

New Underwood School District

**Student Chrome Book Use
Agreement**



2020-2021



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1. OVERVIEW

Beginning in the 2020-21 school year, all New Underwood Middle School and High School students are issued computers for use as part of their educational curriculum. It is the New Underwood School District's belief that these computers will help students develop skills that are critical to continued education and the job market skills:

- ◆ Critical and creative thinking
- ◆ Problem solving skills
- ◆ Information and computer skills
- ◆ Interpersonal and self-direction skills
- ◆ Technology literacy
- ◆ Creating a positive digital footprint

Access to computers will allow students to direct their own learning and have a greater reliance on active learning strategies. Students will be able to transfer knowledge across disciplines. The increased access to technology will enhance instruction and provide more achievement opportunities for our students.

Once the computer is issued to a student, it will stay with them for the remainder of the school year, or until they withdraw from school. Students will be responsible for bringing the computers to school with them, taking them home at the end of the day, and charging them for use before the next day. *It is important to note that these computers stay with the students 24 hours a day and are not to be left unsupervised at school at any time.* Computers are not allowed in the lunchroom.

2. RECEIVING YOUR COMPUTER & CHECK-IN

Computers will be issued each fall. **Parents and students must sign and return the last page of the Student Computer Use Agreement before the computer will be issued to the student.** The Computer Protection Plan outlines options for families to protect the computer investment for the school district. Please review the Computer Protection Plan included in this handbook.

Computers will be inspected periodically throughout the year and at the end of each school year for maintenance, cleaning and software installations. Students will be reissued their original computer each year for 5th-8th. Students are urged to take excellent care of their computers as it will be the computer they will use for 4 years.

2.1 Computer Check-In

Computers and accessories will be returned during final checkout on the last day of school. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at New Underwood School District for any other reason must return their school computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment, the student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer. Failure to return the computer may result in a theft report being filed with local law enforcement.

Furthermore, the student will be responsible for any damage to the computer consistent with the District's Computer Protection Plan and must return the computer and accessories to the school in satisfactory condition. **The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.**

2.2 Check-In Fines

If a computer has been damaged or defaced, the student will be fined for the damage at the end of the year during the student computer check-in or when checking out to transfer to another district.

If a student computer is not returned during the year-end check-in or upon transferring out of the district, the administration will be in charge of seeing this equipment is returned in a timely manner. If the administration is not successful, this matter will be turned over to the local law enforcement.

3. TAKING CARE OF YOUR COMPUTER

Students are responsible for the general care of the computer they have been issued by the school. Chrome Books that are broken or fail to work properly must be checked in with the technology coordinator.

3.1 General Precautions

- ◆ No food or drink is allowed next to a computer while it is in use per school policy.
- ◆ Cords, cables, and removable storage devices must be inserted carefully into the computer.
- ◆ Phones **must not** be plugged into the device for charging purposes.
- ◆ Computers should be shut down if they are not being used in the next class period. Computers are not to be stored in Stand By mode in carrying cases for a long period of time.
- ◆ Computers must never be left in a car or any unsupervised area.
- ◆ **Students are responsible for arriving at school each day with their Chrome Book's battery charged.**
- ◆ Students can put Skins on the Chrome Books as long as it is approved by Tech Coordinator or Principal.

3.2 Carrying Chrome Books

It is required that computers be carried in a protective case with sufficient padding to protect the computer from damage and provide a suitable means for carrying the computer within the school. Students will be required to purchase their own case, provided the case meets district specifications. The guidelines below should be followed:

- ◆ Computers should always be within the protective case when carried.
- ◆ The carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing pressure and weight on the computer screen.

3.3 Screen Care

The computer screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- ◆ Do not lean on the top of the computer when it is closed.
- ◆ Do not place anything near the computer that could put pressure on the screen.
- ◆ Do not place anything in the carrying case that will press against the cover.
- ◆ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- ◆ Clean the screen with a soft, dry cloth or anti-static cloth.

4. USING YOUR COMPUTER AT SCHOOL

Computers are intended for use at school each day. In addition to teacher expectations for computer use, school messages, announcements, calendars, and schedules may be accessed using the computer. Students must be responsible to bring their computer to all classes, unless specifically instructed not to do so by their teacher.

4.1 Computer Left at Home

If students leave their computer at home, students will be asked to phone a parent to bring it to school. Repeat violations of this policy will result in disciplinary action.

4.2 Computer Undergoing Repair

Loaner computers may be issued to students when they leave their computers at the help desk for repair. There is a limited supply of loaner computers and may not be available in all cases.

4.3 Charging Your Computer's Battery

Computers must be brought to school each day in a fully charged condition. Students need to charge their computers each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the computer has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

4.4 Sound, Music, Games, or Programs

- ◆ Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ◆ Do not save any music, games, or programs to the hard drive. All software must be district provided. Storage space is available on the computer, but it will NOT be backed up in case of re-imaging.

4.5 Printing

Students may use network printers with teachers' permission during class or breaks.

4.6 Screensavers

- ◆ Only school appropriate media may be used as a screensaver.
- ◆ Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures will result in disciplinary actions.
- ◆ Passwords on screensavers are not to be used.

4.7 Home Internet Access

Students may connect to the internet for a location outside of the school but must understand that they are still using school equipment, can be monitored and all school rules and policies still apply.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving Documents

Students will be logging onto our network in order to access the internet. Students will have their own Google and Microsoft 365 accounts with ample space to back up any school-related work.

Additional folders on either Google or Microsoft may be created or added by the student. All student work should be stored in one of the folders.

5.2 Saving Data to Removable Storage Devices

Students should also backup all of their work at least once each week using removable file storage. Removable memory cards may be purchased at a local retailer.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. **Computer malfunctions are not an acceptable excuse for failing to submit work.**

Non-school related material should be saved to removable storage devices.

6. SOFTWARE ON CHROME BOOKS

6.1 Originally Installed Software

The software originally installed by the school district will remain on the computer, and all software will be managed by the School District.

Students can request software be added to the Chromebook that will help them with their work.

Periodic checks of Chrome Books will be made to ensure that students have not tried to tamper with the device.

6.2 Virus Protection

Security is built-in so there is no anti-virus software to buy and maintain.

6.3 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their computer. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- ◆ Violent games and computer images containing obscene or pornographic material are banned.

6.4 Inspection

Students may be selected at random throughout the year to provide their computer for inspection.

6.5 Software Upgrades

Upgrade versions of licensed software are available from time to time. Any upgrades will be done by the Network Administrator.

6.6 Procedure for Reloading Software

If technical difficulties occur or non school issued software is discovered, the district's Network Administrator will reformat the hard drive. Authorized software will be installed and the data files reinstated. The school does not accept responsibility for the loss of any software deleted due to the reformat or re-imaging.

7. ACCEPTABLE USE

7.1 General Guidelines

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the New Underwood School District.
2. Students are responsible for ethical and educational use of the technology resources of the New Underwood School District.
3. **Access to the New Underwood School District technology resources is a privilege and not a right.** Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator will be considered an act of vandalism and subject to disciplinary action.
6. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning or slanderous language will be subject to disciplinary action.

7.2 Privacy and Safety

- ◆ Students are not to open, use, or change computer files that do not belong to them.
- ◆ Log off your computer every time you step away from it and do not let other students use a computer logged in under your credentials. You may be held accountable for their actions.
- ◆ Students are not to reveal their full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- ◆ Storage is not guaranteed to be private or confidential.
- ◆ If a student inadvertently accesses a web site that contains obscene, pornographic or otherwise offensive material, he or she should notify a teacher, tech administrator or school administrator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety

- ◆ Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If unsure, ask a teacher or parent.
- ◆ Plagiarism is a violation of the Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- ◆ Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 E-mail

- ◆ Always use appropriate language.
- ◆ Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- ◆ Do not send mass e-mails, chain letters or spam.
- ◆ Students should maintain high integrity with regard to email content.
- ◆ No private chatting or emailing during class without the instructor's permission.
- ◆ School e-mail is subject to inspection by the school and/or K12 Data Center.

7.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Student Chrome Book Use Agreement will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to the content.

7.6 Student Responsibilities

- ◆ **Students are responsible at all times for their Chrome Book, whether at home or at school.**
- ◆ Students may only login under their assigned username.
- ◆ Students may not share their password with other students.
- ◆ Students may not loan computer components to other students.
- ◆ Students may not play games, load or download any software, music, pictures, etc. on the computer.
- ◆ Students are responsible for charging and maintaining battery units daily.
- ◆ It is the responsibility of the student to backup files. This allows files to be saved/synchronized to the school's server. All critical files should be backed up to an external storage device.
- ◆ All use of the Internet must comply with district guidelines. Log files are maintained on each computer with a detailed history of all sites accessed. These files may be reviewed periodically.
- ◆ Leaving the power cord plugged into the Chrome Book while in the bag may damage the computer.

7.7 Parental Responsibilities

- ◆ Parents will be responsible for monitoring student's use of the computer at home.
- ◆ Parents will be responsible for reviewing the Acceptable Use Policy located in the JH/HS Handbook and the Student Chrome Book Use Agreement with their child(ren)/student(s).
- ◆ Parents are asked to monitor their student's activities on the Internet on a regular basis.
- ◆ Parents are responsible for overseeing their child's use of the Internet while at home. Log files showing internet activity are available to parents upon request.

7.8 School Responsibilities

- ◆ Provide Internet and email access to its students.
- ◆ Access logs and email will be treated similar to school lockers. New Underwood School District reserves the right to review, monitor and restrict information stored on or transmitted via School District owned equipment and to investigate inappropriate use of resources.
- ◆ Provide Internet blocking of inappropriate use of resources.
- ◆ Provide staff guidance to aid student in doing research and help assure student compliance of the acceptable use policy.

8. PROTECTING & STORING YOUR COMPUTER

8.1 Computer Identification

Student computers will be labeled in the manner specified by the school. Computers can be identified in the following ways:

- ◆ Record of serial number.
- ◆ Individual User account name and password

8.2 Password Protection

Students are expected to password protect their computers by setting a unique start-up password and keeping that password confidential and log off their computer when they are not using it. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

8.3 Storing Computers

When not in use the computers should be stored in students' lockers. It is recommended that a lock be used and securely fastened. Nothing should be placed on top of the computer when stored in the locker. Students are required to take their computers home every day after school, regardless of whether or not they are needed. Computers should not be stored in a student's vehicle at school or at home.

8.4 Chrome Books Left in Unsupervised Areas

Under no circumstances should computers be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, gym, computer lab, locker rooms, library, Tiger Den, unlocked classrooms, and hallways. Any computers left in these areas are in danger of being stolen.

Unsupervised computers will be confiscated by staff and taken to the Principal's office. Disciplinary action for unsupervised laptops is outlined in the matrix at the end of the handbook. Any damage that occurs to a computer when left unsupervised will be deemed as negligent, and the student will be assessed a fee for repairs.

9. REPAIRING OR REPLACING YOUR CHROME BOOK

9.1 School District Protection

School District Protection is available for students and parents to cover computer replacement in the event of accidental damage. The protection cost is \$25.00 annually for each computer with a maximum cost of \$50.00 per family. The School District Protection plan **does not** warrant against damage caused by

misuse, abuse, computer viruses, theft or fire. Please report all computer problems to the Network Administrator immediately upon detection.

The first accidental damage claims will be deductible free. Any further accidental damage claims will be accessed a \$30.00 deductible before the claim will be processed.

Students or parents may wish to carry their own personal insurance to protect the computer in cases of theft, loss, accidental damage, or fire. Please consult with your insurance agent for details about your personal coverage of the Chrome Book computer.

9.2 Claims

All insurance claims must be reported to the school office. Computers damaged through accidental damage should be reported immediately after the incident. When appropriate, students or parents may be required to bring a police or fire report to the office to verify loss or damage. In the event of theft, the District will work with local law enforcement to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

9.3 Damage Caused by Student Carelessness

If the computer damage that occurs is the result of student carelessness, computer and accessory damages resulting from carelessness will be assessed utilizing the fee schedule listed below. Examples of student carelessness would be: Lost computers, screens broke as the result of shutting the lid with objects still on the keyboard, leaving computers in areas where they can be damaged and the continual loss of keys from the keyboard.

In the case of “student carelessness” the following fees/charges will be assessed:

Lost or stolen charger	\$30
Broken keyboard or missing keys	\$30
Broken or cracked screen	Full Replacement cost & Labor

10. COMPUTER TECHNICAL SUPPORT

The technology coordinator coordinates all necessary repair/work for computers. Students are not allowed to have outside computer repair services work on NU School computers. Services provided include the following:

- ◆ Hardware maintenance and repairs
- ◆ Password identification
- ◆ User account support
- ◆ Operating system or software configuration support
- ◆ Re-imaging of computers
- ◆ Updates and software installations
- ◆ Distribution of loaner Chrome Books

11. LEVELS OF COMPUTER USAGE

11.1 Description of the Types of Computer Usage

Normal Chrome Book Usage

- ◆ Computer
- ◆ Home use of computer – **Student use only**. The computer is not for family use.
- ◆ Usage of the installed software
- ◆ K-12 web e-mail
- ◆ Account for student information
- ◆ Access to cloud storage and shared files

Probation Chrome Book Usage

Same as Normal Usage level except the Chrome Book must be turned into the Principal or Network Administrator at the end of the school day and may be checked out again at 7:40 AM the next morning.

Limited Internet Usage

Sites and extensions will be blocked according to the recommendation of administration.

Loss of K12 Email Usage

Same as Normal Usage level except the student will not be able to access the K12 email.

Suspended Computer Usage

Computer will be turned into the Principal or Network Administrator. Students will be allowed to use lab computers during open lab time for required course assignments.

11.2 Criteria for the Type of Computer Usage

All students will begin the school year at the Normal Usage level. However, students may be put on the Probational Usage, Loss of Internet Usage, Loss of K12 Email, or Suspended Chrome Book Usage for violations of technology usage as set forth in the violation/consequence matrix or on parental request.

Violation/Consequence Matrix

Suspended Usage: Probation and/or loss of Internet
 Length to be (in days)
 Determined Number of Violations

Violation	1 st	2 nd	3 rd	4 th	Habitual
Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials or sending harassing messages to others	X				
Creating, uploading, or transmitting computer viruses	X				
Attempting to log onto any district network equipment or computer as a system administrator	X				
Attempting to defeat computer or network security	X				
Using district equipment for promoting or solicitation of illegal activities	X				
Intentionally damaging district's technology equipment and/or resources	X				
Releasing files, home addresses, personal phone numbers, passwords or other vital access information to others		5	10	Qtr	SU
Attempting to repair, remove or install hardware components reserved for an authorized service technician		5	10	Qtr	SU
Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware of the district's technology resources		10	20	SU	SU
Violating copyright or other protected material laws		5	10	Qtr	SU
Subscribing to mailing lists, mass e-mail messages, games and other similar services that generate messages that can slow down the system and waste other user's time and access		5	10	Qtr	SU
Intentionally wasting school technology resources		5	10	Qtr	SU
Using the network or internet for the purposes of political campaigns.		5	10	Qtr	SU
Accessing another individual's information, or files without permission or trespassing in another's folders or work		5	10	Qtr	SU
Using another's password or equivalent		5	10	Qtr	SU
Loading, downloading or installing programs without school approval		5	10	Qtr	SU
Unsupervised Computers		5	10	Qtr	SU
Inappropriate screensavers		5	10	Qtr	SU
Defacing any of the district's technology resources		5	10	Qtr	SU
K12 E-mail Abuse Violations—lose e-mail privileges		5	10	Qtr	SU
Accidental damage to the Chrome Book		R	5	10	Qtr
Not recharging the Chrome Book's batteries overnight/leaving Chrome Book at home		R	R	5	10

R=Recorded SU=Suspended Usage

Note: The school district's principals and superintendent have the authority, right, and duty to modify these consequences as they deem appropriate to the situation.

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Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a New Underwood Schools District user violates any of these provisions, his or her account will be locked and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

CONDITIONS AND RULES FOR USE

a) Acceptable Use

1. The purpose of Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to Internet is made possible through an appropriate provider to be designated by the New Underwood Schools at its sole discretion. New Underwood Schools and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.
2. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret.
3. Use for product advertisement or political lobbying is also prohibited.

b) Privilege

The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The New Underwood Schools, under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holder or user. Any costs associated with restoration, hardware, or software due to improper or unethical use may be charged to the student.

c) Monitoring

The New Underwood Schools reserves the right to review any material on user-accounts and to monitor filespace in order for the New Underwood Schools to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-accounts and filespace. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

d) Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
3. Students are encouraged not to reveal your personal address or phone numbers or of fellow students or staff.

4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the mail systems do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and may result in the loss of user privileges.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.

e) No Warranties

The New Underwood Schools makes no warranties of any kind, whether express or implied, for the service it is providing. The New Underwood Schools will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the New Underwood Schools or the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The New Underwood Schools specifically deny any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

f) Security

1. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use of the system.
2. If you feel you can identify a security problem on Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
3. Do not use another individual's account with out express written permission of the account holder.
4. Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.
5. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to Internet by New Underwood Schools.

g) Vandalism and Harassment - Forgery

1. Vandalism and harassment will result in cancellation of user privileges.
2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, Internet, other networks connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.
3. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.
4. Forgery of electronic mail messages is not allowed.

h) Procedures for Use

1. Student users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL CLASSROOM INSTRUCTIONS:
2. The network is for academic use. Users may stream media as long as it is not interfering with staff and student's school related work. New Underwood School reserves the right to shut down access to streamed media when it is abused or impacting the networks primary usage.
3. Games are not to be played unless educational in nature and a part of a class or instructional program.

i) Encounter of Controversial Material

Users may encounter material that is controversial and which users, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the users responsibility not to initiate access to such material. Any decision by New Underwood Schools to restrict

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access to Internet material shall not be deemed to impose any duty on New Underwood Schools to regulate the content of material on the Internet.

j) PENALTIES FOR IMPROPER USE:

1. Violations of the law. Violations of the law, through the use of the school districts' Internet access may result in disciplinary action or litigation against the offender by proper authorities.
2. The school leadership reserves the right to apply its school discipline policy for violations of his policy.

Notice of Publishing of Student Work or Pictures Electronically

Our classes may be collaborating with other classes or schools and publishing work or pictures on the internet. Anyone with access to the internet will be able to view the work or pictures that are published. Any parent who is concerned about this practice should contact the school district office to further discuss your concerns. Special accommodations may be available to address your concerns in this area.

1. COMPUTER PROTECTION

The New Underwood School District recognizes that with the implementation of the Computer Initiative there is a need for both the District and the student/parent to protect the District's investment. The following outlines the areas of protection: warranty, accidental damage protection and insurance. The term "Computer" refers to the machine itself, the battery, and any other component of the device.

INSURANCE FOR ACCIDENTAL DAMAGE: Following are the three options that are available for coverage due to accidental damage. The Student/Parent must commit to one by checking the appropriate box.

- No Insurance You agree to pay for the replacement and repair of the Computer at a cost not to exceed \$350.00 should the Computer be stolen, lost or damaged.
- Personal Insurance You will cover the computer under your own insurance policy and in the case of accidental damage, theft, loss, or damage by fire you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the Computer replacement not to exceed \$300.00.
- School District Protection You choose to pay the school district an annual protection payment for coverage of accidental damage to the computer in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in school using the computers. The \$25.00 payment is non-refundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. The first accidental damage claim will be deductible free. All claims beyond the first accidental damage claim, will result in a \$30 deductible fee being accessed.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to Computers. The School District Computer Protection **DOES NOT** cover intentional damage or damage due to carelessness.

Student Name: _____ (Please Print)

The Student Computer Use Agreement does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. Each situation is different and will be handled on an individual basis. Take the time to know the rules and regulations you are expected to follow and many of the little problems can be avoided. If you have questions or problems please see the Dean of Students.

I have received, read, and discussed with my child the terms of this agreement and the policies listed in the Student Computer Use Agreement. I understand the terms of the Student Computer Use Agreement and the options for insurance coverage of the Chrome Book.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____