

# SCALES MOUND COMMUNITY SCHOOL DISTRICT COMPUTER USE AGREEMENT

**Please read the entire document carefully.**

This agreement governs the use of computers at the school site and sets the regulations for the 1:1 laptop computer program. It is an agreement between the Scales Mound Community School District (SMCSD), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at Scales Mound Community School District, hereby agree as follows:

## **1. EQUIPMENT**

**1.1 Ownership:** SMCSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, the Scales Mound administrative staff and/or their designees retain the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**1.2 Equipment Provided:** Efforts are made to keep all laptop configurations the same. All Computers include a DVD/CD-RW, ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. SMCSD will retain records of the serial numbers of provided equipment.

**1.3 Substitution of Equipment:** In the event the Computer is inoperable, SMCSD has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the student forgets to bring the Computer or power adapter to school, a substitute will not be provided except for unusual circumstances at the discretion of the teacher or administration.

**1.4 Responsibility for Electronic Data:** The Student is solely responsible for any non-SMCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data often as necessary. SMCSD provides a means for backup along with directions but SMCSD does not accept responsibility for any such software.

## **2. DAMAGE OR LOSS TO EQUIPMENT**

**2.1 Insurance and deductible:** SMCSD has purchased insurance, which provides the broadest perils of loss regularly available. This insurance coverage is subject to a \$500 deductible per Computer.

**2.2 Responsibility for Damage:** The Student is responsible for maintaining working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the *Standards for Proper Care* for a description of expected care (Section 4). In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$200

- Third incident – up to full cost of repair or replacement

**SMCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.** Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop at any time. (See the *Standards for Proper Care* section for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to someone other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* section for guidelines of proper use).

**2.3 Responsibility for Loss:** In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement or the cost of the deductible if applicable.

**2.4 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Technology Coordinator. If the Computer is stolen or vandalized while not at Scales Mound Schools or a school-sponsored event, the Parent shall file a police report.

**2.5 Technical Support and Repair:** SMCSD does not guarantee the Computer will always be operable, but will make technical support, maintenance and repair a priority.

### 3. LEGAL AND ETHICAL USE REGULATIONS

**3.1 Monitoring:** SMCSD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with SMCSD’s Legal and Ethical Use Regulations.

**3.2 Legal and Ethical Use:** All aspects of SMCSD Computer Use Agreement remain in effect, except as mentioned in this section.

**3.3 File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols including but not limited to: Bit Torrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

**3.4 Allowable Customizations:**

- The Student *is permitted* to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements that are deemed school appropriate).
- The Student *is permitted* to legally download music to iTunes, but cannot download or install any other software without permission from the Technology Coordinator.

**3.5 Copyright Laws:** The Student will not duplicate nor distribute copyrighted materials other than a back-up copy of those items the Student legally owns.

### 4. STANDARDS FOR PROPER COMPUTER CARE

**4.1 Student Laptop Program Acknowledgement Form:** The Student is expected to follow all the specific guidelines listed in the Computer Use Agreement herein, and take any additional common sense precautions to protect their assigned

Computer. These same rules apply to loaner and stationary computers used on the school premises. **Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.** Parents and the Student must sign the Student Laptop Program Acknowledgement Form prior to receiving their assigned laptop computer.

Read the electronic manual that comes with the laptop stored within each individual computer. Following Apple's advice and the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

#### 4.2 The Student's Responsibilities

- Treat the equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to SMCS D every school day. (If the Student forgets his/her equipment, substitutes will NOT be provided, except for unusual circumstances at the discretion of the teacher or administrator).
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. When the Student cannot directly monitor the Computer, keep it stored in a secure place in the assigned case (i.e., locked in a locked locker or other suitable place) For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. It is "best practice" to leave the Computer in the Student's issued locked locker. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be the Student's full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the Computer in school vans, in the gym, in a locker room, on playing fields, in the care of another student/teacher, or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car for long periods of time. ***\*Avoid leaving the Computer in environments with excessively hot or cold temperatures.*** If the Computer must be stored in a car for a short period of time, it must be kept out of plain view to avoid theft.
- The Student will keep the laptop lid fully closed whenever it is moved from one point to another. When passing from class to class the Student must place the Computer in the assigned computer case.
- The Computer is to be used only by the assigned Student. The Student's Parents or guardians also are granted access to use the Computer. Loss or damage that occurs when anyone else is using the Computer will be the Student's full responsibility.
- Adhere to SMCS D Computer Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Technology Coordinator, Media Specialist or Principal.
- Regularly back up all necessary data stored on the Computer. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.
- The Student understands his/her issued Computer is subject to random checks and he/she will be responsible to maintain a laptop that hosts data and materials deemed appropriate by school administration.

### 4.3 How to Handle Problems

- Promptly report any problems to the Technology Coordinator, Media Specialist or Principal.
- Don't force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

### 4.4 General Care

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the Computer that will permanently alter it in any way. (The Student can apply identifiers to the Computer so long as they are **completely** removable.)
- Nothing with adhesive residue should be directly applied to the Computer surface. Students are responsible for any damage to the Computer.
- Keep the equipment clean. For example, avoid touching the screen and NEVER eat or drink while using the Computer. **\*Note:** The Apple warranty does not cover damage to the Computer due to exposure to bodily fluids, blood borne pathogens or nicotine smoke.

### 4.5 Carrying the Computer

- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient – there is little reason to actually shutdown the laptop other than on an airplane or during extended days of inactivity.
- Always store the Computer in the laptop case provided or in another certified laptop case. **\*Note:** Do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself and the Computer parts as this may damage the screen.
- Do not grab and squeeze the Computer, as this can damage the screen and other components.
- Never move the Computer while a CD or DVD is actively being used.

### 4.6 Screen Care

The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$800 to replace. Screens are particularly sensitive to damage from excessive pressure.

- Refrain from touching the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens. See the Media Specialist or Technology Coordinator for assistance in cleaning your computer properly. The school will supply cleaning materials and special cleaning cloths.

- Never leave any object on the keyboard, i.e. pens, pencils, and papers with staples left on the keyboard are guaranteed to crack or severely scratch the screen when the lid is closed.

#### **4.7 DVD/CD-RW (Optical Drive)**

- Never force a disc into the slot. This can cause permanent damage and voids the computer warranty.
- Keep discs clean and store them in a cover to prevent dust from entering the Computer. Always remove CDs and DVDs when they are not in use – this preserves battery life.
- Avoid using CDs or DVDs unless the Computer is connected to a power source with the charging unit – CD/DVD use dramatically lowers the life of the battery.

#### **4.8 Battery Life and Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby the Student takes responsibility to charge the Computer overnight.
- Avoid using the charger in any situation where the Student or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if the Student is unable to connect to a charger. Charging areas will be provided at school, but it is the Student's responsibility to have a properly charged battery.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen. Place the Computer in sleep mode when not in use.

#### **4.9 Personal Health and Safety**

- Avoid extended use of the Computer resting directly on the lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working with the laptop on the lap. Also, avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production.
- Read the safety warnings included in the Apple User Guide.

### **5. EQUIPMENT LENDING INFORMATION**

This **additional** agreement allows students, under the supervision and discretion of the Technology Coordinator and the classroom teacher (or activity sponsor/coach), to check out a variety of peripheral equipment such as cameras, microphones, and other audio visual devices for multimedia school projects. The signed agreement is part of the *Student Laptop Program Acknowledgement Form*.

SMCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

#### **5.1 Agreements**

1. The Student received authorization from the Technology Coordinator and the teacher/sponsor/coach and have filled out the appropriate lending form and filed in the office.
2. The Student will return the equipment on the established due date and times. It will be understood the Student will be billed for replacement costs if equipment is not

returned or returned promptly. Approximate replacement costs include: laptops \$1,000, digital cameras \$300, and assorted peripheral items \$25-\$500.

3. The Student will treat this equipment with the same care as if it were his/her property.
4. The Student will maintain the equipment in clean condition.
5. The Student will avoid use of the Computer in situations that are conducive to loss or damage.
6. The Student will heed general maintenance alerts and advice from school technology personnel.
7. The Student will promptly report any malfunctions, loss, damages or theft to the Principal, Technology Coordinator, Media Specialist or the classroom teacher/sponsor/coach.
8. The Student will always transport the equipment in a safe and secure manner whenever leaving the school premises or when not in use.
9. The Student will adhere to SMCS Computer Use Agreement and when using peripheral equipment at all times and locations.

## **5.2. Damage or Loss**

The Student is responsible for any costs incurred due to loss or damage of equipment as determined by the school. ***The Student understands that if they violate the acceptable use policies, he/she may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.***

## **6. VIDEOS, PICTURES, DISCUSSION AREAS, PUBLISHING ON THE SCHOOL NETWORK**

### **6.1 Use of Teacher Web Tools for Learning**

- While enrolled at Scales Mound Community School District, the Student will have access to the teachers' course communication/information sharing system such as Edmodo. Teachers may create a variety of blogs, wikis, discussion boards, posts, emails, and activities in support of academic growth. SMCS's primary use of Edmodo, other systems and/or web tools is for academic purposes only. Edmodo, like other programs, allows the academic community to use social networking to interact with learning content, peers, resource persons, and teachers. As such, students are expected to use assigned social networking areas as a learning tool and not for unrelated communication and gossip. As always, classroom teachers and administration will monitor all networking activities for appropriate use.

### **6.2 School Sponsored Pictures, Video and Chat Logs**

- Students and their parents must notify the school in writing if they wish to prohibit the direct use of video, pictures, or chat logs for school news and professional development of teachers and staff. Student work will be solely shared to serve the purpose of improving our school and public relations by promoting the positive image and work of the teachers and students within the school.
- Students are not to create their own activities or events on the school district's technology network without consent and direction of the classroom Teacher, Technology Coordinator, Principal and Superintendent.
- Students are not to ask for or send photos of other students without consent and direction of the classroom teacher and Technology Coordinator.

- Students are not to ask for personal information about other students. Examples include but are not limited to: email address, phone number, home address, and physical description. This section is not intended as a comprehensive list. The student handbook and school board policy may apply for disciplinary consequences including limited access to network services and loss of computer privileges if there is a violation. Other student conduct rules and policies may apply.

## **7. COMPUTER USE AND CONDUCT RULES**

**7.1 General Information:** The primary goal of SMCS D's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. The following is a list of rules and guidelines, which govern the use of SMCS D computers and network resources.

**7.2 Network Resources:** Network services refers to all aspects of SMCS D's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of SMCS D's network resources whether this access occurs while on or off the school premises.

### **7.3 Prohibited Acts:**

#### **The Student may not use network resources:**

- to create, send, access or download material which is abusive, illegal, defamatory, inaccurate, offensive, hateful, harassing or sexually explicit;
- to invade the privacy of others;
- to post material authored or created by another without consent;
- to access the data or account of another user (altering files of another user is considered vandalism);
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Technology Coordinator to make special arrangements);
- to use the network and/or Computers at unauthorized times;
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business or private advertisement;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to wastefully use school resources;
- to install any unauthorized software onto SMCS D computers;
- to copy SMCS D school software (copying school owned software programs is considered theft).

**In addition, students may not:**

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email.”

**7.4 Responsibility for Property:**

The Student is responsible for maintaining a 100 percent working laptop at all times. The Student shall use reasonable care to be sure the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one’s parents.
- Not using equipment in an unsafe environment.

The Student must keep the Computer locked in the assigned case (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with the Student or within the Student’s sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered “unattended” and may be confiscated by faculty or staff as a protection against theft. If confiscated, the Student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the Student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the Student’s responsibility.

**7.5 Discipline**

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the file sharing rules will also have his/her hard drives restored to the original settings. Serious or repeated violations will result in the student’s use of technology being restricted and/or revoked. Improper student conduct is subject to disciplinary action according to school board policy and the student handbook.

**7.6 Legal Issues and Jurisdiction**

Because SMCS D owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of SMCS D’s network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Agreement.



### **7.7 Disclaimer**

Although the SMCS D will monitor computer use and have a filtering system in place, SMCS D cannot have complete control of the information on the Internet or incoming email, nor does it provide any guaranteed barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Scales Mound Community School District. While SMCS D's intent is to make Internet access available for educational goals and objectives, account holders may have the ability to access other materials as well. The Scales Mound School District expects students to obey the Computer Use Agreement when using the Internet. Students found in violation of the policy will be disciplined. Parents are expected to monitor Computer usage after school hours.

In addition, SMCS D account holders take full responsibility for their access to SMCS D's network resources and the Internet. Specifically, SMCS D makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

Please contact the Principal or Superintendent with any questions regarding this Computer Use Agreement.

*Adapted from the Clayton Ridge School District and Erie School District*