



Laptop Handbook 2019-20

The Tri-Point CUSD #6J mission is to provide ALL students with the highest standard of education in a positive, safe, and efficient learning environment. Our Goal is to develop life-long learners who will be productive members of society.

Contents

Contents	2
Overview / Vision	3
Use of Technology	3
Annual Technology Fee	3
Laptop Distribution	4
Laptop Warranty and Repair Costs	4-5
Lost or Stolen Equipment	5
Discipline/Violations	5
Classroom Intervention	6
Progressive Discipline	6-7
Student Responsibilities	6-7
Student Accessibility	8-9
Parent/Guardian Responsibilities	9-10
Student Authorization for Electronic Network Access and Acceptable Use Policy # 6:235	12-16
Student & Parent/Guardian Technology Agreement & Signature Page	17-18

Overview

The Tri-Point High School, District #6J (TPHS) recognizes that access to technology resources in the school, home, and community settings provide students with greater and more frequent opportunities to learn, engage, communicate, and develop the necessary skills to be career and college-ready in the 21st century. TPHS is committed to revitalizing the curriculum into a technological format that builds and sustains an engaged and collaborative learning environment for all students. A structured digital environment that is safe yet demanding will enable and support students and teachers as they explore transformative uses of technology.

Use of Technology

All students will be issued a Laptop for educational use. With this privilege and the extraordinary opportunity to explore digital resources comes responsibilities for each student and his/her parents/guardians. This handbook provides students and their parents/guardians with information about the general use of technology, “ownership,” rights and responsibilities for possession of the Laptop, care of the Laptop, and expectations as a digital citizen. Along with the efforts of parents/guardians, TPHS will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

During the registration process, each school year, all students and their respective parents/guardians must agree to all policies listed in this handbook to receive and utilize a Laptop, the TPHS network, and all other District-owned technology-related items.

Failure to follow the terms of the policies will result in disciplinary action, including but not limited to confiscation of any Laptop and accessories lent to the student and revocation of student access to TPHS technology, as well as any other disciplinary action deemed appropriate by TPHS administration.

Ownership

TPHS retains sole right of possession and ownership of the Laptop (Device) and grants permission to the student to use the device according to the rules and guidelines outlined in this document and the **Student Authorization for Electronic Network Access & Acceptable Use Policy (TP Handbook page 50)**. The Laptop is not the property of the student. TPHS loans the Laptop to the student only for educational purposes during the academic year. The student will be held responsible for the proper care of the Laptop and accessories. TPHS reserves the right to monitor and log students’ use of the District’s technology and network and to examine user (student) files and materials as necessary. Moreover, TPHS administrative staff retains the right to collect and inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using TPHS computers, networks, or technology.

Annual Technology Fee

The annual, non-refundable technology fee that is part of annual registration fees must be paid for each student who is issued a Laptop. The proceeds from this Fee shall be used to offset expenditures associated with maintenance & repairs and related costs for the support of the One-to-One program.

Laptop Distribution

The student will be issued a Laptop, a protective carrying case, power adapter, earbuds, and any other peripherals* issued at the Back-to-School Night. Students not attending will pick up a Laptop from the High School Technology Help Desk in the Cybrary upon completing the registration process with the

school registrar (district office secretary). Both the student and their parent/guardian MUST sign & agree to the terms and conditions outlined in this Technology Handbook at the time of registration. Laptops will be collected at the end of each school year, and students will retain their original Laptop each year while enrolled at TPHS. At this time, Students are not allowed to bring a personal Laptop to use during classroom instruction and learning.

Laptop Collection & Related Fees

End of Year- The student's Laptop, protective carrying case, power adapter, earbuds, and any other peripherals* will be collected at the end of each school year for maintenance, inspection, cleaning and software updates. The District will set a Laptop Collection Day. If a Laptop and accessories are not returned, damaged or defaced, the student will be charged a replacement fee. If the fee is not paid at the time the Laptop and accessories are collected, it will be applied to the student's following school years registration fee.

Transfer out of District- Any student who transfers out of District during the school year will be required to return their Laptop, protective carrying case, power adapter, earbuds, and any other peripherals*. If a Laptop and accessories are not returned, damaged or defaced, the student will be charged a replacement fee respectively. The parent/guardian will be held responsible for payment in full. If payment is not received, the parent/guardian may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency. No official records or transcripts will be released without payment in full.

***All laptops, case, power cords, earbuds, and other peripherals issued are tracked by serial number, the matching serial number is attached to student's name. Per TP's agreement with the leasing company, Students MUST turn in the exact device/peripheral issued to the student--determined by serial number. Failure to turn in the device/peripheral with the matching serial number WILL RESULT in CHARGES to the ACCOUNT.**

Laptop Warranty and Repair Costs

The Laptop has a limited warranty covering normal use, mechanical breakdown or faulty construction. The limited warranty only covers the Laptop; **it does not include coverage for the accessories, which include the work-in carrying case, power adapter & cord, and earbuds.**

- If the Laptop is accidentally damaged, the first incident will be repaired by the District at no cost to the student or family. Subsequent damage to the Laptop after the first documented incident will result in the student being charged 100% of the repair cost.
- The warranty does NOT cover intentional misuse, abuse, or neglect of the Laptop and accessories. If the student does not exercise proper care, and this negligence results in damage to or loss of the Laptop and or accessories, he/she may be subject to discipline, and 100% of the cost of the repair or replacement will be the responsibility of the student.
- The parent/student must pay the repair or replacement cost for the first required payment before the Laptop is repaired and returned to the student. The parent/student may set up a payment plan with the school to clear bills if needed.
- It will be the right of the building principal, technology director or his/her designee to determine if damages were due to negligence or accidental.
- The administration will review all damages determined to be from negligence and will assess whether or not the student has continued privilege of taking the Laptop to and from School.
- The District will not be obligated to replace a student Laptop in the case of intentional damage, negligence or repeat incidents.

Repair/Replacement Costs: (subject to change based on actual costs of equipment)

Motherboard	\$140.00
Screen repair or replacement	\$ 50.00
Battery	\$ 45.00
Palmrest with Keyboard & Touchpad	\$ 45.00
Work-in carrying case	\$ 25.00
Power adapter with cord replacement	\$ 30.00
Earbuds	\$10.00
Asset & Inventory tag replacement	\$ 15.00
Laptop	\$250.00

Costs are estimates and subject to change without prior written notice.

Lost or Stolen Equipment

If any equipment is **lost**, the student or parent/guardian must report the loss to the school immediately. Reports should be filed with the Technology Specialist. The circumstances of each situation involving lost equipment will be investigated individually. Students may be billed for lost equipment.

If the equipment is **stolen**, a police report must be filed, and a copy of the report must be provided to the school by the student or parent/guardian promptly. If there is not clear evidence of theft or the equipment has been stolen due to student negligence, the student and parent/guardian will be responsible for the full cost of replacement.

The District may use its discretion to replace a student Laptop if and only if it is determined by the District that the student acted in a reasonable manner when storing and taking care of the Laptop. And that the student acted in good faith to find the Laptop, such as filing a police report and reporting the loss or theft to the District. The District will not be obligated to replace a student Laptop in the case of negligence and failure to use diligence with District property.

Asset Tags

An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes.

- All Laptops have an inventory tag and asset tag.
- Tags may not be modified or tampered with in any way.
- A student may be charged up to the full replacement cost of a Laptop for tampering with a school asset tag logo or turning in a Laptop without a school asset tag.

Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technologies in accordance with the classroom rules set by the teacher; this Handbook which includes Board Policy 6:235 Student Authorization for Electronic Network Access and Acceptable Use Policy; and, any applicable local, state, and federal laws. Violations of these policies will result in disciplinary action, subject to the consequences outlined in Board Policy 6:235 and repossession of the Laptop and its accessories.

Administration may also refer the matter to law enforcement if the violation involves an illegal activity.

Classroom Intervention - For low-level violations, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, loss of privilege to use the device during the class period, teacher contact with home, and any other intervention deemed appropriate for the violation(s). Documentation of these infractions along with intervention attempts will be recorded by the classroom teacher.

Progressive Discipline - Discipline will be imposed on an escalating scale ranging from a verbal warning to a possible expulsion based on the number of previous violations and the nature of or circumstances surrounding a particular violation. If multiple offenses occur, a student may lose his/her privilege for a designated length of time or on a permanent basis. Progressive discipline will be handled by the administration after referral from classroom teachers, School Resource Officer, computer services, or administration.

Student Responsibilities

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned Device. In general, use of technology requires efficient, ethical, and legal utilization of all digital resources. ***Violations of these rules and guidelines will result in disciplinary action.***

The student will assume responsibility for the following:

1. Bringing the Laptop to School

- Students must bring their Laptop to school every day that classes are in session.
- Students hold and maintain responsibility for ensuring their Device is charged before school each day. Students who leave their Laptop at home will not be issued another device for that day, and they are responsible for all missed activities and assignments due to lack of a Device.
- Students may bring a wireless mouse if preferred and earbuds/headphones as needed. The District assumes no responsibility for the provision or maintenance of these personal items.

2. Carrying Laptops in a Safe and Secure Manner

- Transporting the Laptop in the carrying case provided by TPHS at all times. The Laptop should not be put in another bag for transportation, i.e. backpack, athletic bag, etc.
- Transporting Laptops with care and with the screen closed.
- Never lifting Laptops by the screen.

3. Laptop Security

- When not in the student's possession, the Laptop and its accessories are required to be locked in the student's school-issued locker with a school-issued lock.
- Under no circumstances should Laptops or accessories be left in unsupervised areas. Unsupervised areas include the bathrooms, cafeteria, computer labs, hallways, Cybrary Charger Center, unlocked classrooms, unlocked locker rooms, or any other area deemed insecure. Any Laptop left in these areas is in danger of being stolen or tampered with by unauthorized individuals. If a Laptop is found in an unsupervised area, it should be taken immediately to the Tech Specialist located in the Cybrary Charger Center.
- The Laptop is not allowed in the cafeterias when food or drink is being served.

4. General Care

The student is responsible for ensuring the following precautions:

- Never leaving the Laptop unattended.
- Never loaning the Laptop or its accessories to another student.

- Keeping the Laptop on a flat, solid surface so air can circulate. (Using a device directly on a bed or carpet can cause damage due to overheating.)
- Never setting books or stack heavy objects on top of the Laptop.
- Never setting food or drink next to Laptops.
- Never leaving the Device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.
- Always carefully inserting cords, cables, and removable storage devices into the Laptop.
- Never defacing the Laptop and its accessories through use of writing, drawing, stickers, labels, or by any other means.
- Never using the Laptop to charge a cell phone.

5. Screen Care

The Laptop screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light. The student is responsible for ensuring the following screen precautions:

- Never putting pressure on the top of a Laptop when it is closed.
- Never storing a Laptop with the screen open.
- Always making sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

6. Laptop Problems/Repair

If the device is not working properly, the student needs to take the device to the Tech Specialist in the Cybrary Charger Center located in the Library. If the device cannot be fixed within a reasonable time, the student will be issued a loaner device on a temporary basis. All policies listed in this handbook apply to the student during the loaner period.

The student is responsible for ensuring the following:

- The student will never attempt to repair or reconfigure the device.
- The student will not attempt to open or tamper with the internal components of the device; nor should the student remove any screws; doing so will render the warranty void.
- The student and parent/guardian will NEVER take school-owned Laptops to an outside computer service for any repairs or maintenance.

7. Appropriate Classroom, Cybrary, and Study Hall Routines

When at school the student will use the Laptop and/or any of the school's technology equipment strictly for educational purposes. Using the Laptop for recreational use during class time, while in the Library, or during study hall periods is prohibited. Students are expected to participate fully in all classroom activities as directed by their teacher. In addition to the rules and guidelines set in this handbook, students must abide by all rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

Student Accessibility

1. Logging into a Laptop

- The student will log into their Laptops using their school issued *Google Apps for Education* account.
- The student will never share account passwords with other students.

2. Managing and Saving Digital Work with a Laptop

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- MS Office 2016/2019 is installed on all Laptops for working offline.
- The student may elect to store a small number of files on the Laptop's hard drive.
- The student should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update.
- The school will not be responsible for the loss of any student work.
- The District strongly encourages the student to maintain backups of important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
- When using G Suite for Education or MS Office the student will use language that is considered appropriate and polite. The student will not submit, post, publish, or share any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. Violation of this responsibility will result in disciplinary action.

3. Listening to Music

- The sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the teachers.
- Students should have their personal set of headphones for sanitary reasons.

4. Watching Movies

- Watching movies on a Laptop is not allowed during school hours unless permission from the teacher has been provided to complete a school assignment.

5. Webcams

- Webcams are to be used for educational purposes only, as determined under the direction of a teacher.

6. Gaming

- Online gaming is not allowed during school hours unless the student has been given permission by a teacher to complete a school assignment.

7. Backgrounds and Themes

- Inappropriate media may not be used as backgrounds or themes. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or any other content deemed inappropriate by the administration will result in disciplinary actions.

8. Printing

- Students will be encouraged to publish digitally and share their work with their teachers and peers when appropriate.
- Printing is available to Copy Machine (CCopier) with some printers available in classroom locations. Printing is only available for printing school work.
- Abuse of printing privileges can result in revocation of the ability to print.

9. Programs and Chrome Extensions

- Students are allowed to install programs and change settings on their own machine; however, any inappropriate materials/programs will result in behavior consequences per violation of the EULA.
- Making changes to other students machines is strictly prohibited and will result in a loss of privileges.
- Students are allowed to install District approved Chrome extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Laptops. The downloading of inappropriate material will result in disciplinary action.

10. Using Your Laptop & Account Outside of School

Students are encouraged to use their Laptops at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Laptop use. However, some applications can be used while not connected to the internet. Students are bound by the TPHS **Student Authorization for Electronic Network Access & Acceptable Use Policy # 6:235** and all other guidelines in this document whenever they use their Laptop outside of school.

11. Internet Safety & Content Filter

The District utilizes two forms of web and content filtering to maintain a safe and appropriate digital space for our students. The District's Internet access has a filtering device called iBoss that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act, HIPAA regulations and as determined by the district personnel. A second program used is Securly://, which ensures the safety of students when utilizing internet services and Google's G Suite. Securly:// will notify the proper personnel when there is questionable and suspicious content in the online file storage, inbound and outbound email attachments, and links to websites.

Parent/Guardian Responsibilities

Tri-Point High School, District #6J makes every effort to equip parents/guardians with the necessary tools and information to ensure the safe use of the Laptops in the home and community. There are several responsibilities assumed by the parent/guardian, which are outlined below:

1. Sign the Student/Parent Technology Agreement

In order for students to be issued a Laptop, a student, and his/her respective parent/guardian must sign the *Student/Parent Technology Agreement*.

2. Attend a Student/Parent Laptop Orientation

In order for students to be issued a Laptop, a parent/guardian must attend a Student and Parent/Guardian Training or sign acknowledgement of having viewed the informational video available online.

3. Accept Liability

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, but not reported to school and police in a timely manner

4. Monitor Student Use

The parent/guardian must agree to monitor student use at home and in any setting that is not the

school. The best way to keep a student safe and on-task is through parent/guardian presence and continuous involvement, which can be done by completion of the following actions:

- Investigate and apply parental controls available through the home's Internet service provider and wireless router.
- Develop a set of rules/expectations for Laptop use at home and in the community. Some websites provide parent/child agreements for you to sign.
- Only allow Laptop use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what the student is doing on the Laptop. Ask questions and request that they show you his/her work often.

5. Support Internet Safety & Etiquette

Internet safety is about helping your child use the Internet productively and practice safe responsible online behavior. The following are a few basic guidelines to share with your child:

- Follow your family's rules about when and where to use the Internet.
- Be polite, kind, and respectful in all digital forums and whenever accessing technology.
- Understand a website's rules, and know how to flag other users for misbehavior.
- Recognize "red flags," including someone asking personal questions such as your name and address. Encourage your child never to share his/her name, the school's name, his/her age, his/her phone number, or his/her email or home address with strangers.
- Never send pictures to strangers.
- Keep passwords private (except from parents, school technology staff, and school administrators).
- Never open a message from a stranger; it may contain a virus that can harm a computer.
- Immediately tell an adult if something makes you feel uncomfortable or suspicious happens.
- Visit *Common Sense Education Connecting Families* a website designed to support and empower families in raising kids who think critically, participate responsibly, and behave ethically in their online lives.

Tri-Point High School, District #6J

Student Authorization for Electronic Network Access and Acceptable Use Policy #6:235

Introduction

Tri-Point High School, District #6J (herein referred to as District) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Authorization & Acceptable Use Policy (AUP) does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Technologies Covered

The District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, the District will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available school technologies, not just those specifically listed, and shall also cover the use of personally-owned devices on the school campus.

Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization, and otherwise, follow this Authorization.

Staff members shall supervise students while students are using School Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization. The School District shall endeavor to provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The District’s Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the District. (Note: the filtering device is not guaranteed to block all inappropriate sites. Even the most sophisticated and current technology tools cannot block all inappropriate sites one hundred percent.)

Terms and Conditions

1. **Acceptable Use** - Access to the District’s electronic networks must be for the purpose of education, research or communication, and be consistent with the educational objectives of the District.
2. **Privileges** - The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator School or District administrators will make all decisions regarding whether or not a user has this *Authorization* and may deny, revoke, or suspend access at any time.
3. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These

include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Do not use the network in any way that would disrupt its use by other users.
 - e. Consider all communications and information accessible via the network to be private property.
4. **Unacceptable Use** - The user (i.e., student) is responsible for his or her actions and activities involving the network. Some examples of **MAJOR** unacceptable uses are:
- a. Using the network for any illegal activity, including violation of copyright, violation of contractual rights, or transmitting any material in violation of any U.S. or State law;
 - b. Using the network for commercial or private advertising;
 - c. Using the network for private financial or commercial gain;
 - d. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using the Internet and District resources in any way that would disrupt its use by others;
 - i. Using another user's account or password;
 - j. Intentionally posting of material authored or created by another;
 - k. Intentionally posting anonymous messages and/or misrepresenting one's own identity to others;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. (See Board Policy 7.180 Preventing Bullying, Intimidation, and Harassment)
 - m. Capture, record or transmit the words and or images of any student, staff member, or another person in the school without express prior notice and explicit consent.
 - n. Using the network while access privileges are suspended or revoked and
 - o. Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy.

Some examples of **MINOR** unacceptable uses are:

- a. Searching the internet off topic/task;
 - b. Using technology for non-educational purposes.
5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service, it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the District of any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*, school policy, or rules and procedures.
7. **Unauthorized Access** – Users shall not tamper with or attempt to gain access to computer data for which the user has no security authorization. This includes, but is not limited to, financial, employee, or student information and documents.
8. **Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify Tech Services or a School administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
9. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network

component. This includes, but is not limited to, the uploading or creation of computer viruses.

10. **Telephone/Cell Phone charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, and/or equipment or line costs.

11. **Copyright & Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on School Websites or file servers, without explicit written permission.

- Student work may only be published if there is written permission from both the parent/guardian and student.
- For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

12. **Use of Electronic Mail** - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. Users of the student e-mail system are responsible for their use of the e-mail. Use of the District's electronic mail system constitutes consent to the following guidelines. Failure to do so will result in the termination of e-mail privileges for the user.

- The use of the e-mail must be in support of education and research and must be consistent with academic actions of the District.
- The e-mail user will use language that is considered appropriate and polite. The user will not send information that other users would find offensive.
- The purpose of the email should be restricted for educational purposes and not to "chat" or send "random" messages to other students or friends outside the school.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to computer services. Downloading any file attached or contained within to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. The account user has no expectation of privacy with regard to any electronic mail account or other aspect of the District's electronic mail system. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- Students will not be allowed to use any other personal e-mail accounts such as Hotmail, Yahoo, Gmail, Live, etc.

Consequences for Violation of Policies

The failure of any user to follow the terms of the agreement will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The following consequences will be administered based on the severity of the violation:

Consequences for Minor Violations

A single consequence or any combination of the following may be administered per discretion of the teacher:

- Warning by the teacher
- Loss of technology privilege in the class for a timeframe designated by the teacher.
- General discipline steps for misconduct in class (refer to Student Handbook).

Consequences for Major Violations

1. First Offense

- The student is revoked of all computer privileges for two weeks.
 - Technology Specialist and Tech Director is notified and the student's account is suspended for those two weeks.
 - Teachers, counselors and parents are notified of violation and consequences.
 - Student holds responsibility for completion of all assigned classwork or assignments that require digital access (e.g., student may need to complete work using home or public library networks).
2. Second Offense
- The student is revoked of all computer privileges for nine weeks.
 - Computer Services is notified and the student's account is suspended for those nine weeks.
 - Teachers, counselors and parents are notified of violation and consequences.
 - Student holds responsibility for completion of all assigned classwork or assignments that require digital access (e.g., student may need to complete work using home or public library networks).
3. Third Offense
- The student is revoked of all computer privileges for the remainder of the school year and possibly longer, dependent upon consequences and time remaining in the school year.
 - Computer Services is notified and the student's account is suspended for determined time period of revocation.
 - Teachers, counselors and parents are notified of violation and consequences Parents are notified of violation and consequences.
 - Student holds responsibility for completion of all assigned classwork or assignments that require digital access (e.g., student may need to complete work using home or public library networks).

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself.
I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself.
I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others.
I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others.
I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property.
I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate

information. I will use and abide by the fair use rules.

6. Protect Intellectual Property.

I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Tri-Point High School, District #6J

Student and Parent/Guardian Technology & Laptop Agreement 2019-2020

Student Agreement:

In order to receive and utilize a TP network account and a Laptop and its accessories on the District network, the student must agree to the following:

- I will bring my issued Laptop to school EVERY day that I am in attendance.
- I will not use the issued Laptop for non-academic purposes (e.g., games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) during school hours (i.e., 8:05 am - 3:15 pm).
- I will charge the issued Laptop's battery daily and will NOT loan out the Laptop or any of its accessories to other individuals, and know that I will be issued the same Laptop each year.
- I will transport the Laptop in its issued protective bag/sleeve. The Laptop bag/sleeve should be securely closed before transporting the Device to another location. I will not add books and supplies to the bag/sleeve, since undo pressure on the Laptop may cause damage.
- I will keep the issued Laptop off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the Laptop since they may cause damage to the Laptop.
- I will not disassemble any part of my issued Laptop or attempt any repairs.
- I will not deface the issued Laptop or its accessories in any way. This includes, but is not limited to, attaching stickers, marking painting, drawing or marring any surface of the Laptop.
- I understand that obscene language and/or materials, including music, screensavers, backdrops, and/or pictures are prohibited.
- I understand that my Laptop is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the *Student/Parent Technology Handbook*, the *Student Authorization for Electronic Network Access and Acceptable Use Policy*, and the *District's Code of Conduct as outlined in the Student Handbook*. As such, the student is subject to all discipline measures for violation of same.

Parent/Guardian Agreement:

In order for the student to receive and utilize a Laptop and its accessories on the District network, the parent/guardian must agree to the following:

- I will be responsible for the repair or replacement costs in the event of loss or damage of the laptop, accessories or bag if damage or loss is negligent or deliberate.
 - I will be responsible for monitoring my child's use of the Internet when he/she is not at school.
 - I acknowledge that fraudulent reporting of theft will be turned over to the police prosecute.
 - I agree to immediately return the Laptop and accessories in good working condition upon request.
 - I acknowledge that my student and I are to follow the expectations in the *Student/Parent Technology Handbook*, the *Student Authorization for Electronic Network Access and Acceptable Use Policy*, and the *District's Code of Conduct as outlined in the Student Handbook* and that my student is subject to discipline for violation of the expectations outlined in these documents.
-

Technology & Laptop Agreement-Signature Sheet

By signing the Student and Parent Technology & Laptop Agreement, the student and parent agrees to the conditions outlined in the Student/Parent Technology Handbook and the Student Authorization for Electronic Network Access and Acceptable Use Policy.

Print Student Name: _____

Student Signature: _____ Date: ____/____/____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: ____/____/____

THIS SIGNATURE SHEET MUST BE SIGNED AND RETURNED TO COMPUTER SERVICES
BEFORE THE STUDENT IS ISSUED A LAPTOP.