

# One to One Technology Use Agreement

## Student Responsible Use Policy

Purpose: Allen East Local Schools (AELS) may provide and assign students a device for use both at school and 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 and school.
2. **Charge their 1:1 device at home nightly, bringing it to school each day with a full charge.**
3. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, 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.
4. 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 both when the student is at school and when on any other public or private network.
5. Only use technology for school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
6. 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.
7. 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.
8. Transport computer in sleep mode, with screen closed, and in their protective case.
9. Provide their own headphones and/or ear buds as needed for school related work.
10. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
11. Return (including the charger) the device and protective shell upon transferring out of school or at the end of the year.

### RESTRICTIONS

The student will not:

1. Mark, deface or place stickers on the device. School issued 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 is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
9. Modify or remove the AELS asset tag 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 **commonsense** to the care and maintenance of district-provided 1:1 technology. Ignorance is not an excuse. 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, etc. Do not loan any of these items to anyone else.
- ★ While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting, throwing bookbags, 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 computer is damaged, the school must be notified immediately. If a student damages a computer, the student/student's family is responsible for paying repair costs according to the repair costs determined by AELS up to the full cost of a replacement device. **The student's device will not be returned until the fee has been paid.**

AELS reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs 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.
- ★ A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability and reason for loss. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.
  - ★ If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.
  - ★ Access to an AELS provided 1:1 device and network should be considered a privilege that must be earned and kept. 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 AELS technology agreements outlined in this document.

### **COMMON REPLACEMENT PART COSTS**

Back cover: \$40.00	Hinges: \$30.00	Bezel: \$40.00	Palm rest: \$65.00
LCD panel: \$40.00	Other components: \$20.00	Full replacement cost: \$275	

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

Student Name (Printed) \_\_\_\_\_ Student Name (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_ Parent Name (Signature) \_\_\_\_\_ Date \_\_\_\_\_