

School District of Arcadia

One to One Technology Use Agreement

Student Responsible Use Policy

Purpose: The School District of Arcadia may provide and assign students a device for use at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student will:

1. Adhere to these guidelines each time the device is used at home.
2. Use appropriate language in all communications refraining from the use of profanity, obscenity, and offensive or inflammatory speech. Cyberbullying, including personal attacks or threats toward anyone, made while using either the district-owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
3. Respect the Internet filtering and security measures included on the device. All students on 1:1 computing devices are configured so that the Internet content is filtered when the student is on any school, public, or private network.
4. Only use technology for school-related purposes.
5. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use for school-related work.
6. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
7. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
8. Return (including the charger) the device and carrying case (if supplied) upon transferring out of school, at the end of the year, or when instructed to do so.

RESTRICTIONS

The student will not:

1. Mark, deface or place stickers on the device. School issued carrying cases may also not be personalized.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.

8. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability are demonstrated in the types of material made available to students by administrators, teachers and the school media center.
9. Modify or remove the ASD asset tab or the manufacturer serial number and model number tag.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage-free, please follow these additional guidelines.

- You are responsible for the device, charger, cords, school-owned case (If provided), etc. Do not loan any of these items to anyone else.
- While a properly designed case (If provided) affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your 1:1 device; leave outside or use near water such as a pool.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

COMPUTER DAMAGES

If a device is damaged, the school must be notified immediately. If a student damages a device due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by ASD up to the full cost of a replacement device.

ASD reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration.

Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
2. Lending equipment to others other than one's parents/guardians.
3. Using equipment in an unsafe environment.
4. Using equipment in an unsafe manner.
5. Ignoring common sense guidelines delineated above.
6. If the device charger or carrying case (If provided) is damaged or lost, the student is responsible for replacing it.
7. Access to an ASD provided 1:1 device and network should be considered a privilege that must be earned and kept.
8. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the ASD technology agreements outlined in this document.

DISCIPLINE

Each violation will be considered with respect to the circumstances within which it occurred. The following sanctions will apply:

- Violations may result in a limited or immediate total loss of rights to the District's technology resources.
- Additional disciplinary action may be determined at the building level in line with the Student Handbook and the District's Code of Conduct. This may include suspension and recommendation for expulsion.
- Violations involving threats, theft or damage to equipment or other resources may be reported to law enforcement.

Penalties will be administered based on the severity and frequency of the offense. Students have the right to due process following District policy.

I have received, read, and agree to abide by these Acceptable Use Policy Rules.

Student Name First & Last (Print/Impresión)

Student Signature/Firma

Date/Fecha

Parent/Guardian Name (Print/Impresión)

Parent/Guardian Signature/Firma

Date/Fecha
