

## NEWPORT PUBLIC SCHOOLS STUDENT LAPTOP AGREEMENT

The Newport School Department will provide each student with a Laptop that will be used in school. The Laptop is to be used as a positive learning tool in coordination with the district's curriculum. Although this agreement authorizes the student's use of the device for the year, the device is the property of the district and must be returned upon the district's request or on the last day of the student's attendance for the school year. In using the device, the student is subject to and must comply with all district policies, procedures, and regulations. A violation of any of these policies could result in loss of network privileges, loss of the right to use the Laptop, or appropriate discipline.

### Expectations

#### Students will be able to:

- Implement creative uses of educational technology, promoting the development of self-directed and lifelong learners who are comfortable working in our rapidly-changing technological world.
- Participate in an innovative, collaborative learning environment
- Respect the rights and privacy of others at school through the appropriate use of the Laptop.

#### Students may not:

- Disrupt the education process of the classroom through the non-educational use of the Laptop.
- Endanger the health or safety of themselves or others through the use of the Laptop.
- Engage in illegal or prohibited conduct of any kind through the use of the Laptop.
- Remove any identification stickers from the Laptop. Maintenance and Care of Laptop:
- Students must keep the Laptop in good and working condition.
- Insert and remove cords and cables carefully to prevent damage to cables and to the Laptop.
- Do not insert any objects, paper, or other materials on top of the keyboard and close the computer.
- Do not write or draw on the Laptop or apply any stickers or labels that are NOT the property of the district.
- Handle the Laptop carefully.

#### Daily Use of the Laptop:

Unless otherwise instructed, the Laptop is intended for use at school every day.

**Software:** Only legally licensed software/applications, media, or other data is permitted on the Laptop. Students will not download software/applications, media (including songs, photos, videos) without a district employee's prior approval. Students WILL NOT replace the provided operating system on the Laptop with any custom software or applications. Students WILL NOT remove or modify any district-installed software/applications.

## Additional Terms

**Damage or Loss of Laptop:** Please report any damage or loss immediately to your homeroom/crew teacher.

**Hardware or other Functionality Problems:** If a problem arises with your Laptop, please report it to your homeroom/crew teacher as soon as possible. You will be given a loaner until your computer is fixed.

**Internet Filter:** The district utilizes an Internet content filter that is in compliance with the federally mandated the Children's Internet Protection Act (CIPA). All Laptops, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district.

**Website and Social Media Guidelines: THINK before you act.** Your online actions are real and permanent!

- Be aware of what you post online. Website and social media venues are public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, future colleges, or employers to see.
- It is acceptable to disagree with others' opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, school information, and pictures. Do not SHARE your password with anyone besides your teachers and parents.
- Do your own work! Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell a trusted adult right away.

**This sheet needs to be signed/initialed by guardian and student and returned to homeroom/Crew teacher. Please keep the above pages for your records.**

Guideline	Parent Initial	Student Initial
I am submitting my consent for my son/daughter to access and use Gsuite managed by Newport Public Schools.		
I agree that the use of NPS technology is a privilege and is for educational purposes only.		
I agree to follow the guidelines on the proper care and maintenance of my NPS-issued Laptop.		
Other student or teacher's password will not be used to access the network and other school systems.		
Email (or any other computer communication) will be used only for appropriate, legitimate, and responsible communication.		
I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teachers and/or NPS staff member		
No software will be installed, downloaded and/or otherwise utilized that is not authorized by the NPS Technology Department.		
I understand that Newport School Department owns the Laptop, software and issued peripherals and agree to return the Laptop and all of its accessories, upon withdrawal from school, or whenever requested by the NPS administration.		

Print Student Name \_\_\_\_\_ Homeroom/Crew Teacher \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_