

**HARRISONVILLE CASS R-IX
SCHOOL DISTRICT**



Acceptable Use Agreement for Laptop Use

The student laptop that has been issued to you is the property of Harrisonville School District. This laptop is on loan to you as a student and must be used in accordance, both at home and at school, with this Acceptable Use Policy, the District's Policies and Procedures, the Student/Parent Handbook, the student discipline code, and any applicable laws. Use of the laptop, as well as access to the District's computer network, the District's Internet service, and District email are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of Harrisonville School District. ***Only school issued laptops are allowed to connect to our school district network. All other devices are prohibited and will be monitored.***

General Use of the Laptop

- The student's parent/guardian must sign and return the Laptop Agreement for and pay the insurance premium prior to the student receiving the laptop. (See the Laptop Agreement below)
- Each laptop is assigned to an individual student. Students should never "share" or "swap" their laptops.
- Students should never share their laptop password with another student. Passwords should always be kept confidential.
- It is the responsibility of each student to understand how to backup their files on their laptop. Harrisonville Schools uses Google Drive Apps for Education for storage of electronic files. Students have access to the district's Google account and can use the district's Google account to store class materials provided by teachers. If a student chooses not to use the District's Google account, it is the sole responsibility of the students to backup any class assignments on a personal Google Drive account or to use another method for backing up documents and other files created by the student on their computer. Technical difficulties with a computer, loss of files, failure to save files, or failure to backup files will not excuse late assignments.
- Laptops should be in a student's possession at all times, or secured in a designated secure area at all times. Students should never leave their laptop unsecured on a school bus or an activity bus.
- Students are responsible for bringing their laptops fully charged to school each day. Students will be allowed to recharge their laptops during the school day if additional charging is needed and only when appropriate.
- Students are not allowed to leave their laptops in school lockers without having the combination activated. If a student is participating in an activity this is not conducive to using their laptop (field trip, sporting event, assembly, etc.), they must leave the laptop in a secure area or in their possession.
- Students may use their laptops in all locations of their school building unless directed otherwise by a school official.
- Student-owned files with no instructional or educational purpose will not consume hard drive space needed for instructional or educational requirements.
- Students are responsible for bringing their own earbuds for use in school. Sound will be muted if the user does not have ear buds.
- Altering/modifying the original Harrisonville Schools Technology pre-set software image is prohibited. Examples include, but are not limited to:
 - Computer Name
 - Changing or removing operating system or extensions
 - Altering security software
 - Altering pre-loaded operating system or applications
 - Taking apart the computer for access to internal parts.
- Students are prohibited from playing non-academic games, including Internet-based and Widget games, during the instructional day.
- Accessing or attempting to access sites that have been intentionally blocked by the Harrisonville Schools Technology Content Filtering Agreement, will result in disciplinary action.
- Students will be assigned a District email account. The District e-mail account should be used only for education-related and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language or images in emails sent from a student's District email account is not permitted and will result in disciplinary action.

- Internet access, email, and other media that are accessed, created or stored on District-owned laptops are the sole property of Harrisonville School District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
- Parents, guardians, and students do not have the right or expectation of privacy with regard to the laptops. Administration may access and view any documents, pictures, data, and other files that are saved locally or to the district network at any time.
- Students are prohibited from accessing, downloading, and saving pornographic, obscene, or vulgar images, sounds, music, language, files or materials on the laptops, including screen savers, backgrounds, and/or pictures.
- Students must follow the Harrisonville School District Acceptable Use Policy when using the internet on the laptop at school, at home, and at another location.
- The District reserves the right to limit computer use for any student who develops attendance issues, including truancy. In such cases, the student's laptop will be collected and kept at school. The student will be required to check the laptop in and out each day. ***The student will not be allowed to take the computer home again until he/she has proven that he/she is responsible and an agreement has been made with school administrators.***
- Any student who continually does not bring their laptop to school will lose the privilege of taking their laptop home. The student will be required to check their laptop in and out each day.
- The district does not provide loaner laptops - it is essential that students remember to bring their laptop to school each day. A student who forgets to bring his/her laptop to school will NOT be given a loaner laptop to use.

General Care of the Laptop

Students are expected to treat their laptop with care and respect. The laptop is the property of the Harrisonville School District and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop are not allowed and will result in loss of privileges and a fine will be assessed. When transporting their laptop to and from school, students should always be sure it is placed in a backpack, and that the backpack is fully closed.

Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break. Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked. Laptops should be protected from the weather, water, or other liquid, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.

Heavy objects should never be placed or stacked on top of the laptop. This includes books, musical instruments, sports equipment, etc. Students should use care when plugging in their power cords. Any inappropriate or careless use of a computer should be reported to a teacher or other staff member.

Damaged Laptops

If the laptop is damaged or not working properly, it must be turned in to the District Technology staff for repair. ***Parents/guardians/students are not authorized to attempt repairs themselves.***

At no time are you to contact other individuals or business for the repair of the laptop. This could result in a financial cost to the student and/or parent/guardian if damaged by the 3rd part.

If a laptop malfunctions outside of school, keep in mind several facts. Harrisonville Technology hours are weekdays from 7:30 AM to 4:00 PM. The student will need to return the machine by reporting to the **Technology Department** on the first school day following the malfunction. The school district does not have an evening or weekend Help Desk at this time. If a student's class work is lost because of computer failure, the Harrisonville Technology Department will make contact with the teacher/teachers from the classes affected on the same day that the issue is brought to the Technology Department. A record of this will be kept in the Technology Department and will be reported to the building administration. If the computer is lost or stolen, parents/guardians should **immediately** report the loss or theft to the Administration and the School Resource Officer. **A police report must be completed by the student and/or parent/guardian.**

Fees for Damaged Laptops

- ★ *Each student grades 6-12 unless they are on free & reduced meals is required to pay a non-refundable **\$10 laptop insurance premium** at the beginning of each school year. Students will not receive their laptop until this premium has been paid.*

If a student's laptop remains damage free, they will not be required to pay any more than the \$10 insurance premium each school year.

If a student's laptop suffers accidental damage, they will **not** be required to pay the cost of the deductible for the first instance (with the exception of malicious damage or destruction of computer). Any subsequent damage to the computer will result in the following deductible charges:

| <u>Description of Damage</u> | <u>Cost of Deductible</u> |
|-----------------------------------|---------------------------|
| Malicious Destruction of Computer | \$200 |
| Lost or Stolen Device | \$150 |
| Screen | \$30 |
| Track Pad | \$30 |
| Keyboard (Missing Keys) | \$30 |
| Liquid Spill | \$100 |
| Power Cable | \$25 |

Digital Citizenship

Harrisonville School District's students have the opportunity to use technology that facilitates creative problem solving, information fluency, and collaboration needed in today's societies. As students are expected to apply these skills and extend their creative abilities, we also want them to be safe, legal, and responsible. This acceptable use policy (AUP) supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

Technology Usage: Students of Harrisonville School District will use technology to help them prepare to work, live, and contribute to our connected world. Harrisonville School District encourages students to use technology to:

- Facilitate creativity and innovation
- Support collaboration
- Support communication
- Understand technology operations and concepts
- Publish and create content
- Extend research
- Explore data to create new content Increase technology literacy
- Use technology to do what you could not otherwise do
- Connect personal email to personal social media accounts, not to their district provided email account

Digital Citizenship is to enable students to effectively build knowledge in how to protect them. This will allow our students to function effectively in personal, community, and workplace environments. Being a Learning Without Limits learner will require new skills and a responsibility for students to use information and technology in a safe, legal manner. As a Learning Without Limits School, we agree to the following:

- **Respect Yourself** - I will select online names that are appropriate. I will carefully consider the information and content that I post online.
- **Protect Yourself** - I will not publish my personal details, contact details, or a schedule of my activities.
- **Respect Others** - I will not use technologies to bully or tease other people. I will not share or use another student's password to log into the network or any software applications.
- **Protect Others** - I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property** - I will suitably cite and all use of websites, books, media, etc.
- **Protect Intellectual Property** - I will request to use the software and media others product.
- **Act Responsibly** - I will follow all Harrisonville Schools rules for behavior while using my laptop or other technology related pieces of equipment or software.
- **Protect the Equipment** - Food, drink, and physical abuse will cause damage to your laptop and other technology equipment. I am responsible for the technology equipment when in my use. I will be held responsible for any damage to the equipment and understand the payment for damage to district property may be required.

- **Reporting Abuse** - I will report misuse and abuse of school resources to the proper school personnel and will assist in create a safer network environment for all.
- **Logging On/Off** - I am responsible for properly logging on and off to insure security of my username and password. I will not at anytime share my personal information so others can log onto my laptop.

Sharing Policy Collaborating and sharing creative content is an encouraged practice for all Harrisonville School students. Students will be participating in project based learning and may create content such as electronic presentations, blogs, podcasts, videos, wikis, and other social media. One meaningful step in this process is sharing their content with other classes, and the school community and, at times, the world. Harrisonville Schools uses District websites, Google Apps, Learning Management Systems, and other moderated sites to share school and student work. These are district-moderated sites, and where students can collaborate online with teacher supervision. Student full names and personal information are always kept confidential and are not shared online. **By agreeing to this AUP, you agree to allow the Harrisonville School District to publish your child's create content when/where appropriate.**

Consequences for Violations I understand and will follow this Acceptable Use Policy. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. The administration will follow the student code of conduct, the Student/Parent Handbook, and Harrisonville School District policy to determine the appropriate action. I also understand that the school network, hardware, and software applications are owned by Harrisonville Schools are not private. Harrisonville Schools has the right to access my information at any time.

Harrisonville School District Laptop Agreement

The borrower (parent/guardian/responsible adult named below) agrees to assume full responsibility for the safety, care, and maintenance of the laptop. In case of accident, theft, fire, flood, loss, or careless handling of the laptop, the borrower agrees to pay for all damages or replacement, which may be deemed necessary by the school district. The student agrees to abide by District Technology Usage Policy while using the laptop.

I understand that technology is provided for educational purposes in keeping with the academic goals of the Harrisonville School District, and student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials acquired on the school network. I understand that a student's computer activities at home should be supervised by a parent/guardian as they can affect the academic environment at school.

The laptop is the property of the school district and, as such, is subject to monitoring of use and search of its contents at any time. There is **NO** expectation of privacy in use or data or data or files stored on laptops.

As the parent or guardian of this student, I have read the Acceptable Use Policy for Student Laptops. I understand that technology is provided for educational purposes in keeping with the academic goals of the Harrisonville School District, and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that my child's computer activities at home should be supervised as they can affect the academic environment at school.

STUDENT INFORMATION

NAME (printed): _____ GRADE: _____

PARENT/GUARDIAN INFORMATION

NAME (printed): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

PHONE NUMBER: (Home/Cell): _____ (Work): _____

STUDENT SIGNATURE

(NAME)

(DATE)

PARENT SIGNATURE

(NAME)

(DATE)