



OTTAWA HILLS LOCAL SCHOOLS

# OH Global

OTTAWA HILLS HIGH SCHOOL

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## INTRODUCTION

The focus of the *OH Global* laptop initiative is to provide an environment that promotes teaching and learning in a digital world where students are engaged through collaboration, communication, creativity, critical thinking, and connectivity. *OH Global* promotes innovative learning through inquiry and problem-based approaches as well as challenging all students to be self-directed, independent, and life-long learners – essential skills necessary to compete in the global arena for college placement and employment opportunities.

The 21st century requires learners to be able to navigate smoothly, effectively, and purposefully through the world of technology. *OH Global* will offer our students the opportunity to participate in the global educational environment.

This initiative is a partnership between Ottawa Hills Local Schools and the home as we ask students and parents to share in the responsibility of the success of this program through a collaborative effort to manage, maintain, and support the laptop and the educational values of *OH Global*.



## GOALS OF OH GLOBAL

- Provide students the opportunity to connect with each other and the world through technology in the classroom, during non-instructional time, and at home.
- Increase technology to address the integration of Ohio's New Learning Standards, to prepare for new online assessments, and to meet the day-to-day instructional and learning needs of students and teachers.
- Provide an opportunity for ongoing, instantaneous, and spontaneous use of technology to provide the most accessibility for the greatest number of students and teachers, making the integration of technology a natural part of the learning process.
- Provide an opportunity for teachers to instruct and students to learn in an environment where there is a parallel educational tool and parallel access to software.
- Provide an opportunity for increased differentiation to meet the district's mission of challenging and inspiring each student to reach his or her unique potential.
- Provide professional development, materials, support, and technology tools for teachers to enhance delivery of instruction within their classrooms to best meet the needs of students.
- Promote the National Educational Technology Standards for Students (NETS-S) developed by the International Society for Technology in Education (ISTE): Creativity and Innovation; Communication and Collaboration; Research and Information Fluency; Critical Thinking, Problem Solving, and Decision Making; Digital Citizenship; and Technology Operations and Concepts.

This document consists of three specific agreements that make up the entire ***OH Global*** agreement between the Ottawa Hills Local School District and the students and parents or guardians. The specific agreements are the **Technology Loan Agreement, the Student Network and Internet Acceptable Use and Safety Agreement, and the Technology Protection Fund Agreement.**

# OH Global Laptop Initiative Technology Loan Agreement

## General Information

The Ottawa Hills Local Schools (hereinafter referred to as “District”) will lend to the Student one Apple laptop (students grades 7-12), or one Chromebook Laptop (students in grades K-6), charger, and case (hereinafter referred to collectively as “laptop”) in good working order. It is the responsibility of the Student to ensure that this laptop is retained in a safe environment.

This laptop is, and at all times remains, the property of the District and is provided to the Student for educational purposes only for the current academic school year. Students may not deface, destroy, or otherwise damage this laptop in any way. Failure to use a laptop in an appropriate manner will result in consequences as determined by the Student Code of Conduct, and may result in disciplinary action; revocation of the Student’s privilege to use and/or access technology, including the privilege of taking the laptop home; or civil and/or criminal liability under applicable laws.

Students must have the written permission of their parents or guardians before they will be permitted to take their laptop off school property.

The District is responsible for tracking and monitoring the laptop assigned to Students and laptops sent out for repair. Laptops assigned to Students will be entered into inventory and tagged. A small number of laptops will serve as spares for assignment to Students as needed. Spares will be temporarily assigned to Students whose laptops need to be retained for repair. Students withdrawing from the District will return the laptop before their last day. If not returned, the family will be financially responsible for the replacement cost of the laptop. The District may require the Students to

turn in their laptops at the end of the school year to be upgraded and serviced over the summer.

The Student may use the laptop for non-commercial purposes in accordance with District policies, procedures, guidelines, and rules, including the District Acceptable Use Policy, the Student Handbook and Code of Conduct, and local, state, and federal statutes and regulations.

Each laptop has been set up with one user with specific privileges and capabilities for the exclusive use of the Student to which it has been assigned. The Student shall not attempt to change or change the privileges and capabilities of this user account, or allow others to attempt to change or change the privileges and capabilities of this user account.

The laptop is assigned to an individual Student. Students should never “swap” or “share” their laptop with another Student.

The laptop should be in the Student’s possession or secured in a locked locker and not in a vehicle at any time during the school day. A locked locker is the most secure location for the laptop during the school day when participating in an activity that is not conducive for the use of laptops (i.e., PE class, field trips, assemblies). Likewise, the locked locker is the most secure location for the laptop during after-school activities. Do not leave laptops in locker rooms, classrooms, or other unsecured or less secured locations.

The laptop may not be stored in vehicles during the school day. Students shall protect the laptop from extreme heat and cold and will not leave the laptop in a vehicle during extreme temperatures. For security reasons, laptops should not be left in vehicles other than during transport to or from school. It is expected that

the laptop will be secured out of sight (in the trunk or other storage compartment) while in a vehicle.

Students may never share their passwords with another Student. Passwords should always be kept confidential.

Students may not make any attempt to add, delete access, or modify other user's accounts on the Laptop or on any school owned computer or device.

Students may not install or use any software other than software owned and/or approved by the District and made available to the Student in accordance with this Loan Agreement.

An email account will be available for each Student to use for appropriate academic communication with other students and staff members only. This email is for communication within the school district.

Identification labels have been placed on the Laptop. These labels are not to be removed or modified. If the labels become damaged or missing, please contact tech support for replacements. Additional stickers, labels, or markings of any kind may not be added to the laptop or the case.

The District network is provided for the academic use of all Students and staff. Students agree to take no action that would interfere with the *efficient academic* use of the network.

Students agree to use best efforts to ensure that the District laptop is not damaged or rendered inoperative while in the Student's possession.

Students who have permission to take their laptop home are responsible for bringing their laptop, fully charged, to school each day. Teachers are not expected to make special accommodations or give special consideration for students who forget their laptops.

Students are responsible for recharging the laptop at home on a daily basis.

If the computer is lost or stolen, a parent or guardian should immediately report the loss or theft to the District.

Students agree to bring any laptop that is damaged or not working properly to the District Technology Office for repair or replacement. Parents or guardians are not authorized to attempt repairs themselves or to contract with any other individual or business for repair of the laptop.

Students acknowledge and agree that the Student's use of the District laptop is a privilege and that by agreeing to the terms hereof, the Student acknowledges responsibility to protect and safeguard the District laptop and to return the same in good condition upon request by the District.

Laptops are the property of the Ottawa Hills Board of Education and are made available under the terms of this agreement for student use during the school year. Therefore, the District retains control, custody, and supervision of all laptops. The District reserves the right to monitor all activity by Students. Student-users should have no expectation of privacy in their use of school laptops including email, stored files, or Internet sites visited. All users need to be aware that the District has the ability to monitor Internet usage. Using computers to visit sites that are inappropriate and do not meet the educational purposes of the district will result in consequences as determined by the Student Code of Conduct, and may result in disciplinary action; revocation of the Student's privilege to use and/or access technology, including the privilege of taking the laptop home; or civil and/or criminal liability under applicable laws.

Never store anything on the laptop that would be embarrassing, inappropriate, or illegal. The Student Code of Conduct is in effect at all times and applies to all Students and their use of school-owned technology.

The laptops and all software and applications installed thereon are the property of the District and in accordance with the law may be the subject of random search. School officials reserve the right to search laptops and the files thereon when there may be a violation of the Student Code of Conduct and/or when order, health, and the safety of persons may be an issue. This standard also applies to any and all school-sponsored activities at any location.

## Internet Safety

The Internet provides unparalleled access to educational resources and opportunities for personal growth. As an educational tool, users can learn about virtually any topic. The Internet also contains content that may not be appropriate for students. The District will provide learning opportunities for students within a safe and nurturing environment, and will continue to teach safe and effective Internet usage skills.

The District has the obligation to provide Internet filtering for school-owned technology while at school and at home or outside the district. The District Internet filtering system will block most inappropriate sites at school and home, but the Internet is vast and ever changing, making it impossible to guarantee to block all inappropriate websites. While at school, students do not have access to personal email, games, Facebook, YouTube, or other social media, as well as inappropriate websites.

We believe the best way to ensure that each Student is having positive online experiences is for parents or guardians to stay in touch with what their Students are doing. We also recognize that each household has its own rules for online activity. What may be appropriate for a senior may not be appropriate for a younger student.

Therefore, the District will provide the option for parents to select the level of Internet filtering for each Student's laptop while outside the District. This will allow parents to select, which tier or level would be appropriate for their Students. Tier I will establish filtering at home and outside the District equal to the level that is established during the school day. Within Tier I students will have access to personal email while outside the district. Tier II will open capabilities for Students to access personal email as well as sites such as Facebook, YouTube, and other websites that may be blocked during the school day.

## Using the Computer for Internet and Email

Students should not share personal information about themselves or others while using the Internet unless required for a school assignment or activity. This includes a student's name, age, address, phone number, or school name. Students agree to be responsible and careful when it is necessary to give personal information (i.e., online college application).

Parents or guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and email access.

The laptops and all applications and software installed thereon are the property of the District. Student-users should have no expectation of privacy in their use of school laptops. All users need to be aware that the District has the ability to monitor Internet usage. Using computers to visit sites that are inappropriate and do not meet the educational purposes of the District will result in consequences as determined by the Student Code of Conduct, and may result in disciplinary action; revocation of the Student's privilege to use and/or access technology, including the privilege of taking the laptop home; or civil and/or criminal liability under applicable laws.

Never put anything in an email that would be embarrassing, inappropriate, or illegal. The Student Code of Conduct is in effect at all times and applies to all Students and their use of school-owned technology.

The laptops and all software and applications installed thereon are the property of the District and in accordance with the law may be the subject of random search. School officials reserve the right to search laptops and the files thereon when there may be a violation of the Student Code of Conduct and/or when order, health, and the safety of persons may be an issue. This standard also applies to any and all school-sponsored activities at any location.

# General Use and Care of the Laptop

Students should always be sure that the school issued protective case is fully closed when transporting their Laptops from class to class and to and from school.

Students are encouraged to help each other in learning to operate their laptops. However, such help should be provided with voices and not hands. Students should operate their own computer at all times.

Any inappropriate or careless use of a laptop should be reported to a teacher or other staff member immediately.

Students should not use their laptops while walking. Laptops should only be used while sitting on a flat, stable surface such as a table. Laptops can be fragile, and if dropped may break.

Students should protect their laptops from extreme heat or cold, and should not leave them in vehicles during extreme temperatures. **For security reasons, laptops should not be left in vehicles other than during transport to or from school. It is expected that the laptop will be secured out of sight (in the trunk or other storage compartment) while in a vehicle.**

Laptops should be protected from the weather, water, liquids, food, and pets. Students should never eat or drink while using their laptops, or use their laptops near others who are eating or drinking.

Heavy objects should never be placed or stacked on top of the laptops. This includes books, musical instruments, sports equipment, etc.

Laptops must remain in the school issued protective case at all times. The laptop in its case should not be placed in a backpack with books and other items.

Students should use care when plugging in their power cord. Never place the power cord in a position that may be trip hazard or cause damage to the laptop.

Laptops should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This may cause the laptop to overheat, and may result in damage to the laptop.

# Power Management

Laptops need to be charged every night so batteries are fully charged at the beginning of each school day. It is the responsibility of the Students to ensure that they bring a fully charged laptop to school each day.

Laptop batteries may or may not last a full day depending on the amount and type of computer usage. Students may need to find an outlet during the day to recharge their batteries. Charging stations will be available to students in the library during the school day. Teachers are not expected to make special accommodations or give special consideration during class for students with laptops that are not adequately charged. It will be the teacher's decision how to handle charging in individual classrooms.

The following settings and procedures will maximize battery life:

When the laptop is not in use, put it to sleep by closing the lid.

Reduce the screen brightness to greatly increase the battery life.

Use a simple, solid-color desktop image at school. Pick one of the preset images. Save deeper colors, large picture files, and transitioning/moving desktop images for home and weekend use.

Keep the laptop in moderate temperatures. Temperature extremes will diminish battery capacity and can damage the computer.

Never leave your laptop in a car or other vehicle during the school day or during extreme temperatures.

**Quit applications that are not necessary or that you do not need at the moment.**



## Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right, including the use of laptops through the OH Global one-to-one initiative. Students are expected to use their laptops in accordance with these Policies and Procedures, the District Acceptable Use Policy, the Student Code of Conduct, and any applicable laws. Failure to use a laptop in an appropriate manner will result in consequences as determined by the Student Code of Conduct, and may result in disciplinary action; revocation of the Student's privilege to use and/or access technology, including the privilege of taking the laptop home; or civil and/or criminal liability under applicable laws.

## Cost of Loss or Damage

The district will provide limited protection against incidental damage to and loss of the laptop through a Technology Protection Fund. This optional fund covers the laptop provided to the Student under this agreement against all incidental damage or loss over \$50. Accessories (charger and case) and damages valued at less than \$50 are NOT covered and are the sole responsibility of the student and parents or guardians. A deductible fee of \$100 for all other damages and loss applies; the fund will cover all expenses above the deductible amount. Coverage under this fund is 24 hours per day. Damage caused by negligence **will not be covered by the Technology Protection Fund and will be the sole financial responsibility of the student and parents or guardians.** It is the responsibility of the administrators to determine if damages are due to negligence or accident.

Repeated incidents of damage to the laptop within a two-year period may result in a graduated deductible amount as follows: 1<sup>st</sup> incident - \$100; 2<sup>nd</sup> incident - \$200; 3<sup>rd</sup> incident - \$500; 4<sup>th</sup> - \$750. Repeated incidents of loss of a laptop over a two-year period may result in a graduated deductible amount as follows: 1<sup>st</sup> incident - \$200; 2<sup>nd</sup> incident - \$500; 3<sup>rd</sup> incident \$750. Additional incidences will be handled on an individual basis. The graduated deductible for Chromebook laptops will switch to the fair market value beginning at the 3<sup>rd</sup> Incident.



## Parent Responsibilities

The success of this program is predicated on the partnership between the District and the home, and we ask that you share in the responsibility of supervision of the technology issued to your Student. Your son/daughter has been issued a laptop, charger, and case to enhance and personalize his/her education during the school year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this laptop:

- I will supervise my child's use of the laptop at home. The school encourages and research supports that the use of computers in a common family location provides the safest environment.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the laptop or have the laptop repaired, nor will I attempt to clean the laptop with anything other than as directed by the District.
- I will report to the school any problems with the laptop.
- I will not download, install, or use any software or any tools of any kind, including any application that will run directly from the desktop or documents folder, onto the laptop.
- I will not attempt to remove programs or files from the laptop, or attempt to alter any settings on the laptop for which I do not have consent.
- I will make sure my child charges the battery nightly.
- I understand that my child is expected to bring the laptop to school each day as part of the essential tools necessary for the educational process.
- I agree to return the laptop to school when requested and upon my child's withdrawal from the District.

# Student Responsibilities

Your laptop is an important learning tool and is to be used for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities:

- I will follow the policies and procedures of the District, including the Student Code of Conduct, the Acceptable Use Policy, and abide by all local, state, and federal laws when using the laptop at home, at school, and anywhere else I may take it,
- I will treat the laptop with care at all times. Negligence may include, but not limited to, dropping it, getting it wet, leaving it outdoors, exposing to extreme temperatures, leaving it in a vehicle, or using it with food or drink nearby.
- I will keep my laptop in my school-issued protective case at all times,
- I will not lend or permit anyone to access or use the laptop, including my friends or siblings; it will stay in my possession or an approved secure location.
- I will keep my locker locked at all times when my laptop is stored inside.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other Students.
- I will not download, install, or use any software or any tools of any kind, including any application that will run directly from the desktop or documents folder, onto the laptop.
- I will not attempt to remove programs or files from the laptop, or attempt to alter any settings on the laptop for which I do not have consent.
- I will recharge the laptop battery each night.
- I will bring the laptop to school every day.
- I will not attempt to repair the laptop or have the laptop repaired, nor will I attempt to clean the laptop with anything other than as directed by the District.
- I will report to the school any problems with the laptop.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will return the laptop when requested and upon my withdrawal from the District.
- I will not share personal information about others or myself while using the Internet unless required for a school assignment or activity. This includes name, age, address, phone number, or school name. I agree to be responsible and careful when it is necessary to give personal information (i.e., online college application).
- I will protect my laptop from extreme heat or cold, and will not leave the laptop in a vehicle during extreme temperatures. For security reasons, during transport to and from school, I will secure my laptop out of sight (in the truck or other storage area) while in a vehicle.
- The laptops and all software and applications installed thereon are the property of the District and in accordance with the law may be the subject of random search. School officials reserve the right to search laptops and the files thereon when there may be a violation of the Student Code of Conduct and/or when order, health, and the safety of persons may be an issue. This standard also applies to any and all school-sponsored activities at any location.

# Student Network and Internet Acceptable Use and Safety

## Statement of Purpose

Ottawa Hills Local Schools (hereafter referred to as District) is pleased to offer our students' access to the World Wide Web and other electronic networks. Students are encouraged to use the technology available in the District. The District's technology is an important educational resource, which provides opportunities for collaboration and exchange of information; facilitates personal growth in the use of technology; and enhances information access, retrieval, evaluation, usage, and communication skills. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

This *Acceptable Use and Internet Safety Policy* is an agreement between the student, parent/guardian, and the District. The intent of this document is to ensure that parents are knowledgeable about and that students will comply with the *Acceptable Use and Internet Safety Policy* approved by the District. The agreement signature page must be completed and returned to the Office of Instruction and Technology.

## Terms of Agreement

### Personal Responsibility, Use and Acceptance

In exchange for the use of the District computers and other hardware, Internet access, email, electronic subscriptions/research/productivity resources, and internal electronic resources (hereafter referred to as the Network), we (parents/students) understand and agree to the following items (as signified by signing the attached agreement). Students who use or otherwise access the District's Network via wireless or hardwired connection (hereafter referred to as Users) are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. The User consents to the terms of this Policy whenever he or she accesses the Network. The District reserves the right to remove files, limit or deny access, and/or refer a student for other school disciplinary action and/or, if necessary, criminal prosecution as a result of any improper use, determined by the District, and is not limited by the examples of misuse given in this Policy.

Infractions to the Acceptable Use and Internet Safety Policy will be in accordance to the school discipline policies. All school rules, regulations, and consequences specified in the student handbooks regarding violations such as use of profanity, harassment, theft, misuse, vandalism, etc. will apply. Students will be liable for any damages caused by misuse of access privileges.

- A. The use of the Network is a privilege not a right. This privilege may be revoked by the District at any time and for any reason.
- B. The use of District and/or Network resources are for the following purposes (in order of priority):
  - 1. support of the academic program
  - 2. telecommunications for academic purposes
  - 3. general information and research

- C. The District reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- D. All information services and features contained on District and/or Network resources are intended for the private use of its registered Users. Any use of these resources for commercial-for-profit uses, intrusion on other Users' privacy, or other unauthorized purposes (i.e., advertisements, political lobbying), in any form, is expressly forbidden.
- E. No personal equipment is permitted to be connected to the Ottawa Hills Network. This includes, but is not limited to, personal computers or tablets, handhelds, phones, gaming consoles, etc. In addition no equipment shall be connected to the Ottawa Hills Network that is expressly prohibited by the Northwest Ohio Computer Association (NWOCA). Said equipment includes, but is not limited to, routers, modems, wireless networking equipment, and managed switches. Under no circumstances should District owned technology be moved from one location to another without permission of the District Technology Coordinator.
- F. The District and/or Network are intended for the exclusive use by registered Users. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. Any improper use of your account, even if you are not the User, is your responsibility. The student is responsible for the use of his/her account/password and/or access privilege. Any problems that arise from the use of a student's account are the responsibility of the account holder. Students are responsible for logging out of their individual account at the end of each use. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges and for other school disciplinary actions. Users must report any misuse of the Network, including security/password breaches, to the District Technology Coordinator or building administrator.
- G. Any misuse of District technology, User accounts, or Network resources will result in suspension of access privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
1. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other Users; logging on to other Users' accounts (for any reason)
  2. allowing anyone other than the account holder to use an account, sharing your password with anyone or logging other Users onto your account
  3. impersonating other Users on the Network through any electronic communication.
  4. interfering with others' use of the Network; disrespecting other Users' rights to privacy
  5. accessing or attempting to access information in areas students do not have access to
  6. use of anonymous proxies or any other attempts to circumvent content filtering is strictly prohibited and is a direct violation of this agreement.
  7. malicious use of the Network through hate mail, harassment, profanity, vulgar or threatening statements, cyber bullying, or discriminatory remarks
  8. extensive use for noncurriculum-related communication
  9. using District provided electronic communications for expression of opinions, as a public forum of any kind, or to support private or public causes or external organizations.
  10. engaging in commercial transactions. Students may not use the school Network to sell or buy anything over the Internet.

11. engaging in or promoting any other activity deemed illegal by local, state or federal law
  12. violating copyright law, which includes but is not limited to the storage or illegal use of copyrighted software, text, audio and video files as well as video games
  13. downloading, installing, or using any software or other tools that are not District owned or approved to be used on the computer or Network. No third party software will be installed or used without the consent of the Technology Coordinator.
  14. using the intellectual property of others without permission and/or without citing the author
  15. disrupting the operation of the Network through abuse or alteration of any District owned hardware, software, or Network resources
  16. attempting to hack into any District owned hardware, software, or Network resources
  17. vandalizing District owned hardware, software, or Network resources
  18. **USE OF OUTSIDE SERVICES:** All email, document storage, blogs, social networking, or any and all other online services must be provided by the School District on its Network. The use of other providers of such functionality or storage (such as, Facebook, Twitter, personal Google account, personal email accounts) through the District's Network is prohibited. **Permission to access these services may be granted on a limited basis by the District Technology Coordinator. A student must obtain permission prior to access.**
  19. neglecting to follow guidelines of Web 2.0 tools (outlined in separate section below.)
  20. using technology and Web 2.0 tools to facilitate academic dishonesty
- H. The student will diligently delete documents on a regular basis from his/her District issued Network account to avoid excessive use of disk space. The student will refrain from saving noncurriculum related files onto their District issued Network accounts such as personal photos and music. The Technology Coordinator has the authority to periodically purge the system.
- I. The District reserves the right to impose time limits, access limits, and disk and printer quotas. Academic pursuits take priority over all other activities.
- J. The District reserves the right to log computer use and to monitor fileserver space utilization by Users. The District reserves the right to remove a User account from the Network to prevent further unauthorized activity.
- K. The District and/or Technology Coordinator will periodically make determinations on whether specific uses of District technology are consistent with the acceptable-use practice.

## Use of Web 2.0 Tools

Online communication is critical to our students learning 21st Century Skills and tools such as blogging, email, online/cloud computing, and podcasting offer an authentic, real-world vehicle for student expression. The primary responsibility to students is their safety. Hence, expectations for classroom projects or other Web interactive activities, such as blogging, email, online/cloud computing, and podcasting must follow all established Internet safety guidelines.

- A. The use of blogs, email, online/cloud documents, podcasts or other Web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, email, online/cloud documents, podcasts, or other Web 2.0 tools. This includes, but is not limited to, cyber bullying, profanity, racist, sexist or discriminatory remarks.

- B. Students using blogs, email, online/cloud documents, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts.
- C. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- D. Comments made on blogs, email, online/cloud documents, podcasts will be monitored and - if they are inappropriate – will be deleted and disciplinary action may be taken.
- E. Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- F. Students using such tools agree to not share their User name or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- G. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

## Internet Safety

- A. Parents and Users - Despite every effort for supervision and filtering, all Users and their parents/guardians are advised that access to the electronic Network may include the potential for access to materials inappropriate for school-aged students. Every User must take responsibility for his or her use of the Network and Internet and avoid these sites.
- B. Personal Safety - In using the Network and Internet, Users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone “met” on the Internet without a parent’s permission.
- C. Confidentiality of Student Information - Users are responsible for maintaining the security of their data and other personally identifiable information. Users should never give out private or confidential information about themselves or others on the Internet. Users are responsible for the data that is downloaded from the Network to their computer screen, transmitted by email, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods.
- D. Active Restriction Measure - The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The use of anonymous proxies or any other attempts to circumvent the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of students, through direct observation and/or technological means.

The District will provide age-appropriate training for Users who access the Internet through the District Network. Following receipt of this training, the User will acknowledge that he/she received the training, understood it, and will follow the provisions of the policy herein. The training provided will be designed to promote the District commitment to:

- The standards and acceptable use of Internet services as set forth herein;
- Users safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking websites, and in chat rooms; and
  - cyber bullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

## **Waiver of Privacy**

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer Network, Internet access, and any use of District provided equipment and services. All such data and transmissions shall be and remain the property of the District and no User shall have any expectation of privacy regarding such materials.

## **System Security and Integrity**

The District has defined these guidelines to help students and to insure an understanding of appropriate use and expectations. The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, email addresses, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, or which exposes the system to undue risk of compromise from the standpoint of security or functionality. Staff members will exercise reasonable care in supervising student use; however, the District and its personnel are not responsible for student exposure to objectionable or inaccurate content or for the unauthorized activities of a User.

## **No Warranties Created**

The District and/or Technology Coordinator do not warrant that the functions of the system will meet any specific requirements the User may have or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in the connection with the use, operation, or inability to use the system. Students are to report any problems to the teacher, who shall notify the Technology Coordinator.

In consideration for the privileges of using the District Network and/or research resources, and in consideration for having access to the information contained on or by the Network, we hereby release the District, Network, the data acquisition site, and their operators and administrators from any and all claims of any nature arising from the use or inability to use the District, Network, and/or research resources.

We (student and parent/guardian) agree, by signing the *Acceptable Use and Internet Safety Policy Agreement*, to abide by such rules and regulations of system usage as well as by any changes deemed necessary by the District Technology Coordinator. These rules and changes will be available in hard copy form in the Office of Instruction and Technology and from the District Technology Coordinator.



# Technology Protection Fund Agreement

Please read this entire agreement to determine if this Technology Protection Fund is needed for you and your child's protection against damage to and loss of the loaned laptop in your care. This form must be completed and marked **YES** or **NO** before the laptop will be provided to the Student.

## Coverage and Benefit

The district will provide limited protection against incidental damage to and loss of the laptop through a Technology Protection Fund. This optional fund covers the laptop provided to the Student under this agreement against all incidental damage or loss over \$50. Accessories (charger and case) and damages valued at less than \$50 are NOT covered and are the sole responsibility of the student and parents or guardians. A deductible fee of \$100 for all other damages and loss applies; the fund will cover all expenses above the deductible amount. Coverage under this fund is 24 hours per day. Damage caused by negligence **will not be covered by the Technology Protection Fund and will be the sole financial responsibility of the student and parents or guardians.** It is the responsibility of the administrators to determine if damages are due to negligence or accident.

Repeated incidents of damage to the laptop within a two-year period may result in a graduated deductible amount as follows: 1<sup>st</sup> incident - \$100; 2<sup>nd</sup> incident - \$200; 3<sup>rd</sup> incident - \$500; 4<sup>th</sup> - \$750. Repeated incidents of loss of a laptop over a two-year period may result in a graduated deductible amount as follows: 1<sup>st</sup> incident - \$200; 2<sup>nd</sup> incident - \$500; 3<sup>rd</sup> incident \$750. Additional incidences will be handled on an individual basis.

## Effective and Expiration Dates

This coverage is effective from the date this form is signed and the premium payment is received by the District through the date at which the laptop is required to be returned in good working order to the District.

## Premium

The total premium cost is \$100 per school year for grades 4-12 and \$50 for grades K-3. Partial semesters are not refundable. It is agreed and understood that:

The District Technology Protection Fund will offer coverage to all Students.

Participation is voluntary. Students who do not participate will not be permitted to take their laptop off school property.

A separate application to the Technology Protection Fund will be needed for each laptop issued under the OH Global Agreement

It is the responsibility of the administrators to determine if damages are due to negligence or accident. A Student with a damaged laptop will be given a replacement, but may not be permitted to take the laptop home.



LAST NAME of Student

FIRST NAME of Student

Grade:

Home Phone

Address

Address

### Loan Agreement

☐ YES, I have read and agree to the terms of the loan agreement.

### Acceptable Use Policy

☐ I give permission for my child to use and access the Internet at school and for the Board of Education to issue an Internet/email account to my child.

☐ I have read and understand the responsibilities of my child's use of the school owned equipment.

### Technology Protection Fund

☐ YES, I would like to participate in the Technology Protection Fund

☐ NO, I decline participation in the Technology Protection Fund at this time, and understand I am responsible for **100 percent** of any damage to or loss of the loaned laptop and that the laptop will remain at school. The Student will only have access to the laptop during school hours, including supervised extended hours.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**This agreement must be completed, signed and returned to the Ottawa Hills Local Schools technology office prior to a student receiving his/her laptop.**