

### **Student Acceptable Use Agreement – 2023-2024 School Year**

#### **Electronic Information Resources, Network, Internet Use and Laptop and Device Use**

Franklin Pierce Schools (FPS) is pleased to offer students access to electronic information resources and devices. FPS technology resources include access to the Internet, email, digital curriculum, network files, accounts and devices. Parents/guardians, please review this document carefully with your student. Once you have reviewed, please sign and submit. Agreements remain in effect for the current school year.

### **Electronic Information Resources, Network, Internet Use**

FPS provides computer, network, e-mail, and internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. As such, general school rules for behavior and communications apply and students must comply with FPS standards. Student responsibilities necessitate acceptable, ethical, and appropriate utilization of the electronic network resources.

Internet access is coordinated through a complex association of government agencies, as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no educational value. On a global network, it is virtually impossible to control all materials. However, through a filtering and monitoring system, Franklin Pierce Schools has taken precautions to restrict access to inappropriate materials. Those users who access, publish, or attempt to access or publish inappropriate material or illegal internet sites will be subject to discipline, which may include the possibility of suspension or expulsion.

#### **Internet Access, Filtering, and Monitoring Computer Resources:**

Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, FPS cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents/guardians and students should contact the school immediately with any concerns related to the use of technology. Filtering systems are in place consistent with federal regulations including, but not limited to, the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

#### **Terms and Conditions of this Acceptable Use Agreement:**

The student signature at the end of this Acceptable Use Agreement is legally binding. The signatures also indicate the student and parent/guardian have carefully read and understood the terms and conditions of appropriate use and thereby agree to abide by them.

**Acceptable Use:** Acceptable use means that a student uses the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this agreement. Students who “publish” on the Internet must abide by the approved publishing procedures and FPS guidelines.

**Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion) and/or referral to legal authorities. The principal, teacher/supervisor, or systems administrator may limit, suspend, or revoke access to electronic resources at any time.

**Digital Citizenship:** Each student is expected to abide by the generally accepted rules of user etiquette. These rules include, but not limited to, the following:

- Be polite
- Never send or encourage others to send abusive messages
- Use appropriate language
- No sales, advertisements, or solicitations, etc.

Use electronic mail and chat messages appropriately. Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally.

FPS authorized employees may monitor the use of email and chat resources to help ensure that users are secure and in conformity with this policy. Parents or guardians may gain access to their student’s email upon request to the administration of student’s school. Messages relating to, or in support of, illegal activities or inappropriate activities as pertaining to this Acceptable Use Policy must be reported to the principal, teacher/supervisor, or systems administrator.

Students will be participating in curriculum that contains online content. When necessary other remote learning tools will be utilized including, but not limited to, video conferencing, email, online learning platforms and curriculum vendor online resources. Students should consider online learning environments an extension of the physical classroom. Student behavior during online or remote learning should be the same as if they were in their normal classroom.

**Unacceptable Network Use Includes but not limited to:**

- Sending, storing, or displaying offensive pictures or messages;
- Using obscene language;
- Giving personal information, such as complete name, phone number, address, or identifiable photo, without permission from the teacher and parent/guardian;
- Cyberbullying, hate mail, harassing, insulting, attacking others, discriminatory jokes and remarks;
- Damaging or modifying computers, computer systems, or computer networks: downloading, installing, and using games, audio files, video files or other applications including shareware or freeware without permission to do so;
- Violating copyright laws;
- Sharing or using others’ login or password or other confidential information;
- Accessing others’ folders, work, or files without the teacher or owner’s permission;
- Intentionally wasting limited network resources;

- Posting information sent or stored, online that could endanger others;
- Using the network for non-academic, personal, commercial, or political purposes, financial gain, or fraud;
- Attaching unauthorized equipment to the FPS network.

Violations may result in a loss of access or disciplinary action determined at the building level.

**Service Disclaimer:** Franklin Pierce Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Franklin Pierce Schools will not be responsible for any damages the student may suffer while on this system. These damages may include, but not limited to, loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission. Use of any information obtained via the information system is at the student's own risk. Franklin Pierce Schools specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

## **Student Laptop and Device Use**

### **Device Check-Out and Return**

#### **Device Check-Out**

Parents/guardians & students must sign and return the agreement forms prior to receiving district devices. Each school will distribute devices and chargers based on curriculum needs and grade levels.

Elementary School – Laptops will be assigned to each student and stored in the classroom.

Middle School – Laptops will be assigned to each classroom. Students will be assigned a laptop for each class. Laptops will remain in the assigned classroom.

High School – Laptops will be checked out to each student. Students will be responsible for bringing laptops to school each day charged and ready for use.

#### **Device Return**

Students will return devices with chargers during the final week of school. If a student transfers out of their school, the student will return the device and charger at that time. If a student/parent/guardian fails to return the device at the end of the school year or upon termination of enrollment, that student/parent/guardian will be liable for the cost of the device similar to band instruments, books, or other items loaned by the school. Furthermore, the student/parent/guardian will be responsible for any damage to the device, consistent with this agreement, and must return the device and charger in satisfactory condition. The student/parent/guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the device. Devices not returned will be reported as stolen property and reported to the police.

### **Taking Care of a Device**

*Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated location at each school site for an evaluation of the equipment.*

#### **General Precautions**

The device is FPS property and all users will follow the signed agreement(s) and applicable Board policies.

Only use a clean, dry soft cloth to clean the screen—don't use cleansers of any type.

Cords and cables must be inserted carefully into the device to prevent damage.

Devices must remain free of writing, drawing, or vandalism. Stickers or labels that have not been provided by Franklin Pierce Schools staff may not be placed on device. Students may not remove any labels applied by Franklin Pierce Schools staff.

Students are responsible for charging the device at home in preparation for each school day.

Do not leave any items on the laptop's keyboard in order to avoid potential damage.

Keep all food and drinks away from the laptop.

#### **Securing Devices**

Students are responsible for keeping the device secured at all times and never left unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended devices found will be collected and stored in the school's main office. Devices should never be stored in a vehicle.

Students are responsible for the devices both in and out of school, including extracurricular events.

Costs associated with a lost, stolen, or damaged device as stated in this agreement apply to extracurricular events. It will not be the responsibility of the coach, bus driver, etc. to protect the devices during extracurricular activities.

#### **Carrying Devices**

The device should be carried securely when it is outside of a school bag. Please be cautious when placing books, folders, pens, pencils, and other items near or on your device.

Avoid placing too much pressure and weight on the screen. We recommend using a bag with several pockets to keep these items separated. Always place your device on top of a stack of books, rather than the bottom.

#### **Screen Care**

The device's screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.

Do not lean on the device.

Do not place anything near the device that could put pressure on the screen.

Do not place anything inside your laptop that will press against the screen.

Clean the screen with a soft, dry cloth or anti-static cloth.

## **Using the Device**

*Student devices are intended for use at school each day. In addition to curricular expectations, school messages, FPS email, announcements, calendars, and schedules may be accessed using the device. Students are expected to bring their device to school fully charged every day. Students are expected to bring their device with them to all classes, unless specifically instructed not to do so by a teacher.*

### **Devices Left at Home**

If students leave the device at home, they are responsible for completing course work as if they had their device present. A limited number of day-use loaner devices may be available for use; however, availability is not guaranteed.

### **Device Undergoing Repair**

FPS has a limited supply of student devices that may be loaned to students while their device is in for repairs. Device swaps will be coordinated at the building level unless otherwise directed by Information Technology staff.

### **Charging the Device's Battery**

The device must be brought to school each day in a fully charged condition. We recommend that charging cables be left in a designated spot at home to minimize loss. Students need to charge the device each evening. In cases of low batteries, students may be able to connect the device to a charging station in class or the library during recess or lunch.

### **Screensavers and Background Photos**

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

### **Sound, Music, and Games**

Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.

Game play is not allowed during school hours unless specifically connected to classroom curriculum, content and activities.

### **Photos/Video/Audio Taken with Device**

Students may not take photos/video/audio of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos/video/audio to any website, network storage area, or person is strictly forbidden. In addition, photos/video/audio taken with the device may not be used to slander, bully or denigrate any student, staff member, or anyone

on or off the campus at any time. Photos, audio and video taken with the device are for educational purposes only.

### **Home Internet Access**

Students are allowed to connect the device to other wireless networks (home, library, coffee shops, etc). FPS web filters will still filter web content off campus. Be aware that no web filter is perfect and adult supervision of internet use is still required.

Hot spot devices will be available for check out through the school if internet access is not readily available to the student. The loaner hot spots are on an unlimited data plan and include additional filters on top of the standard FPS web filter.

### **Saving Documents**

Students may save work on the devices in several ways (i.e., Office 365/OneDrive and Canvas accounts). Storage space will be available on the devices — BUT it will NOT be backed up by FPS in case of repair or replacement. It is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work. Students are encouraged to use their FPS OneDrive for file storage.

## **Software on Devices**

### **Originally Installed Resources**

All apps and digital content necessary for student use will be provided and must remain installed on the device and be easily accessible at all times. From time to time the school may add apps and other digital resources for use in a particular course.

### **Additional Apps and Content**

Students and families may NOT load extra apps on their devices.

### **Periodic Inspection**

Devices may be inspected at any time without notice to ensure that the required apps and content are present, and that inappropriate apps and content are not present.

All internet activity including, but not limited to, searches, downloads, uploads and surfing – is monitored and tracked based on username and device.

### **Procedure for Re-Loading Apps**

If technical difficulties occur or inappropriate apps or content are discovered, the device's apps and content could be deleted. Franklin Pierce Schools does not accept responsibility for the loss of apps or documents deleted. Students are responsible for reloading school apps after reimaging.

### **Software Upgrades**

New versions of apps and operating systems are available from time to time. Students may be required to return the devices for periodic updates and syncing.

## **Student Liability**

### **Student Liability**

Students will be held responsible for damage or loss to their device and accessories resulting from negligence or misuse. This includes, but not limited to, broken screens, dented cases, cracked pieces, inoperability, missing keys, missing or damaged power cords, etc. The student may be able to check out a day-use loaner device until repairs are made (unless damage is due to gross negligence, intentional destruction, or willful misconduct – administration will then determine device use for the student).

Do not attempt to disassemble or repair the device yourself for any reason.

If your device is damaged, lost or stolen, please report it right away to the school.

## **Device Protection Plan and Repair or Replacement**

### **Device Protection Plan – OPTIONAL**

#### **\*\*Please contact school office for sign-up and payment**

An optional device protection plan is available for purchase through FPS. The protection plan is offered on a per year / per device plan at a cost of \$10. Financial assistance is available if needed, please contact the school for more information.

The device protection plan will cover the cost of repair or replacement of a student device in the event the device is damaged accidentally. After the 3rd incident of repair or replacement, students will lose the right to take their device home and school administration will work with the student/parent/guardian on an ongoing device use plan.

The device protection plan does not cover the cost of replacement if the device is lost, stolen or damaged due to gross negligence, intentional destruction, or willful misconduct. If a device is stolen, please provide the school with a copy of the police report.

### **Repair or Replacement Costs**

In the event of damage or a lost or stolen device, the student/parent/guardian will be billed for the cost of repairs or replacement. If the optional device protection plan was purchased, accidental damage is covered for up to 3 incidents.

### **Replacement Costs for Damages and Repairs:**

- Repair fee for damaged or broken device is up to \$200
- Replacement cost for the provided device charger is up to \$50
- Replacement cost for the entire device is up to \$400

## **Opt Out**

If you do not want your student to have access to any of FPS technology resources (laptop, email, network/internet), please contact school office for a technology opt out form.

Please know that by opting out of any district technology options, your student may be assigned alternate assignments and may miss out on some class activities.

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**Student Signature of Agreement:**

Rules of conduct are described in this Student Acceptable Use Agreement for Franklin Pierce Schools and apply when electronic information systems, network, internet or device is in use. I understand any violations of the above provisions will result in the loss of my user account and/or device use and may result in further disciplinary and/or legal action including, but not limited to, suspension, expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator. Also, should I choose to “publish” on the Internet, I will work under the guidance of a content sponsoring teacher.

- I am responsible for my actions.
- I will use technology only to do schoolwork.
- I will not share my password or ask for someone else’s password and will keep my information private.
- I will not use technology to bully or threaten anyone including teachers, schoolmates, or other children.
- I will take care of technology equipment by not damaging it (remove keys, spill, etc.).
- If I have or see a problem, I will not try to fix it myself, but I will tell the teacher.
- I know that what is posted digitally is permanent, so I will think before I post anything online.
- I will follow the Student Expectations – Laptop Care expectations found on my laptop cover.
- I know my technology use is not private; my teacher and/or my parents/guardian may look at my work to be sure that I am following these rules and if I am not, there will be consequences for my actions.

**I have read this Acceptable Use Agreement and understand that internet sites are filtered and that internet use on my FPS computer is monitored. I hereby agree to comply with the above described conditions of acceptable use for electronic resources and device.**

Student Name (please print): \_\_\_\_\_ Student ID: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Parent or Guardian Signature of Agreement:**

As the parent or guardian of the above-named student, **I have read this Acceptable Use Agreement and understand that internet sites are filtered and that electronic information resource accounts may be monitored.** I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for Franklin Pierce Schools to filter or restrict access to all inappropriate materials. I will not hold Franklin Pierce Schools responsible for inappropriate or unacceptable materials my child may acquire on the network system. I further understand that we are responsible for any costs related to damage caused to the laptop and I have the option to purchase a device protection plan through FPS.

I hereby give my permission and approve the issuance of an electronic account and device for my child.

Parent or Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_