

Appendix D - Parent & Student Laptop Contract

Craig City School District Digital Learning Project Participation

1. The School District is responsible to:
 - A. Loan the student the following computer equipment to be used only for educational purposes until the student completes the twelfth grade, moves out of the School District, or otherwise ceases to be enrolled as a student in the School District, whichever occurs first.
Laptops are available for student use from dispersal date through the school designated pick up date.
Components: One (1) Apple MacBook Air AC Adapter Laptop
 - B. Provide all necessary repairs and maintenance of the computer equipment.
2. The parent/guardian and student are responsible for ensuring:
 - A. That only the student will use the computer. Family members of the student are permitted to use the computer for school-related purpose (checking for homework or the school website).
 - B. That the student will use the computer only for approved educational purposes according to the school district's Student Computer Agreement and District Internet Use Policy as published and updated from time to time.
 - C. That the student will bring the computer to school every day with the battery fully charged.
 - D. That the student will take good care of the computer equipment.
 - E. That a report is provided to the Technology Department or Principal as soon as possible, but not later than the next school day, whenever the computer equipment is lost, stolen, damaged or not working properly and to cooperate with the school district in completing and filing necessary insurance or police reports.
 - F. Payment to the School District for damage or loss (including theft) of the computer equipment:
 - Damages requiring repair will be billed at \$50 per incident, accessories are billed at cost.
 - Loss (including theft) will be billed on a depreciation scale based on the age of the device. Devices reported stolen will have a police report filed and efforts will be made to recover school property.
 - 1 Year = 75% of purchase price + cost of AppleCare
 - 2 Years = 50% of purchase price + cost of AppleCare
 - 3 Years = 30% of purchase price + cost of AppleCare
 - 4 Years = 25% of purchase price (AppleCare is expired)

(Payment is due before the equipment is returned to the student for home use.)
 - G. The return of the computer to the school district at the end of each school year for routine maintenance.
 - H. The return of the computer equipment to the school district immediately if the student is moving out of the school district or otherwise ceases to be enrolled in the school district.
 - I. The surrender of the computer to a teacher/school administrator for inspection upon demand.
 - J. That the school district may suspend or revoke the student's privileges under this agreement if student violates any provision of the agreement or of the district's applicable policies, if the computer is damaged so as to require other than routine repairs/maintenance more than two times while in the student's possession, or if the computer equipment is lost, stolen or destroyed.
 - K. That they have received a copy of the school district's current Student Computer and Internet Use
 - L. Please visit the Craig City School District website at: ccsd.k12.ak.us, for more details. Look under Families >Family Resources & Forms to find the Digital Learning Handbook.

We acknowledge that we have read this document:

Signature of Parent/Guardian

Printed Name

Date

Signature of Student

Printed Name

Date

APPENDIX C

STUDENT COMPUTER and INTERNET USE PROCEDURES

These rules are intended to provide general guidelines and examples of prohibited computer and internet uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with the Student Computer and Internet Use Procedures may result in loss of computer and internet privileges, and/or legal and disciplinary action.

A. *Computer Use is a Privilege, Not a Right*

Student use of the School District's computers, networks and internet services is a privilege, not a right. Unacceptable use/activities may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action. The building principal shall have final authority to decide whether a student's privileges will be suspended or revoked.

B. *Acceptable Use*

Student access to the School District's computers, networks and internet services are provided for educational purposes and research consistent with the School District's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communication. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member when accessing the School District's computers, networks and internet services.

C. *Prohibited Use*

The user is responsible for his/her actions and activities involving School District computers, networks and internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Accessing/Storing Inappropriate Materials -- Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal, storing music labeled "explicit" or video rated higher than PG.
2. Illegal Activities -- Using the School District's computers, networks and internet services for any illegal activity or that violates other Board policies, procedures and/or school rules;
3. Violating Copyrights -- Copying or downloading copyrighted material without the owner's permission;
4. Plagiarism -- Representing as one's own work any material obtained on the internet (such as term papers, articles, etc.). When internet sources are used in student work, the author, publisher and website must be identified;
5. Copying, Downloading, Installing or Modifying Software -- Copying, downloading, installing or modifying software without the express authorization of the system administrator;
6. Non-School Related Uses -- Using the School District's computer, networks and internet services for non-school related purposes such as private financial gain; commercial, advertising or solicitation purposes;
7. Misuse of Passwords/Unauthorized Access -- Use of other users' passwords without permission;
8. Malicious Use/Vandalism -- Any malicious use, disruption or harm to the School District's computers, networks and internet services, including but not limited to, hacking activities and creating/uploading of computer viruses;
9. Unauthorized Access to Chat Rooms/News Groups -- Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. *No Expectation of Privacy*

The School District retains control, custody, and supervision of all computers, networks and Internet services owned or leased by the School District. The School District reserves the right to monitor all computers and Internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

E. *Compensation for Losses, Costs and/or Damages*

The student and parent/guardian are responsible for paying the School District \$50 per incident for damages of the computer equipment and replacement cost for accessories.

Loss (including theft) will be billed on a depreciation scale based on the age of the device. Devices reported stolen will have a police report filed and efforts will be made to recover school property.

- o 1 Year = 75% of purchase price + cost of AppleCare
- o 2 Years = 50% of purchase price + cost of AppleCare
- o 3 Years = 30% of purchase price + cost of AppleCare
- o 4 Years = 25% of purchase price (AppleCare is expired)

(Payment is due before the equipment is returned to the student for home use.)

F. *School District Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use*

The School District assumes no responsibility for any unauthorized charges made by students, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as Copyright violations.