

Hicksville High School

Computer Loan Agreement

Student Network And Internet Acceptable Use And Safety Agreement

One Apple® MacBook Air, charger, and laptop bag are being lent to the Student and are in good condition. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of Hicksville Exempted Village Schools and is herewith lent to the student for educational purposes only for the Academic School Year. **The student may not deface or destroy this property in any way.** The laptop bag and laptop should not be marked upon. Inappropriate use of the machine may result in the student losing their right to use the computer. The equipment will be returned when requested by Hicksville High School, or sooner, if the student withdraws from Hicksville High School prior to the end of the school year.

The District Property may be used by the Student only for non-commercial purposes, in accordance with District's policies and rules, the Hicksville High School Acceptable Use Policy, as well as local, state, and federal statutes.

Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement.

One user with specific privileges and capabilities has been set up on the laptop for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete, access, or modify other users accounts on the laptop and on any school-owned computer.

The Hicksville High School network is provided for the academic use of all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the laptop. These labels are not to be removed or modified. If they become damaged or missing contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the laptop.

An email account will be available for each Student to use for appropriate academic communication with other students and staff members.

It is the student's responsibility to regularly back up his/her files to the server or blank CD-R's.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Student's diskettes or other data storage medium. Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition and

repair upon request by Hicksville High School.

Parent Responsibilities

Your son/daughter has been issued an MacBook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- ♣ I will supervise my child's use of the MacBook at home.
- ♣ I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my child's use of the Internet and email.
- ♣ I will not attempt to repair the MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- ♣ I will report to the school any problems with the MacBook
- ♣ I will not load or delete any software from the MacBook
- ♣ I will make sure my child recharges the MacBook battery nightly
- ♣ I will make sure my child brings the MacBook to school every day
- ♣ I understand that if my child comes to school without their computer, I may be called to bring it to school

I agree to make sure that the MacBook is returned to the school when requested and upon my child's withdrawal from Hicksville High School.

Student Responsibilities

Your MacBook Air is an important learning tool and is for educational purposes only. In order to take your MacBook Air home each day, you must be willing to accept the following responsibilities

When using the MacBook Air at home, at school, and anywhere else I may take it. I will follow the policies of Hicksville High Schools - especially the Student Code of Conduct and Acceptable Use Policy - and abide by all local, state, and federal laws.

- ♣ I will treat the MacBook Air with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- ♣ I will not lend the MacBook Air to anyone, not even my friends or siblings; it will stay in my possession at all times
- ♣ I will not load any software onto the MacBook Air
- ♣ I will not remove programs or files from the MacBook Air
- ♣ I will honor my family's values when using the MacBook Air
- ♣ I will not give personal information when using the MacBook Air
- ♣ I will bring the MacBook Air to school everyday
- ♣ I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication
- ♣ I will keep all accounts and passwords assigned to me secure, and will not share these with any other students
- ♣ I will not attempt repair the MacBook Air
- ♣ I will recharge the MacBook Air battery each night
- ♣ I will return the MacBook Air when requested and upon my withdrawal from Hicksville High School
- ♣ I will place the MacBook Air in its protective case when it is being moved.

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Rules of School Network and School Computer/Property Use Hicksville MS/HS

1. Students may only access their computer or network by using their **assigned network account/password**. Use of another person's account/password is prohibited. Students may not allow other students to use their account/password. Students may not go beyond their authorized access.
2. Students are responsible for their behavior and communication on the computer/network. Students may not use the network or school property to engage in transmission, **receiving or possession of obscene materials or pornography** of any kind. Students may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Students may not intentionally seek information or **modify files, data, or passwords belonging to other users**, or misrepresent other users on the computer/network.
4. Students may not use the network or school property to engage in **illegal activities such as software pirating, peer-to-peer file sharing** (ex: Frostwire, Bit Torrents, etc.) and/or intellectual property violations (ex: music, videos, books, television shows, movies, etc. which are under copyright). Only public domain software may be installed on school property with the consent of the principal and director of technology.
5. All communications accessible on the internet should be assumed to be private property (ex: copy written or trademarked). All **copyright issues** regarding software, information, and authorship must be respected. Rules against cheating and plagiarism will be enforced.
6. Students may not use the network or school property to engage in "**hacking**". Malicious use of the network or school property to develop programs or infiltrate a computer or computer system and/or damage the software components of a computing system is prohibited. Students may not use the network or school property to disrupt its use by others.
7. Students may not bypass or attempt to bypass the district's technology protection measures. Students must immediately notify a teacher, the principal, or the director of technology if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.
8. **Transmission of any material in violation of any state, federal law, or regulation** or board policy is prohibited.
9. Any use of the network or school property for **commercial purposes is prohibited**.
10. Use of the network or school property to engage in **cyberbullying is prohibited**. Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
11. While on the school network, use of **chat clients, social networking sites, and web-based email are prohibited**.
12. **Privacy in communications over the internet and the school network is not guaranteed**. In order to verify compliance with this rule, the school reserves the right to inspect any directories, files, and/or messages residing on or sent using the school network or property.
13. Students and parents will indemnify and **hold the harmless the district** from any financial losses or legal ramification sustained due to misuse of the network or school property by the students.
14. Use of **non-educational games, videos, movies, or games/videos/movies** not assigned by a teacher while on the network or using school property is prohibited.
15. When using the network or school computers, students must **follow the directions of school teachers/staff and adhere to school policies**.