North Mac CUSD #34 Student Laptop Agreement and AUP

<u>Authorization for Electronic Network Access-Student</u>

*Each **student** and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.*

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

<u>Terms and Conditions</u>

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate business use.

Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
c. Downloading copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space;
f. Hacking or gaining unauthorized access to files, resources or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Be polite. Do not become abusive in your messages to others.

b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this *Authorization*.

Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Use of Electronic Mail - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

e. Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

**In addition to this *Authorization for Electronic Network Access* form students accept and will abide by all Technology Policies in the District Student Handbook which is posted on the District's website.

Students across the district will be using laptops for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded the use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic

communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credits, receiving a failing grade, and/or legal action.

To understand the expectations of North Mac CUSD #34 students and their parents/guardians are responsible for reviewing the district's Technology Policy and corresponding Authorization for Electronic Network Access found on the District's website in the District Student Handbook under Technology Policies.

Ownership of the Laptop

North Mac CUSD #34 retains sole right of possession of the laptop. The laptops are lent to the students **for educational purposes only** for the academic year. Moreover, North Mac CUSD #34 administrative staff, technology staff and faculty retain the right to collect and/or inspect laptops at any time, including electronic remote access to alter, add or delete installed software or hardware.

Responsibility for the Laptop

Students are solely responsible for the laptop issued to them and must adhere to the following:

- Students must comply with the District's Technology Policy and corresponding Authorization for Electronic Network Access.
- Students must bring their laptop to school every day and make sure it is fully charged.
- Students must treat their device with care and never leave it can an unsecured location.
- Students must keep their device in a protective case when traveling.
- Students must promptly report any problems with their laptop to the Technology Staff, classroom teacher or to the main office.
- Students may not remove or interfere with any serial number or other identification tags.
- Students may not attempt to remove or change the physical structure of the laptop, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the laptop other than the Windows operating system supported by the district.

Responsibility for Electronic Data

The students are solely responsible for any apps on their laptop that are not installed by a member of the North Mac CUSD #34 technology staff. Students are NOT to be installing any apps or programs to the laptops without prior approval from the Technology Staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the laptop, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Digital Citizenship

Students must follow the six conditions of being a good Digital Citizen:

1. **Respect Yourself**. I will show respect for myself through my actions. I will select online names and profile pictures that are appropriate, (school staff has the final say in what is appropriate) I will consider the information and images that I post online. I will consider what personal

information about my life, experiences, experimentation or relationships I post. I will not be obscene.

2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. If I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behaviors directed at me. I will protect all passwords, accounts and resources.

3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of web sites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I would not abuse my rights of access and I will not enter other people's accounts, private spaces or areas.

4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist or inappropriate.

5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of web sites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, in refrain from distributing these in a manner that violates these licenses. I will act with integrity.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Technology Policy.

Spare Equipment and Lending

If a student's laptop is inoperable, the school has a limited number of spare devices for use while the student's laptop is repaired or replaced. This agreement remains in effect for the loner computer. The student may not opt to keep an inoperable laptop to avoid doing class work due to loss or damage. If a student does not bring his/her laptop to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. A loss of privileges may result for failure to bring a fully charged laptop to school.

Warranty and insurance

The district will repair or replace damaged equipment resulting from normal use. Only Technology Staff are allowed to attempt any repairs or fixes to the equipment. All other breakages will be the responsibility of the student to pay for. The district will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

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Website and Social Media Guidelines:

Guideline **Think before you act because your virtual actions are real and permanent!**	**Student Initials**	**Parent Initials**
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the schools code of conduct when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way. Make sure that criticism is constructive and not harmful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use others intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is a good practice to hyperlink to your sources. Copying and pasting another student's work, from any digital form or source, is cheating and will result in disciplinary actions and/or failing of assignment.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate materials that make you feel uncomfortable or it is not respectful, report this to the Technology Staff or your teacher right away.		

By signing below, the student and their parent/guardian agree to follow and accept:

- Technology Policy and corresponding Authorization for Electronic Network Access.
- The Laptop Agreement and Authorization for Electronic Network Access.
- The Caring for Your Laptop: Student and Parent Guide (Available Online, Resources tab)
- The Website and Social Media Guidelines
- North Mac CUSD #34 owns the laptop, software and issued peripherals.
- If the student ceases to be enrolled at North Mac CUSD #34 the student/parent will return the laptop in good working order or pay the full replacement cost of the computer.
- In no event shall North Mac CUSD #34 be held liable to any claim of damage, negligence, or breach of duty.

Student Signature: _____ Grade: _____ Date: _____

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____