



*The sky is **NOT** the limit!*

Technology Contract 2019-2020

Student Name (print) _____

Please return the completed contract to RAHS with the District User Agreement* on or before the first day of school. *The District User agreement will be received with the laptop at the start of school to be returned the next day.

APPROPRIATE USE OF TECHNOLOGY

Access to computers and networking at Raisbeck Aviation High School (RAHS) is dependent on a set of responsibilities and obligations. It is granted subject to school policies, as well as local, state, and federal laws. Given that Raisbeck Aviation High School is an educational institution, the appropriate use of school computing and networking resources must have an academic focus.

Raisbeck Aviation High School network and computing services have been built and are maintained for student, faculty, and administration use. Academic research, collaboration, discussion, and presentation are among its appropriate uses. The daily functioning of the school relies on this infrastructure; this reliance is founded on a common trust among users. This trust flows from the responsibility to respect the needs, the rights, and the privacy of others. The violation of this trust is incompatible with the access to the school's computing resources and is grounds for progressive disciplinary action. If warranted, some behavior WILL be referred to law enforcement agencies for investigation.

Failures to use computers and networking appropriately fall into two broad categories:

1. Actions that interfere with the academic use of the computers (such as not maintaining personal laptops as per RAHS policy, or disruptions to the etiquette of the classroom, such as not following teachers instructions, using games or instant messaging, etc.)
2. Actions that violate Raisbeck Aviation High School's basic tenets of integrity and trust. Such actions are often in violation of the law, as well. (Such actions include use of the computers for harassment or intimidation, plagiarism, violation of privacy rights, violation of copyright laws, etc.)

RESPONSIBLE MAINTENANCE OF STUDENT EQUIPMENT AND SOFTWARE

Students are responsible for ensuring that their hardware and software are in working order. Such hardware includes but is not limited to laptops/desktops and all external pieces of equipment (such as power cords, dongles, and external drives). Such software includes any software used for school or academic purposes, whether loaded onto students' computers or maintained in another format (such as floppy disks, CDs, or other retrieval systems).

1. The level of computer technology provided by RAHS is excellent. For this reason and because secure data backups and network resources are provided to the students on the RAHS network, the exclusive use of RAHS equipment is suggested and preferred at RAHS. Because of the unique nature of RAHS, however, personal laptops and other devices will be allowed at RAHS.
2. All personal laptops, associated equipment, disks, and CDs for class use must be clearly labeled with the student's name.
3. Since all students should have working equipment at all times, there should be no need for students to lend equipment to others. In the rare instance when there is a legitimate need to borrow or lend equipment, borrowing requires explicit consent of the lender (otherwise "borrowing" is stealing).
4. Students are responsible for the security of their own laptops and laptop equipment at all times. **At all times students MUST** use their padded cases, and no laptop should ever be left unattended. Since personal laptops are the personal property of students and their families, the school is not responsible for theft. Families are strongly encouraged to purchase insurance against loss or theft.
5. The technology department is not responsible for restoring or backing-up students' personal files, software, or data from personal devices.
6. Students are required to maintain back-up copies of their work on personal devices. Failing to have a back-up is not an acceptable reason for failure to turn in assigned work.
7. Students who will be bringing in their own laptop will be able to use it where appropriate; however they will not be able to access the Internet or the RAHS network (including printers) with it.

RESPONSIBLE USE OF NETWORK

At Raisbeck Aviation High School, the following are NOT allowed:

1. Distribution and use of hacking, cracking, and remote control software.
2. Deliberate distribution or use of virus and Trojan horse software or behavior that could reasonably be expected to open the network to such software.
3. Denial, restriction, or monitoring of network access by other users.
4. Accessing, in any way whatever, another person's (or the school's) computer without authorization, or using another person's password or account, or sharing your own.
5. Leaving your session open or unattended (users ARE responsible for all activity on their accounts)

6. Viewing, downloading, and distribution of pornography or other objectionable materials.
7. Deliberate overload of the servers, routers, and/or network bandwidth.
8. Unauthorized reconfiguration of ANY networked device.
9. Misuse of printing facilities (such as massive print jobs, using the printers as copiers, or for non-school related print jobs, etc.)
10. Use of school network and computing services as a commercial platform.
11. The Raisbeck Aviation High School network constitutes public property and may not be used to support or oppose political candidates, initiatives, ballot measures or for lobbying activities
12. Use of school network and computing services to violate copyright laws (for example, ripped music and video files).
13. Use of email, social media, or other online platforms, to or from the Raisbeck Aviation High School network, to harass others.
14. Filtering services are in use on all computers with access to the internet. The filtering service must be active on any computer being used by a student.
15. The Raisbeck Aviation High School Network is the property of the Highline School District and the District reserves the right to monitor any users use of the system, including both inbound and outbound communications, at any time and for any purpose. Users have no reasonable expectation of privacy in their use of the system.

CLASSROOM ETIQUETTE IN USE OF COMPUTERS

1. It is critical in a wireless environment that students follow the classroom guidelines listed below and any specific directives provided by the classroom teacher. Students must also carefully follow teacher directions for use of the wireless network during evaluations (for example, tests).
2. General guidelines for computer use during class include, but are not limited to, the following:
 - a. Students must immediately close screens when the teacher asks for all screens to be closed.
 - b. Students must not use games during class or other academic activity, including study hall unless expressly permitted by the instructor or staff member in charge of the lab or classroom.
 - c. Students must follow teacher directions for when it is appropriate or inappropriate to connect to the network or to use the internet.
 - d. Students must never be on a chat room, using instant messaging, or playing unauthorized computer games during class.
3. Students are always responsible for the work assigned. Loss of a computer or its components, inability to keyboard, problems with printing, or lack of back-up copies does NOT excuse students from completing work. Students are provided with a network folder that should be used for securing work.
4. Teachers shall establish specific rules for daily computer use and for classroom projects.
5. With the exception of software provided by RAHS and with the exception of expressly stated permission from the instructor, no computer games will be allowed at RAHS at any time.

CONSEQUENCES FOR INAPPROPRIATE USE OF COMPUTER TECHNOLOGY

1. Instances of inappropriate technology use will result in loss of internet privileges or even loss of computer privileges (often for two weeks) at the discretion of RAHS administration.
2. For multiple instances of inappropriate use of technology that is a disruption of **classroom etiquette**, RAHS will send an **email and/or written warning** to the student, parent, advisor, and Technology Facilitator.
3. If there are more than two warnings, the student will be referred for recommendations on further consequences.
4. Damage or need to remove/repair/fix computers or software as a result of a violation of any part of this contract will be billed to the student at \$35/hour, with a \$35 minimum.
5. Additional consequences following from inappropriate use will vary with the nature of the problem. Among the possible consequences are the following:
 - a. Removal of particular software (such as games) from the laptop.
 - b. Loss of networking privileges.
 - c. Required computer audits.
 - d. Confiscation of laptop.
 - e. Suspension, probation, or expulsion.
6. **More serious violations (such as inappropriate network use during an exam) will be dealt with immediately by the RAHS administration.**
7. **Certain violations of this policy (such as using any computer to harass or send hate mail) may require Raisbeck Aviation High School to contact the appropriate law enforcement agency.**

I have read all portions of this document. I understand and agree to its content:

Student Signature

Parent Signature

Date

Student Printed Name

Parent Printed Name

Date