



JOLIET TOWNSHIP HIGH SCHOOL DISTRICT 204

Acceptable Use Policy (AUP) for Student Issued Devices

Student Name: _____ **ID #:** _____

Overview:

Our school district believes that the integration of technology is essential to motivating and engaging students in rigorous and relevant lessons. 1:1 Technology provides the opportunity for anytime/anywhere learning and opens the doors to the critical thinking and problem solving skills that students will need to compete and contribute in our global society. Therefore, your child will have his or her own computing device and accessories (hereafter collectively referred to as equipment) to use in class and at home, while enrolled at our district.

Students that have submitted this completed agreement and have the permission of the JTHS staff will be allowed to take the equipment home while enrolled during the school year. A pattern of careless behavior will have consequences and parent/guardian(s) or staff may rescind this privilege at any time. Our 1:1 initiative will become a part of your child's everyday classroom experience and failure to follow the guidelines below and instructions in class can significantly influence this experience.

Resources: You can find additional information regarding the [1:1 program \(http://www.jths.org/district204/1_1computing/main.aspx\)](http://www.jths.org/district204/1_1computing/main.aspx) and the [Student Handbook \(http://www.jths.org/students_parents/student_planner.aspx\)](http://www.jths.org/students_parents/student_planner.aspx) on our website at www.jths.org.

Guidelines: Both a parent/guardian and the student need to initial each guideline below and then sign and date the acceptance at the end for the privilege of using this equipment.

1. The equipment is to be used for school-related purposes only.

The equipment is not to be used for any unlawful or inappropriate activity, commercial endeavors or any purpose contrary to the school district's educational mission, or the Board of Education's policies. The equipment is not to be used by anyone other than the student it is issued to as this is not your personal equipment. The student will bring a fully charged device, power supply, stylus, battery and personal headphones to school every school day as substitutes will not be provided for devices left at home. The student is responsible to complete their work regardless of having this equipment or not. The student will use or not use the equipment in class as directed by the teacher, and will not ever use the equipment in restrooms or locker rooms.

Initials: _____ Parent/Guardian _____ Student

2. The equipment is owned and searchable by the district.

The district reserves the right to broadly access, monitor, search, review, track and store any data, communication, or information that is processed on district issued equipment. Any unlawful use will be reported to the police and the district will take any and all appropriate actions, including disciplinary action, if a violation is found. Any data files of any kind stored on the equipment may or may not be returned to the student when the equipment is surrendered.

Initials: _____ Parent/Guardian _____ Student

3. Only licensed software may be installed under teacher direction onto school equipment.

No one is authorized to install or uninstall software on the equipment unless instructed to do so by a JTHS staff member. Equipment settings should remain the same unless instructed to be changed by a JTHS staff member. At any time, it may be necessary to reimage the equipment to the current standard, files may be lost and any installed software or configuration settings will need to be reapplied by the student.

Initials: _____ Parent/Guardian _____ Student

4. The equipment must be surrendered immediately upon request, withdrawal or as directed by district staff.

The equipment must be maintained and in good working condition when returned. The student may have to return the equipment for any reason, with or without prior notice.

Initials: _____ Parent/Guardian _____ Student

5. The district will troubleshoot supplied equipment problems related to usage at district facilities.

For example, if the equipment connects to the Internet at school but does not connect elsewhere, the problem will not be addressed by the district. In addition, the district will not support problems that arise when attempting to connect personal devices such as a personal digital camera. The equipment is not to be serviced by the student or any outside party; all service needs must be performed by, or arranged through, the district's technology department.

Initials: _____ Parent/Guardian _____ Student

6. The student is responsible for ensuring his/her files are being backed up.

Recommended directions for students to back up their files from the equipment to their district created Microsoft Live@edu account or network storage are provided through instruction and on-line. Network files (i.e. H: drive or shared drives) are routinely backed up.

Initials: _____ Parent/Guardian _____ Student

7. The student is responsible for the safe handling and care of the equipment.

Students accept the responsibility of providing reasonable measures of care and protection for the equipment. In addition, they will not attempt to repair the equipment, upgrade the equipment or circumvent the security mechanisms of the equipment. Damaged equipment needs to be returned for evaluation and repair. Damage due to negligence or misuse will result in service, repair and/or replacement charges that will be assessed according to the current rates. The student will not deface or personalize the equipment surfaces. The student will not tamper with or remove any school or manufacturer identification labels and must report to the student helpdesk any missing or unreadable identification labels as soon as possible.

The student will transport the equipment safely including in the classroom, between classes, and outside of school. When on campus and not in use it will be secured in the sleeve provided. The equipment will not be swung or flung including when in the sleeve. When moving about a room and the device is closed use the handle on the equipment, or if the device is open use both hands to carry the equipment safely. The equipment must remain in your possession or locked in a locker at all times when on campus.

Initials: _____ Parent/Guardian _____ Student

8. Student responsibilities regarding lost or stolen equipment:

As soon as a student is unable to locate the equipment it is considered lost or stolen and must be reported to a dean or the police liaison immediately if at school or upon return to school. If you suspect it has been stolen while not at school it must be reported immediately to the police and a copy of the police report must be provided upon return to school.

Initials: _____ Parent/Guardian _____ Student

9. I have reviewed and agree to abide by the district Acceptable Use Policy that is included in the Student Handbook while using this equipment.

I understand that discipline, also outlined in the Student Handbook, may be imposed for any inappropriate use of this equipment.

Initials: _____ Parent/Guardian _____ Student

STUDENT ACCEPTANCE:

I have read and understand this *Acceptable Use Policy for School Issued Devices* and I am indicating my acceptance by signing below. I understand that violations of this policy may result in disciplinary action(s) that may include referral to outside agencies, such as law enforcement, as applicable.

Printed Name: _____ Student ID: _____

Signature: _____ Date: _____

PARENT/GUARDIAN ACCEPTANCE:

I have read and understand this *Acceptable Use Policy for School Issued Devices* and I am indicating my acceptance by signing below. I will reinforce the proper use of the equipment and encourage my student to be responsible regarding this opportunity. I understand that fines for services, repairs and/or replacements may be charged as outlined in the current JTHS Student Price Sheet. Charges will be assessed for unreturned equipment, missing equipment or damaged equipment resulting from negligence or intentional destruction or misuse.

Printed Name: _____ Relationship to student: _____

Signature: _____ Date: _____