

# Technology Agreement

## Parker Jr. High & High School

### Student 1-to-1 Computing Agreement

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#### Overview

It is essential to teach students technology skills for their future and the administration and school board at Parker School District feel that the 1 to 1 program for students in grades 7-12 is essential in their learning. The mission is to help students develop skills that are critical in our 21st century world. 21st century skills include:

- Critical and creative thinking
- Problem solving skills
- Information and computer skills
- Interpersonal and self-direction skills
- Technology literacy

A device will be issued to each student in grades 7-12 in August, and it will stay with them for the remainder of the school year, or until they withdraw from school. Students will be responsible for bringing their device to school with them, taking them home at the end of the day, and charging them before the next day. *It is important to note that these units are the responsibility of the students 24 hours a day and are not to be left unsupervised at school or elsewhere at any time.*

*If students do not wish to take them home, they have the option of leaving them at school. However, homework will be expected to be done.*

The policies, procedures and information within this document apply to all devices used at Parker School. Teachers may set additional requirements for computer use in their classroom.

#### Receiving Your Device

The devices for all students (exceptions for dual credit students) will be issued the first day of school.

Devices will be collected at the end of each school year for maintenance, cleaning and software installations.

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 Tech Help Room located in Room 145.

#### General Precautions

- No food or drink is allowed next to your device while it is in use.

- The device must remain free of any writing, drawing, stickers, or labels that are not the property of the Parker School District.
- Existing stickers must not be removed from the device.
- The device must never be left in a car or any unsupervised area.
- Students are responsible for keeping their device battery charged for school each day.
- When not in use, the device should always be in a padded bag/bookbag.

## Using Your Device at School

The devices are intended for use at school each day. In addition to teacher expectations for the device use, school messages, announcements, calendars and schedules will be accessed using the device. Students must be responsible and bring their device to all classes unless specifically advised not to do so by the teacher of that class. At the beginning of class, students should have their device ready to use; the class will not be expected to wait for the student to be ready.

1. **Device Left at Home:** If students leave their device at home, they must immediately phone a parent to bring it to school. Repeat violations of this policy will result in disciplinary action.
2. **Charging the Device Battery:** Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations of this policy will result in disciplinary action.
3. **Sound, Music, Games, and Apps:** Sound must be muted at all times in school unless permission is obtained from the teacher for instructional purposes. Music is allowed on the device and can be used at the discretion of the teacher. Internet games are not allowed on the devices. If found this will result in disciplinary action.  
All apps (software) must be district provided. Students are not allowed to download and install any apps on the device.
4. **Printing:** Printing will be allowed but very limited. Students should get permission from their teacher before they print.

## Acceptable Use

### General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Parker School District.
- Students are responsible for their ethical and educational use of the technology resources of the Parker School District.

- Access to the Parker School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology coordinator, will be considered an act of vandalism and subject to disciplinary action.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning or slanderous language will be subject to disciplinary action.

## Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage of files and email is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, the technology coordinator or school administrator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Parker School Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the district.
- Copying software from one school owned device to another device is illegal.

## E-mail

A student e-mail account will be issued to students in grades 7-12. It is the policy of the Parker Public Schools that student email be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user.

Users of the student e-mail system are responsible for their use of the e-mail. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the Parker Public Schools and will be under the supervision of Parker school staff and the K12 Data Center in Madison, South Dakota. Use of the e-mail for any illegal or commercial activities is prohibited.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.
- Student K12 email is subject to inspection by the school and/or the State K12 data center.

## Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use and care. Non-compliance with the policies will result in disciplinary action as outlined in the Parker School Student Handbook.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

## Protecting & Storing your Device

### Device Identification

The devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- Record of serial number
- Parker School ID tag

## Storing Your Device

When students are not using their issued device, they should be stored in backpacks or lockers. Nothing should be placed on top of the device when stored in the locker. Students are encouraged to take their issued device home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home.

## Devices Left Unattended

Under no circumstances should a device be left unsupervised. Any device left unattended should be taken to the principal's office. Students who leave a device unattended may be subject to disciplinary action.

The following table outlines consequences of Unsupervised or Misuse Offenses.

| Offense * | Consequence                                                                                                                                                                            |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1         | Verbal warning & pay repair fees if applicable                                                                                                                                         |
| 2         | Detention and letter to parent along with repair fees                                                                                                                                  |
| 3         | 5 days suspended device use at home and meeting with parent along with repair fees                                                                                                     |
| 4         | Device use at home suspended for the remainder of the semester and meeting with parent. Use at school could be suspended too and is at the discretion of Parker School administration. |

\*Subject to Student Handbook Discipline Rubric as well.

## Damage Fees

The following is a list of charges that will be assessed to the student to whom the device was issued if there is damage done to a device.

| Device Repair Fees                   |            |
|--------------------------------------|------------|
| Broken keys on the keyboard/touchpad | \$20       |
| Broken or cracked screen             | \$50       |
| Excessive scratches, dings, dents    | \$20       |
| Lost or damaged power cord           | \$50       |
| Cracked case                         | Up to \$50 |

Any other damage will be assessed and assigned a fee according to the damage. These fees will be expected to be paid within two weeks of the damage.

There has been a considerable amount of time and money invested in this project and the administration at Parker School feels these fees are necessary to protect the hardware purchased for this project.

## Device Technical Support

The Tech Help room is located in Room 145 and coordinates the repair work for devices. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Updates and software installations
- Distribution of loaner devices

## What do I need to know as a parent?

**The Parker School District administration reserves the right to revoke the use of the device for any student at any time.**

**The devices will be filtered.** The district's filter blocks websites which are inappropriate for students on and off school district property. When not at school, students can access the Internet if Internet access is available to them in their home or other locations. The district's filter will continue to filter content in locations outside the school district. However, it is important to note that no filtering solution is 100% effective 100% of the time. If an inappropriate site is accessed by accident, the student must notify the teacher or technology coordinator immediately. While using the equipment at home, it is the sole responsibility of the parent/guardian to properly monitor and guide their son or daughter on proper use and access of internet sites and resources. We encourage parents to establish clear guidelines for use of technology at home.

Devices need to be stored in a safe place. A student needs to have a padded area in their backpack to store their device when not in use. A separate bag for their device would be ideal.

☐ I have read the technology agreement and agree to the terms and conditions.

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Parent Signature

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Date