefit directly from 4G LTE connectivity Mondays to Fridays from 7:00 a.m. to 7:00 p.m., and Internet access will be available at home, at school and on the way to school.
- This component will commence with students in Forms 4 to 5 and will expand to include all secondary school students.
- Students and families will be offered discounted evening and weekend packages to ensure the whole family can benefit from this new technology.
- Students will leverage on the expanding world of incredibly powerful education-centric and subject-specific applications that are available via these computer tablets.

ACRONYMS

| | |
|---------------|--|
| GOAB | <i>Government of Antigua and Barbuda</i> |
| MIBTST | <i>Ministry of Information, Broadcasting, Telecommunications, Science and Technology</i> |
| MOE | <i>Ministry of Education, Sports, Youth and Gender Affairs</i> |
| ISP | <i>Internet Service Provider</i> |
| GATE | <i>Government Assisted Technology Endeavour</i> |

NOTES

The term **Agreement** refers to **e-Education Computer Tablets and e-Education Connectivity Terms of Use Agreement**.

The terms **Tablet**, **Device** and **Computer** refer to the **Computer Tablet** and the associated **Internet Connectivity** to be issued under the **e-Education Computer Tablets and e-Education Connectivity** component of GATE.

INTRODUCTION

The Government of Antigua and Barbuda, through the Ministry of Information, Broadcasting, Telecommunications, Science and Technology and the Ministry of Education, Sports, Youth and Gender Affairs, is committed to preparing students to be literate, responsible and competitive citizens of the global economy through the incorporation of ICTs into the curriculum.

Adhering to the following guidelines and procedures is necessary for the success of the program.

A. Terms of Loan

1. The GOAB will issue a tablet to secondary school students upon completion of a step-wise process which includes the following:
 - *Completion of application process*
 - *Submission of signed e-Education Computer Tablet and e-Education Connectivity Computer Tablet Loan Agreement (Documents A and B)*

Legal title to the tablet is with the GOAB. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the following:

- *Terms of Use Agreement (Document C)*
 - *Other Guidelines as outlined by the MIBTST and MOE*
2. **In the event of intentional damage to the computer tablet or a violation of the policies and guidelines as outlined in this Terms of Use Agreement, parents and/or students may be subject to loss of privilege of use of the computer and disciplinary action (in the case of the student). The parent/guardian will be responsible for paying \$1600 EC to the MIBTST in these circumstances.**
 3. A student's possession of the tablet terminates no later than the last day of their final CXC examination or upon withdrawal or expulsion from the secondary school they were attending when the tablet was first issued.

B. Damage, Loss, or Theft

1. In cases of a stolen or lost tablet, the parent/guardian is required to notify the Coordinator of the GATE program at the MIBTST within 48 hours. The parent/guardian is also required to report the matter to the police, following which a copy of a police report is to be submitted by the parent/guardian to the Coordinator of the GATE program. **Failure to report in a timely manner that the device was stolen will result in the guarantor being liable to pay the GATE program \$1600 EC, as outlined in section A, 2.**

2. Location services or the equivalent GPS tracking service must remain ON at all times. At no time whatsoever and under no circumstances can the SIM card be removed from the tablet.
3. The parents may purchase an insurance plan to cover the repair and replacement of the tablets for accidental damage, including spills, drops, breakage, and surges.

C. Repossession

The MIBTST reserves the right to repossess the tablet at any time if the student/parent/guardian does not fully comply with all the terms of this agreement. Failure to return the tablet and accompanying items (power cable, charger, and case) in a timely manner and/or the continued use of it for non-related school purposes will result in the withholding of the student's school leaving certificate and school grades. It will also result in serious disciplinary and/or legal actions.

D. Travel

Students are not permitted to travel outside of Antigua and Barbuda with the equipment. Should it be necessary, the student may arrange to return his/her equipment to the GATE Coordinator for the duration of the student's stay abroad.

If anyone, (student, parent/guardian, other person) attempts to travel outside of the state of Antigua and Barbuda with the computer tablet, they will be guilty of an offence and will be subject to legal action.

E. Modification to the Program

The GOAB reserves the right to modify the project or its terms at any time. The modifications will be posted on the GATE website - www.gateantigua.com.

F. General Care

1. Never attempt repair or reconfiguration of the tablet. Under no circumstances are you to attempt to open or tamper with the internal components of the tablet.
2. Tablets in need of repair must be reported to the GATE Coordinator, (734-GATE / 734-4283 , 468-4610) during normal working hours.
3. **Tips to follow:**
 - a. Dimming the LCD brightness of your screen will extend the battery run time.
 - b. Do not write, draw, paint, place stickers or labels, or otherwise deface your tablet or tablet case. Remember, the tablet and tablet case are the property of the GOAB.

- c. Never put weight on the tablet.
- d. Liquids, food and other debris can damage the tablet. Avoid eating or drinking while using the tablet. DO NOT keep food in your book bag containing the tablet.
- e. Take care when inserting cords, cables and other removable storage devices to avoid damage to the ports. First, plug your power supply into the electrical outlet. Second, plug your power cord into your tablet. When disconnecting, reverse this process.
- f. Do not expose your tablet to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the tablet. If your tablet has been in a very cold environment for a long period of time, let it warm up before using it.

G. Cleaning Your Tablet

Students are encouraged to perform simple cleaning procedures as outlined below:

- *Clean the screen with a soft, dry, anti-static or micro-fiber cloth. **Do not use any type of liquid or water to clean the screen or tablet.***
- *Wash hands frequently when using the tablet to avoid build-up on the glass touch pad.*

H. General Security

1. During after-school activities, you are still expected to maintain the security of your tablet.
2. Each tablet has several identifying labels. (i.e. serial number, GATE sticker, student name, etc.). Under no circumstances are you to modify, remove or destroy these labels.

I. General Use of the Tablet

1. 1. Students are required to bring (with a fully charged battery) their tablet to school on days when schools require them to be brought. Students will not be given the use of a loaner tablet if they leave their tablet at home. Students leaving their tablet at home may be required to complete assignments using alternate means (as determined by the teacher) and/or may not receive credit for certain assignments.
2. Students will receive disciplinary write ups from their teacher for repeatedly refusing to bring the tablet to class.

3. An otherwise functional tablet with a dead battery is not an excuse for late or missing assignments.
4. The tablet sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
5. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in tablet failure and will interfere with your ability to complete school work. Taking this action may result in your tablet being re-imaged.
6. A lost document is not an excuse for late or missing work.
7. **Student tablets will be subject to routine monitoring by teachers, administrators and technology staff. Users shall have no expectation of privacy while using the GOAB electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and/or the MIBTST/ MOE administration may conduct an individual search of a student's tablet, files, music, video, e-mail or other related items if there is suspicion that the agreement has been breached.**
8. Conserve resources by using print preview and obtain teacher permission before printing.
9. Avoid using your tablet in areas which may lead to damage or theft. When using the power cord, do not leave the cord in areas that may cause a tripping hazard.
10. Personal information should not be loaded onto the device. For security purposes, passwords should remain private. Refrain from authorizing other persons to use the device assigned to you.

Do NOT loan your tablet to anyone. Notify a teacher immediately if you suspect problems with your tablet, including breach of security.

To prevent loss or damage to your tablet, NEVER leave it unattended. Follow all the rules so you will not lose privileges.

J. End of Year Collection Procedure

1. All fifth (5th) formers/grade eleven (11) students must return the assigned equipment no later than the last day of the CXC Examinations as stated on their timetable. The dates, times and venues for the return of the equipment will be publicized at the schools, on the GATE website, on social media, and on radio and television.

2. "Equipment" consists of tablet, power cable, charger, tablet case, and any other items issued to the student/parent.

K. Expectations of Parents

In order for students to experience all the success and benefits that this program can offer, the MIBTST and the MOE encourage parents to:

- *Share in their child's excitement about this great opportunity for learning.*
- *Learn along with their child as they use this instructional tool to prepare for their future.*
- *Monitor their child's appropriate Internet use and adherence to Internet guidelines when using their tablet, as is outlined in the policy document. Parents should ensure that their child adheres to Internet guidelines established at home and at school.*
- *Adhere to the procedural rules in the event of theft, loss or damage of the device.*

L. E-mail

Students will abide by all e-mail guidelines as outlined in the schools' policies.

M. Internet Access/Filtering

A content filtering solution (blocking and monitoring inappropriate websites) is maintained by the Internet Service Provider. The school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for the appropriate use of the network and the Internet. The GOAB will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.

N. Privacy and Safety

Personal information such as a home address, home phone number, information about family members, or personal interests shall not be published on a publicly accessible website or publicly accessible area of a website.

O. Technology Policy

It is the policy of the MIBTST to mandate and expect that technology, including access to the Internet be used in a responsible manner. The MIBTST has established policies and procedures for the use of all technology systems along with rules governing the behavior for accessing the system. All electronic communications, including e-mail and Internet communications should conform to the schools' acceptable use policies. Those who do not comply with

the standards of behavior outlined in the agreement may lose their privileges to use the system and/or be subject to disciplinary action that may result in the loss of network privileges and/or additional disciplinary action.

Students must use appropriate language in all messages. Students are expected to use the system following any additional guidelines approved by teachers or the administration of the school.

Any e-mail or computer application or information in school computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right, within reason, to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action up to and including expulsion from the school.

P. Technology Usage Guidelines

1. In school, student access to, and use of, the Internet will be available only through teacher/adult supervision and as such will be under teacher direction and monitoring as would any other classroom activity.
2. Users shall promptly report to a teacher or other school employee any message received that is inappropriate or makes the user uncomfortable.
3. In school, e-mail access use for students may be used for classroom related use only. E-mail is not guaranteed to be private.
4. Messages relating to or in support of illegal activities will be reported to authorities.

Q. Copyright Infringement

All copyright issues regarding software, information, and attributions of authorship must be respected. If you are unsure whether or not you can use a specific item, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, contact the Intellectual Property Office (562-5439) or an IT professional. The unauthorized copying or transfer of copyrighted material may result in the loss of network privileges.

R. Guidelines on Do's and Dont's

1. Do not use abusive, vulgar, profane, lewd or inflammatory language in e-mail messages.
2. Make your messages short and to the point. Do not tie up the network by downloading large files or sending huge mailings.

3. Do not reveal your personal address, phone numbers or any other personal information.
4. Do not vandalize tablets, computers and network devices, and do not alter software.
5. Do not deliberately spread computer viruses.
6. Do not intentionally search for, view, and/or distribute inappropriate materials.
7. The ISP has installed and maintains a filtering device that is monitored on a regular basis. If students violate the rules, they will lose access privileges and may be subject to disciplinary action.
8. Comments that are sexually suggestive, humiliating, or threatening are not allowed.
9. E-mail or posted messages which include insulting words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to derogatory comments with respect to race, religion, gender, age, or disability.
10. Any take-home technology (i.e. the tablet) shall be used in the same manner as if it were at school.

S. Examples of Inappropriate Use (based on teacher's instructions)

1. Deleting any folders or files you did not create or that you do not recognize
2. Sharing login/password with another person
3. Logging on to another person's tablet without his/her permission
4. Using tablets not assigned to you (Teachers may allow students to look on with another student for instructional purposes only.)
5. Removing labels and identifying stickers on the tablet
6. Bypassing web filtering
7. **Videoing or taping on school property is not permitted unless it is related to a school assignment. This will result in the immediate recall of the tablet, loss of associated privileges, disciplinary action and legal action. There will be no exceptions to this.**

8. E-mailing or instant messaging during class when not related to a school assignment
9. Using profanity
10. Gaming in class
11. Cheating
12. Inappropriate communication to the faculty or staff
13. Threats and/or cyber bullying of any kind
14. Logging into a tablet/application using a stolen login
15. Possession of inappropriate files
16. **Pornography of any kind. This will result in the immediate recall of the tablet, loss of associated privileges and disciplinary action. There will be no exceptions to this.**
17. Manufacturing – using a camera to create inappropriate pictures/movies
18. Distributing – sending/sharing inappropriate files with other individuals
19. Bootleg movies or bootleg music
20. Intentional actions which are harmful or potentially harmful to the tablet, charger, and/or tablet case
21. Habitual and intentional disregard for the tablet

T. Consequences of inappropriate use include but are not limited to:

1. School suspension
2. After school detention
3. Loss of technology privileges including an immediate recall of the tablet
4. Disciplinary probation
5. Expulsion
6. Legal action

PLEASE READ CAREFULLY

I have read and understood all the terms of this agreement. I agree to allow my child to participate in the **e-Education Computer Tablets and the e-Education Connectivity** component of **GATE**.

I have discussed this Terms of Use Agreement with my child, and I will ensure that he/she fully complies with it.

I acknowledge and understand that my child will have access to the Internet and may be subject to the risks associated with Internet usage, including those associated with adult sites, chat rooms, social networking sites, and other unauthorized websites.

I agree that neither the Government of Antigua and Barbuda, Digicel, my child's school, nor its teachers shall be liable for any harm resulting from the aforesaid risks.

I agree to allow my child to take the Government issued computer tablet home.

In consideration for being allowed to use the tablet for the purpose of enhancing the delivery of instruction through advanced technology, I agree to waive and to indemnify, defend, and hold harmless the Government of Antigua and Barbuda, Digicel, my child's school, and its teachers from and against all claims, demands, suits, liabilities, damages, losses, and expenses resulting from or arising out of the use of the equipment described in this agreement.



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