

Waukomis device usage agreement

Terms of Tech Loan

Issuing of Device

All students enrolled at Waukomis Public Schools issued an Technology Device, Property of WPS, will be individually assigned to students, and serial numbers recorded and will stay with the student. Waukomis Public Schools will retain ownership of device and students will turn them in at the completion of his/her fiscal school year at WPS, or upon the student's withdrawal. Students are responsible for bringing the device to school, taking them home each day, and charging them for use the next day. The devices are not to be left unsupervised at school or at home in unsecured locations. Students may choose to purchase their assigned device at the completion of their year for a nominal fee.

Conditions of Loan

Waukomis Public Schools will lend a device to students enrolled in WPS upon compliance with the following:

- 1) Student Responsible Use of Technology and Internet Safety Agreement (RUA) signed by the student and parent
- 2) DEVICE Agreement signed by the student and parent.

Hardware and Software Issued

Hardware:

- 1) Technological device
- 2) AC Adapter and power cord

Devices run on an IOS, android, or windows based program and are Internet capable. They also have web-filtering and anti-virus services.

Other software applications may be installed by members of the WPS Technology Department. The software installed by Waukomis Public Schools must remain on the device in usable condition. *Students will be able to install approved software through approved methods. No unapproved software may be installed by students.*

Device Care Guidelines General Care of the Device

- 1) For prolonged periods of inactivity, you should shut down completely before leaving the device. This will help to conserve the battery.
- 2) Please be aware that overloading the backpack or case will damage the device. Take precaution when placing the backpack or case on a flat surface.
- 3) Liquids, food and other debris can damage the device. You should avoid eating or drinking while using the device. DO NOT keep food or food wrappers in with the device.
- 4) Take extreme caution with the screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid dropping or setting things on the device.
- 5) Dimming the LCD brightness of your screen will extend the battery run time.

- 6) Never attempt to repair or reconfigure the device. Under no circumstances are you to attempt to open or tamper with the internal components of the device. Nor should you remove any screws; doing so will render the warranty void.
- 7) Take care when inserting cords, cables and other removable storage devices to avoid damage to the device ports.
- 8) Do not expose your device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device.
- 9) A label has been applied to your device for ID purposes. Please do not place additional stickers/items on the device. Remember the devices are the property of Waukomis Schools.
- 10) Keep your device away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.
- 11) Always disconnect the device from the power outlet before cleaning.
- 12) Clean the screen and touch pad with lint-free, anti-static cloth. (Never clean the screen with glass cleaner.)
- 13) Wash hands frequently when using the device.
- 14) Do not leave the device in a vehicle for extended periods of time or overnight.
- 15) Never sit on the device.

Security

- 1) Do not leave device in unsupervised areas. Unsupervised areas include but are not limited to the cafeteria, outdoor tables/benches, computer labs, buses, locker rooms, classrooms, gyms, dressing rooms, restrooms, hallways. Secure your device in your locker before going to a class in an unsecured area. In the event of a fire drill or other classroom evacuations, students should take device with them.
- 2) Unsupervised or abandoned device will be confiscated by staff.
- 3) Avoid using the device in areas where damage or theft is likely.
- 4) When students are not using the device, devices should be stored in their lockers. Students are encouraged to take their device home every day after school, regardless of whether or not they are needed. If a device is stored temporarily in a vehicle, it must not be visible from outside.
- 5) During after-school activities, students are still expected to maintain the security of the device. Students participating in sports events will secure the devices by placing them inside their student-assigned lockers.
- 6) Each device has identifying labels including the serial number and assigned student name. Students must not modify or destroy these labels.

Loaning Equipment to Others

Students may not lend device or device components to others for any reason. This includes other family members. Parents/legal guardians may use the device to assist their child who is assigned the device with homework and school assignments.

Power Management

- 1) It is the student's responsibility to recharge the device battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classrooms for recharging.
- 2) Uncharged batteries or failure to bring the device to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.
- 3) Be careful not to cause a tripping hazard when plugging in the device.
- 4) All students are required to carry their chargers (AC adapters) to school to recharge the battery if necessary.
- 5) Protect the device by using a surge protector whenever possible.

Conserving Battery Power

- 1) Use standby mode or hibernate mode throughout the day.
- 2) Dimming the brightness of the screen will extend battery run time
- 3) For prolonged periods of inactivity, shut down the device.
- 4) Do not drain the battery down to 0%. Keep a well-charged battery at all times and plug in when needed.

Software and File Management

General Information

- 1) Devices come with a standardized software configuration. This configuration may be altered through approved processes only.
- 2) All software must be approved by Waukomis Public Schools.
- 3) Do not change the device name.
- 4) Do not change or remove operating system extensions.
- 5) Unapproved software, hardware, or additional plug-ins are not to be loaded on the device.
- 6) The school does not accept responsibility for the loss of any data deleted due to re-imaging of the device.

Music, Games, or Programs

The **WPS Responsible Use of Technology and Internet Safety Agreement** states that students are expected to comply with ethical-use guidelines and abide by federal copyright laws. Music, videos and games may not be downloaded, installed, or saved to the hard drive. Music and games can be disruptive during class and may not be brought to school unless the student has permission from the teacher for an educational project.

Deleting Files

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the device.

Student Storage/Saving Files

Students are responsible for maintaining and backing up their files and documents. Any files saved to the device hard drive may be lost in the event of a hardware failure or may be removed during maintenance.

Students may back up to their user directory, external devices, such as a thumb drive, or students may back up to “cloud” storage on the web, such as Google docs. If the student device crashes and files are lost, it is the student’s responsibility to have the files saved elsewhere. Please note: “the device crashed” is not an acceptable excuse for not turning assignments in on time.

Screensavers/Wallpapers

If students choose to modify the standard wallpaper or screensaver, it must adhere to the standards and policies of Waukomis Schools.

Sound

Device sound will be muted at all times during school unless permission is granted from the teacher for instructional purposes. Headphones may be used in class with express permission from the teacher.

Email and Internet Use Email and other Digital Communications Accounts

Email correspondence will be used for educational purposes only. Electronic communication coming from or going on the school device can and will be monitored to make sure the terms of the RUA are being followed. **Digital communications etiquette** is expected by all students using all school-provided communications accounts, sites, or applications including but not limited to wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses, and online collaboration sites.

Internet Use

As required by the **Children’s Internet Protection Act (CIPA)**, an internet filter is maintained by the district for school and home use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Waukomis Schools cannot guarantee that access to all inappropriate sites will be blocked. **No filter is as reliable as adult supervision!** Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the Internet. Waukomis Schools will not be responsible for any harm suffered while on the network or the Internet. Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.

Internet Safety

As a part of WPS curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms. Lessons will also be provided to create an environment free of cyber-bullying

- 1) Immediately report any unauthorized activity on the network or Internet.
- 2) Notify a teacher immediately if you accidentally access an inappropriate site.
- 3) Never read someone else's email or open their files or folders.
- 4) Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- 5) Never arrange to meet an Internet contact in person.
- 6) Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
- 7) Protect your user account by keeping your password secure and logging off or locking when not at the computer. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in you are responsible. Keep your password a secret!
- 8) Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
- 9) Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Off-campus Internet Use

Waukomis Schools will not serve as a home Internet service provider. However, the district will provide Internet filtering for the devices while connecting to the Internet away from school. It is the responsibility of the parent or guardian to monitor student device use, especially Internet access, in the home.

Waukomis Schools is not responsible for providing internet access outside of school. The ability to access the internet from home varies from situation to situation. No guarantee is implied.

Monitoring DEVICE Usage Monitoring and Supervision

Waukomis Schools engages students in an Internet Safety program and instructs students in making appropriate choices regarding Internet use, content evaluation and web site selection. WPS also takes technical measures to filter internet access to protect students from inappropriate content. School-district personnel supervise student use of technical resources, including Internet browsing. These measures are in place to protect students and help them become informed consumers of internet content. However, no technical measure or human supervision is failsafe. While we are committed to protecting our students, we acknowledge students may access inappropriate content, intentionally or accidentally. Ultimately it is the responsibility of the student to practice internet safety

measures and use the resources to access appropriate educational resources.

Waukomis Public Schools does not recommend that students use devices in an unsupervised or isolated setting while off campus. WPS recommends students use devices in plain view of parents, guardians, or other adult family members.

Students will provide access to the device and any accessories assigned to them upon request by the school or district. A search of the device and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated. Faculty and staff have the ability to remotely monitor student device use while at school.

Privacy

There is no expectation of privacy regarding the contents of computer files or communication using any school-owned computer or network. Waukomis Schools reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Waukomis Public Schools' equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned equipment.

School-system personnel may conduct an individual search of the device, files, music, videos, emails or other related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district-owned computer systems.

Copyright Compliance

All students are expected to adhere to federal copyright laws. The following guidelines will help students be in compliance:

- 1) "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea.
- 2) Text (including email and web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright.
- 3) Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information.
- 4) Even an innocent, unintentional infringement violates the law.

Social Networking

Social Networking activities will only be used when assigned by and supervised by a teacher for academic purposes. Students will avoid posting personal information online; will understand that postings are permanent; and will exercise mature and responsible conduct at all times while online, both on and off campus.

DEVICE Inspections

Students may be randomly selected to provide the device for inspection. Students with damaged devices who fail to report the damage will be subject to additional fines and disciplinary action.

Student Responsibilities

Students must bring the device to all classes, unless specifically instructed not to do so by their teacher. A device left at home is not an acceptable excuse for not submitting work; a reduction in a grade may be given. A lost document is not an excuse for late or missing work. Students leaving devices at home will be required to complete assignments using alternate means determined by the teacher. **Students will not be given the use of a loaner device if he or she leaves the device at home.** Disciplinary action may be taken for students who repeatedly leave a device at home.

Users are responsible for their actions and activities involving school-owned devices, networks, and internet services, and for their files, passwords, and accounts on school-owned equipment. Students must ask for assistance if they do not know how to operate technology. Students are responsible for their ethical and educational use of all devices, hardware, and software. Students should monitor all activity on their account(s) and report anything suspicious to a teacher. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

The right to use an device at home is a privilege. If students do not adhere to Waukomis Schools' Responsible Use of Technology and Internet Safety Agreement, all Board policies, and the guidelines in this Student Device Handbook, the privilege to use the device at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of device use, disciplinary action, and/or fines for any needed repairs or maintenance. The school principal will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

Unacceptable Behavior

Unacceptable conduct includes, but is not limited to the following:

- 1) Using the network for illegal activities, including copyright violations;
- 2) Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus;
- 3) Downloading inappropriate materials, viruses, or software;
- 4) Using or possessing hacking or file-sharing software, including keystroke loggers, batch files, or applications used to bypass network security;
- 5) Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;

- 6) Using the device or network for financial gain, advertising, or political influence;
- 7) Vandalizing or tampering with equipment, files, software, system performance, or other network equipment;
- 8) Attempting to repair, remove or install computer hardware or software;
- 9) Opening the device to access internal parts;
- 10) Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages;
- 11) Subscribing to mailing lists, mass emails, games, or other services that cause network congestion;
- 12) Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or hardware;
- 13) Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others;
- 14) Invading the privacy of others;
- 15) Using another person's username or password, or allowing another to access your account using your username or password;
- 16) Pretending to be someone else when sending or receiving messages;
- 17) Using email other than the school-issued email account, on school-owned equipment;
- 18) Forwarding or distributing inappropriate email messages;
- 19) Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content;
- 20) Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism;
- 21) Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students;
- 22) Assisting, observing, or joining any unauthorized activity using the device, network, or Internet;
- 23) Accessing or attempting to access Internet sites not approved by district/teacher include non-educational chat rooms, instant messaging, or social networking sites and including MySpace, Facebook, YouTube and other sites that could expose students to harm or distract from engagement in academic and school-related pursuits;
- 24) Attempting to disable or circumvent Waukomis Schools' Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted;
- 25) Falsifying permission or identification information;
- 26) Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses;
- 27) Knowingly placing a computer virus on a computer, a device, or network (additionally, legal charges may be filed);
- 28) Writing, drawing, painting, defacing, or placing stickers or labels on school-owned devices or accessories, or causing other intentional damage;

- 29) Attempting to alter data or the configuration of a device or the files of another user will be considered an act of vandalism and subject to disciplinary action;
- 30) Accessing or attempting to access the wired or wireless network with any device that is not property of Waukomis Schools.
- 31) Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols are subject to disciplinary action;
- 32) **Cyber-bullying** in any form is unacceptable. Students will not engage in any cyber-bullying activity, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of a computer. In situations in which cyber-bullying originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive of the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case by case basis as deemed appropriate by the school principal. In addition, if a criminal act has been committed, it will be reported to local law enforcement. Refer to W P S Board Policies;
- 33) Students will comply at all times with Board policies, the Responsible Use of Technology and Internet Safety Agreement, and this Device Handbook.

Consequences

Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the device, or services. The student will also be subject to disciplinary action as set out in the W H S Student Handbook. The school principal will have authority to decide appropriate consequences regarding non-compliance. Waukomis Schools cooperates fully with local, state, and federal law enforcement for computer crimes recognized under Oklahoma General Statutes.

***NOTE: The principal has the discretion to permanently confiscate the laptop from the student at any time.**

Technical Support and Repairs

Technical support/Help Desk is only available during school hours from 8am-4pm. If a student has a technical problem at home, he or she should document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software being used when the problem occurred. With teacher permission, the student should report the problem to the Technology Support Team. All repairs will be performed or managed by school-district personnel. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school-owned computer equipment. Every effort will be made to repair or replace the laptop in a timely fashion.

Services provided include the following:

- Hardware or software maintenance and repairs
- User account support
- Operating system and software support
- Hardware support
- Updates and software installations
- Warranty repairs
- Managing device tracking service
- Basic troubleshooting

Damage not covered

Replacement of repair fees will be charged for damaged devices, chargers, batteries, and accessories. Damages to the devices not covered by the hardware warranty and all peripherals will be assessed per the Damage Fee Table below.

Insurance:

Waukomis Schools has insurance coverage that covers loss or theft of the devices while on school property. However, if devices are lost, stolen or destroyed by a disaster (flood, fire, and tornado) outside of school, school insurance does not apply and the student and/or parent/guardian will be held responsible for replacing the device.

Parent Liability:

The parent, guardian, or adult student will be responsible for compensating the school district for any losses, costs, or damages which are not covered by the warranty or the property insurance coverage, possibly including the laptop's full replacement cost. Students with damaged devices who fail to report the damage may be subject to additional fines and disciplinary action.

Theft

Incidents of theft occurring off campus must be reported to the police by the parent or student, and a copy of the police report must be brought to the school within 48 hours to be given to the school principal.

Any theft occurring on school grounds must be immediately reported to the building principal.

Be prepared to provide the following information when reporting a theft:

1. Device Serial Number, Manufacturer and Model
2. Date and address of theft
3. Complete details of theft

4. Police File Number, Officer's Name and Police Agency Information

NOTE: It is important to complete all these steps immediately after the theft. Filing a false police report is punishable by law.

The district will work with the police department to report all model, accessories, and serial numbers of stolen or lost laptops to local pawn shops and area law enforcement agencies

Parent Expectations

1. Remember that while the school system will provide Internet content filtering, *there is no substitute for parental supervision when using a computer.*
2. Monitor student use of the laptop and Internet at home.
3. Ensure your child understands and adheres to laptop and Internet policies and guidelines set forth by WPS.
4. Sign a copy of the agreement that you will find at the end of this handbook.
5. Reimburse the school district for any costs incurred or fines assessed due to misuse, neglect, damage, or loss, including theft, if not otherwise covered by warranty or insurance, up to the full replacement cost of the device.
6. Assist your child who is assigned with the homework and school assignments. The purpose of the device is to help students learn. Student use of the device for learning is the most important priority.
7. Ensure the return of the device and all accessories before the student withdraws from school.

Parent Agreement

(A signed copy of this form must be turned in to the High School Office.) We are excited to be able to provide your student with a device while he or she is enrolled at Waukomis. ***These devices are to be used by the student for learning purposes only and are the property of Waukomis Schools.*** Please note the following conditions of the program:

Parents or students will file a police report in case of theft, vandalism, and other acts that occur away from the school campus. If a device is lost or stolen due to proven negligence as determined by state insurance officials, parents may be responsible for full replacement costs (approximately \$500.) Devices that are not returned when a student leaves, transfers, or withdraws from school will be considered stolen. The procedures outlined in the Parent/Student Handbook will be followed and theft charges will be filed.

Please read the previous Parent/Student terms and conditions carefully with your child. Be sure that both you and he/she understand the guidelines for this program. Failure to comply with all guidelines, terms and expectations of Waukomis Schools policies, and handbook, the Responsible Use of Technology and Internet Safety Agreement, and Waukomis Board policies and procedures may subject you to financial responsibility for costs, fees, fines and other monetary consequences.

Yes, I have received a copy of the Waukomis device usage agreement and understand the conditions of the program. I have also received and read the **Waukomis Schools Responsible Use of Technology and Internet Safety**.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Name of Student

Grade

Signature of Student

Date

For office use only

Driver's License number or approved form of ID _____

Signature of school designee _____

Date _____

Student Agreement

(A signed copy of this form must be turned in to the School Office.)

- 1) I understand the device is property of Waukomis Schools and is assigned to me.
- 2) I will use the device appropriately for school purposes.
- 3) I will care for the device assigned to me and not leave it unsupervised or in unsecured locations.
- 4) I will not loan the device to another individual.
- 5) I will charge the device battery before each school day.
- 6) I will not use the device near food or drinks.
- 7) I will not disassemble any part of the device or attempt any repairs.
- 8) I will carry and handle the device appropriately.
- 9) I will not place stickers, drawings, markers, etc. on the device. I will not deface the serial number sticker on the device.
- 10) I understand that the device and its contents may be inspected at any time because it is school property.
- 11) I agree to return the device, power cord, charger, charger cable, and any other accessories assigned to me when requested in good working condition.
- 12) I will follow the policies, procedures, and guidelines outlined in the Waukomis Parent/Student device usage agreement, and the Responsible Use of Technology and Internet Safety Agreement at all times.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____