

# Belfield Public School One to One Technology Use Agreement

## Student Responsible Use Policy

**Purpose:** Belfield Public School may provide and assign students a device for use both at school and at home to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued these one-to-one (1:1) computing devices.

Additional rules may be added as necessary and will become a part of this policy.

**Expectation:** Students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

## RESPONSIBILITIES

1. Adhere to these guidelines each time the device is used at home and school.
2. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
3. Respect the Internet security measures included on the device. They are configured with antivirus/antimalware software as well as software that allows SM@RT access to the device for troubleshooting and maintenance purposes.
4. Only use technology for school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
5. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use for school related work.
6. Make available for inspection by an administrator or teacher any usage history as well as messages or files sent or received to or from any Internet location using district technology. Files stored, and information accessed, downloaded or transferred on district-owned technology are not private. They may be viewed, monitored, or archived by the district at any time.
7. Provide their own headphones and/or ear buds as needed for school related work.
8. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
9. Return (including the charger) the device and keyboard upon transferring out of school or at the end of the year.
10. Each student receiving a device is required to pay a yearly \$75 technology fee.
  - a. Payment must be submitted by the 1<sup>st</sup> Friday of September of the school year, or upon enrollment at BPS.
  - b. Students who refuse to pay the fee won't be issued a device.
  - c. Upon graduation, students will be allowed to keep their device.
11. A fee waiver or reduction in fee may be granted for students who qualify for free and reduced lunches.

## **RESTRICTIONS**

1. Mark, deface, or place stickers on the device. School issued cases may also not be personalized.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass, or otherwise change the device settings or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files, or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with device hardware or software, attempt unauthorized entry into devices, and/or vandalize or destroy the device or device files. Intentional or negligent damage to devices or software may result in criminal charges.
8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials.
9. Modify or remove the inventory asset tag or the manufacturer serial number and model number tag.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. Ignorance is not an excuse. To keep devices secure and damage free, please follow these additional guidelines.

## **COMMON SENSE GUIDELINES**

- ★ You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- ★ There are many fragile components that can easily be damaged by dropping, twisting, throwing bookbags, or crushing the device.
- ★ Do not eat or drink while using the 1:1 device or have food or drinks near. Any liquid spilled on the device may very well cause damage (often irreparable) to the device, and may be considered negligent.
- ★ Keep your 1:1 device away from precarious locations like table edges, floors, seats, or around pets and small children.
- ★ Do not stack objects on top of your 1:1 device, leave outside, or use near water such as a pool.
- ★ Devices should not be left in vehicles.

- ★ Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- ★ Do not store or transport papers between the screen and keyboard.

**DEVICE DAMAGES**

If a device is damaged, the school must be notified immediately. If a student damages a device, the student/student’s family is responsible for paying repair costs according to the repair costs determined by administration up to the full cost of a replacement device. The student’s device will not be returned until the fee has been paid.

Belfield Public School reserves the right to charge the Student and Guardian the full cost for repair or replacement when negligent damage occurs as determined by the administration. Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
2. Lending equipment to others other than one’s parents/guardians.
3. Using equipment in an unsafe environment.
4. Using equipment in an unsafe manner.
5. Ignoring common sense guidelines.

**OTHER PROVISIONS**

- ★ A student who does not have a device due to it being damaged may be allowed to use a device from the school depending on availability and reason for loss. Students whose device has been damaged due to negligence will not be allowed to take the loaner device home.
- ★ If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.
- ★ Access to a 1:1 device and network should be considered a privilege that must be earned and kept.

A student’s technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the technology agreements outlined in this document.

I have received, read, and agree to abide by these Acceptable Use Policy Rules.

Student Name (Printed) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_