



ONE TO ONE TECHNOLOGY USE AGREEMENT

Muhlenberg County School District may provide and assign students a device for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy. *The district reserves the right to track the location of devices using geolocation software.*

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. These expectations apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, internet access and networks regardless of how they are accessed.

Student Responsibilities

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their 1:1 device at home nightly, bringing it to school each day with a full charge.
3. Use appropriate language in all communications. Do not use profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
4. Respect the Internet filtering and security measures included on the device. All students on 1:1 computing devices are configured so that the Internet content is filtered both when the student is at school and when on any other public or private network.
5. Only use technology for school-related purposes during the instructional day. Do not use the device for commercial or political purposes.
6. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use for school related work.
7. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
8. Transport computer in sleep mode, with screen closed, and in a protective case.
9. Provide their own headphones and/or ear buds as needed for school related work.
10. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
11. Return (including the charger) the device and protective shell upon transferring out of school, at the end of the school year, or at the request of the school or technology administrator.

Restrictions

1. Do not mark, deface or place stickers on the device. School issued cases may also not be personalized.
2. Do not reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Do not attempt to override, bypass, or otherwise change the Internet filtering software, device settings or network configurations.
4. Do not attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Do not share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Do not download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.

- 7. Do not tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
- 8. Do not attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
- 9. Do not modify or remove the MCSD asset tag or the manufacturer serial number and model number tag.

General Rules

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply commonsense to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines.

- ★ You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- ★ While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting, throwing bookbags, or crushing the device.
- ★ Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- ★ Keep your 1:1 device away from precarious locations like table edges, floors, seats, or around pets.
- ★ Do not stack objects on top of your 1:1 device; leave outside or use near water such as a pool.
- ★ Devices should not be left in vehicles.
- ★ Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- ★ Do not store or transport papers between the screen and keyboard.

Computer Damages

If a computer is damaged, the school must be notified immediately. If a student damages a computer, the student/student’s family may be responsible for paying repair costs according to the repair costs determined by MCSD up to the full cost of a replacement device. The student’s device will not be returned until the repair fee has been paid. MCSD reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs as determined by the administration. Examples of negligence include, but are not limited to: 1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school. 2. Lending equipment to others other than one’s parents/guardians. 3. Using equipment in an unsafe environment. 4. Using equipment in an unsafe manner. 5. Ignoring common sense guidelines described above.

★ A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability and reason for loss. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.

★ Access to a MCSD provided 1:1 device and network should be considered a privilege that must be earned and kept. A student’s technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the MCSD technology agreements outlined in this document.

Cost Estimates of Common Replacement Parts

Used replacement parts will be utilized when available and will be ½ of the prices below.

Back cover: \$30.00	Hinges: \$20.00	Bezel: \$20.00	Palm rest: \$80.00
LCD panel: \$40.00	Battery: \$40.00	Charger: \$40.00	Full replacement cost: \$275

I have received, read, and agree to abide by these Acceptable Use Policy Rules.

Student Name (Printed) _____ Student Name (Signature) _____ Date _____

Parent Name (Printed) _____ Parent Name (Signature) _____ Date _____