

## **APPENDIX F**

### **Computer Loan Agreement**

Paxton Consolidated Schools is pleased to make computers available to 6-12 students. The equipment is the property of Paxton Consolidated Schools and is being loaned to the student/parent/guardian for educational purposes only for the 2019-2020 school year. The equipment will be returned to the school on a pre-determined date or if the student is discharged from the school prior to the end of the school year. A new contract must be signed annually.

In order for Paxton Consolidated Schools to make a computer available as well as continue to provide state of the art technology, all students must take responsibility for appropriate and lawful use of this opportunity. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While Paxton Consolidated School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. The school district shall not be responsible for any claim, losses, damages or costs of any kind suffered directly or indirectly, by a user or his or her parents/guardians arising out of the use of its computer networks or Internet.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions, you should contact an administrator. If any user violates any provisions under this Policy, the student's access will be denied, and he or she may be subject to additional disciplinary action.

#### **Personal Responsibility**

By signing the attached acknowledgement form, you are agreeing not only to follow the rules in this Policy, but are also agreeing to report any misuse (defined below) of Technology to an Administrator.

#### **Computer Care**

- Students must have computers with them or under the direct supervision of a staff member or locked in school locker at all times. Computers must never be left unattended. Staff will pick up and give unattended computers to the Office.
- Computers must be kept in the protective sleeve issued with the computer when not in use. If computers are kept in book bags or backpacks without the sleeve, students are responsible for any property loss or damage.
- If the computer is lost, stolen or damaged while in the student's possession, the student/parent/guardian is responsible for the replacement or repair. Warranty will cover accidental damage. Intentional damages are the responsibility for the student/parent/guardian.
- Computers must be returned in good usable condition as it was checked out in.

#### **Updates**

Users, and if appropriate, the user's parent/guardians, may be asked from time to time to provide new or additional registration and account information or to sign new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or user's parents/guardians) or if new policy is implemented the user (or user's parents/guardians) must sign the documentation if the user wishes to continue to receive service. The user must notify an administrator when account information has been changed.

#### **Privacy**

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Computer Network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any exception of privacy regarding such materials. Any questionable material found as a result of search may result in the loss of privileges.

### **Acceptable Uses**

Paxton Consolidated School's network facilities and/or computers are to be used in a responsible, efficient, and ethical manner. Access to the Paxton Consolidated School's computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards shall at a minimum result in the student having his or her access to the computer network and Internet terminated, which the School district may refuse to reinstate for the remainder of the student's enrollment in the School District.

- The computer may be used by the student/parent/guardian only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license and it is the student/parent/guardian's responsibility to be familiar with and to comply with the provisions of such license.
- The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work must be properly documented.
- E-mail and all other forms of electronic communication are to be used in a responsible manner.
- Students may use their own headphones to listen to music if they have their own headphones AND teacher permission. Students may listen to music in the hallways during lunch with headphones ONLY.
- Computers may not be used to make sound or video recordings, and images may not be distributed without the CONSENT of all individuals recorded/involved.
- Any additional software must be approved and installed by the District Technology Coordinator.
- Students may access only those files that belong to them or which they are certain they have permission to use.

### **Unacceptable Uses**

Paxton Consolidated Schools reserves the right to define inappropriate use of the technology. These inappropriate uses include, but are not limited to:

- The user shall not cyber bully. This includes the use of the computer to annoy or harass others with language, images, innuendoes or threats.
- If a student does accidentally access material that is obscene, or that promotes illegal activity, he or she should immediately notify a teacher.
- All forms of computer games are prohibited during school hours.
- The user shall not install or uninstall any computer software.
- Deliberate attempts to jeopardize the network, system, or other computers will result in disciplinary action.
- The user shall not use the computer for copyright violations or plagiarism (such as illegal copying/downloading or installation of software).
- The user shall not deliberately access or create any obscene or objectionable information, language or images.
- The user shall not deface their computers or carrying sleeves in any way, for example with stickers, tape, whiteout, marking pens, etc.
- The user shall not use their real name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher.
- The user shall not disclose personally identifiable information to be used in any way on the Internet without the permission of a parent or guardian.
- Elementary and Junior High students will not disclose their full name or any other personal contact information for any purpose.

- High school students will not disclose personal contact information, except to educational institutes for educational purposes, companies or other entities for career development purposes, or without specific staff approval.
- The user shall not disclose names, personal contact information or any other private or personal information about other students under any circumstances.
- The user will not, under any circumstances, agree to meet someone they have met online.
- The user shall not use the computer for anything other than a teacher-directed or approved activity during instructional time.
- The user shall not carry the computer in the open/unprotected position.
- The user shall not rest pencils/pens on the keyboard. Accidentally closing the computer with items on the keyboard damages the screen.
- The user shall not insert objects into the ports (openings) of the computer.
- The user will not clear browser history or use private mode when browsing the Internet.

Student/Borrower: \_\_\_\_\_

Student Username: \_\_\_\_\_

### **Parent/Guardian Responsibilities**

Your student has been issued a 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 student's use of the computer 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 student's use of the Internet and email.
- I will not attempt to repair the computer, 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 computer.
- I will not load or delete any software from the computer.
- I will make sure my student recharges the computer battery nightly.
- I will make sure my student brings the computer to school every day.
- I understand that if my student comes to school without his/her computer I may be called to bring it to school.
- I agree to make sure that the computer is returned to the school when requested and upon my student's withdrawal from Paxton Consolidated School.

### **Student Responsibilities**

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

- When using the computer at home, at school, and anywhere else I may take it, I will follow the policies of the Paxton Consolidated Schools— especially the Student Code of Conduct—and abide by all local, state, and federal laws.
- I will treat the computer 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 computer 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 computer.
- I will not remove programs or files from the computer.
- I will honor my family's values when using the computer.
- I will not give personal information when using the computer.
- I will bring the computer to school every day.
- 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 to clean or repair the computer.
- I will recharge the computer battery each night.
- I will return the computer when requested and upon my withdrawal from Paxton Consolidated School.