



Laptop/Chromebook Student Agreement

Student Name _____ Career Program _____

Students should use technology and the Internet in an appropriate manner. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the educational objectives of Tri-County Career Center ("TCCC"). Technology includes, but is not limited to, computers, other hardware, electronic devices, software, Internet, e-mail, all other networks, etc. Student's use of technology is a privilege, and students are responsible for appropriate use of all electronic devices they are permitted to use. Obscene, pornographic, threatening, or other inappropriate use of technology,, including, but not limited to, e-mail, instant messaging, web pages, and use of hardware and/or software which disrupt or interfere with the safety and welfare of the school community, are prohibited, even if such uses take place off school property (i.e., home, business, private property, etc.). Altering/modifying the original pre-set software image and/or taking apart the computer for access to internal parts is prohibited. Students must sign and abide by ALL Network and Internet Agreements in accordance with Board Policy EDE.

A. General Terms and Conditions of Use

Transmission of any material in violation of federal, state, local law, or School Board policy, regulation or the Code of Student Conduct is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, obscene, or pornographic material, material protected by trade secret, uploaded or created computer viruses and photos or any material that might be considered to be harassing or bullying to another student.

Use of technology for commercial activities is prohibited unless explicitly permitted by the School Board. Commercial activity includes, but is not limited to, the following:

- any activity that requires an exchange of money and/or credit card numbers
- any activity that requires entry into an area of service for which the school will be charged a fee;
- any purchase or sale of any kind; and
- posting pictures or videos of you or other students to You tube or internet
- any use for product advertisement or political lobbying
- can not use your school email or computer for any of the above mentioned items.

B. Acceptable Use Policy During the Instructional Day

The following rules are in effect during the instructional day for all TCCC computers unless otherwise directed by a teacher or administrator:

- It is the responsibility of each student to ensure that student-loaded files do not consume hard drive space needed for instructional or educational requirements.
- Students are prohibited from sending instant messages, and/or hosting personal web pages with their laptop during the instructional day.
- Student is responsible to protect the computer and transport in approved case.
- Pornographic or obscene images, language or materials, including screen savers, backdrops, and/or pictures, are prohibited.

- Downloading music, games, and videos during school hours is prohibited.
- Students are prohibited from playing games (such as an Internet-based game) in the classroom, even if the game is not installed on the laptop. This includes use before the school day starts and during lunch.
- File sharing must be approved and directed by the teacher.
- Stickers should not be placed on laptops.
- Headphones may be used during the instructional day as long as the use does not interfere with the instructional program.
- Accessing chat rooms is prohibited.

C. Personal Responsibility and Integrity

All who use technology resources must recognize that the work of users is valuable; therefore, every user must respect the privacy of others. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users. Students are not permitted to post or share videos or other data on other students.

To protect students, software will be installed on computers providing Internet access to filter or block Internet access through such computers to inappropriate material. All students are expected to behave responsibly and with integrity when using technology.

These responsibilities include, but are not limited to, the following:

- Use technology for school-related purposes only during the instructional day;
- Revealing unauthorized personal information about yourself or other is discouraged;
- Do not copy, change, read, or use files in another user's storage area (such as hard disk space, diskettes, mail, personal folders, etc.) without the user's permission.
- Attempt to, or modify the filtering on computers.
- Load or remove any software.

D. Security

Security on any electronic system is a high priority. Attempts of a user to log on to the network using another's identity are prohibited. Bypassing or attempting to bypass filtering software is prohibited. All security problems must be reported to an administrator.

E. Privacy/Copyright

The illegal use, distribution or transfer of copyrighted material on Tri-County computers is prohibited.

F. Alteration of Computer Configurations

Altering/modifying the original Tri-County pre-set software image is prohibited. Examples include, but are not limited to the following:

- Loading software applications not authorized by TCCC Technology staff.
- Changing the desktop or background picture
- Changing the computer name
- Changing or removing operating system extensions

- Altering security/filtering software
- Altering the pre-loaded operating system or applications
- Taking apart the computer for access to internal parts.

All correspondence completed on the laptop is subject to availability for inspection and copying in accordance to O.R.C. 149.43

Absolutely ALL repairs will be completed by TCCC Staff. No student or staff has permission to alter the laptops in anyway.

Violations of these regulations will result in serious disciplinary action, which may include an arrest if state law is violated. Examples of violations would be computer hacking or trespassing, harassment or threats via computer, and computer fraud. Ignorance of these regulations will not excuse an infraction.

Any student found to reconfigure the computer will receive an out-of-school suspension. Other actions may include long-term suspension, expulsion, or any action deemed appropriate by the Administration in accordance with the Code of Student Conduct. Where Ohio law is violated, legal action may be taken.

Recommended Dispositions – one or more may apply

Student Conference

Parent Contact

Conference with Parent

Removal of unauthorized files and folders

In-School Suspension

Suspension

School Resource Officer/Law Enforcement Agencies

Court Referral

Restitution

Community Service

Revocation of Computer Access and Use

RECOMMENDATION FOR EXPULSION TO THE SCHOOL BOARD

The laptop is property of TCCC and they reserve the right to inspect the laptop at any time.

The student and parent will be held liable for the assigned laptop until the designated due date. The laptop needs to be in the same working order as it was checked out/issued. The parent of the student will be held responsible for the computer if stolen, lost, or damaged. Students who do not return the laptop or return a damaged machine may face legal actions.