Sanford School Department
Technology Device Annual Acceptable Use Agreement

Student’s Name: ____________________________ Grade: ______ YOG ______
Student ID: ________________________________ Device Asset tag ____________________

Please sign and return this agreement after reading it carefully with your parents/guardians. You will not be issued a device until the document is signed and returned.

Technology Device Terms and Responsibilities

- I have read and agree to abide by policy IJNDB: Student Device and Internet Use and policy IJNDB-R: Student Device and Internet Use Rules Acceptable & Prohibitive Use.
- I understand that the device is being loaned to me through the Sanford School Department. I have no expectation of privacy in my use of school devices, whether used on or off school property.
- I agree not to allow my friends, relatives or anyone other than myself or my parent/guardian to use my device.
- I will keep my device fully charged each day.
- I will not download any software or apps without the proper permissions, and I understand that school officials and teachers or staff will remove any inappropriate software/apps/tools including proxies.
- I agree to give my credentials to my teacher or designated school official for safe keeping.
- I understand that the device charger will be issued to me and that I am responsible for any damage or loss. I agree not to carry the charger with me.
- I understand that I must return the device, protective case and charger at the end of the year or when I leave Sanford Schools.
- Accidental Damage - I understand that in the event of accidental damage to the device while at school, I will not be responsible for the cost of the first repair. All instances of damage will be investigated on a case-by-case basis by school administration.
- Negligent or Intentional Damage – I understand that I will be required to pay the full cost of the repair or replacement in any situations of negligent or intentional damage to the device. I could also be subject to possible further disciplinary action.
- I understand that if I move to another school or discontinue school, I must return all devices and equipment to the school within 10 days or my parent/guardian will be charged for the full replacement cost of all items.
- I understand that if I do not fulfill the above terms and responsibilities I will lose the privilege to use the school issued device and possibly be subject to further disciplinary action.

The district Student Device and Internet Use policy can be viewed in the student handbook and on the district website.

I have read the Sanford School Department Technology Device Annual Acceptable Use Agreement and Policies IJNDB and IJNDB-R and agree to all terms listed.

Student’s Signature: ____________________________ Date: __________________
Parents’ Signature: ____________________________ Date: __________________

*** OVER ***
<table>
<thead>
<tr>
<th>Device</th>
<th>Model</th>
<th>Location</th>
<th>First Repair</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chromebook</td>
<td>CTL Convertible</td>
<td>SHS Grades 9-12</td>
<td>$50 (if it is a take-home device)</td>
<td>$227</td>
</tr>
<tr>
<td>Macbook Air</td>
<td>Apple 11&quot;</td>
<td>SJHS Grades 6 &amp; 7</td>
<td>$50 accidental (second event)</td>
<td>$699</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$325 (Screen)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$325 (Logicboard)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$175 (Topcase)</td>
<td></td>
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<tr>
<td>Chromebook</td>
<td>CTL Conv.</td>
<td>Grade 8</td>
<td>No charge</td>
<td>$275</td>
</tr>
<tr>
<td>iPads</td>
<td>Apple</td>
<td>Grades K – 5</td>
<td>$50 (second event)</td>
<td>$299</td>
</tr>
</tbody>
</table>

*** OVER ***
STUDENT DEVICE AND INTERNET USE

Sanford School Department's devices, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to devices issued directly to students, whether in use at school or off school premises. Students are not allowed to use privately-owned computers / devices at school. A privately- owned computer / device brought to school without authorization may be confiscated.

Compliance with the school unit’s policies and rules concerning device use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their device privileges limited, suspended or revoked. The building administrator shall have the final authority to decide whether a student’s device privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

Sanford School Department devices remain under the control, custody and supervision of the school unit at all times. The school unit monitors all device and Internet activity by students. Students have no expectation of privacy in their use of school devices, whether they are used on or off school property.

The Sanford School Department utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Sanford School Department takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that the Sanford School Department cannot reasonably prevent all instances of inappropriate computer use by students that may violate School Committee policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's device system may be implemented by the Superintendent, consistent with School Committee policies and rules.

Cross Reference: IJNDB-R - Student Computer and Internet Use Rules
JICIA - Weapons, Violence, Bullying and School Safety
JICK - Bullying
GCSA - Employee Computer and Internet Use

Legal Reference: 47 USC § 254(h)(5) (Children’s Internet Protection Act)
P.L. No. 110-385 (Protecting Children in the 21st Century Act)

Approved: 8/30/2010
Revised: 8/1/2016
STUDENT DEVICE AND INTERNET USE RULES
ACCEPTABLE & PROHIBITIVE USE

All students are responsible for their actions and activities involving school unit devices, network and Internet services, and for their device files, passwords and accounts. These rules provide general guidance concerning the use of the school unit’s devices and examples of prohibited uses and apply to all school-owned devices wherever used, and all uses of school servers, internet access and networks regardless of how they are accessed. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator.

Violations of policies or rules governing the use of school owned devices or any inappropriate use of a device may result in the device being confiscated and/or used under only direct supervision of school personnel. There may also be disciplinary action, referral to law enforcement and/or legal action.

A. Acceptable Use

1. The school unit’s devices, network and Internet services are provided for educational purposes and research consistent with the school unit’s educational mission, curriculum and instructional goals. School unit devices will only be used by the student to whom it is assigned and by the student’s authorized parent(s) or guardian(s).

2. Students must comply with all School Committee policies, school rules and expectations concerning student conduct and communications when using school devices at all times, whether on or off school property.

3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit’s computers.

B. Prohibited Uses

Unacceptable uses of school unit devices include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students shall not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

2. Illegal Activities – Students shall not use the school unit’s devices, network and Internet services for any illegal activity, including sexting and cyberbullying, or in violation of any School Committee policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school devices.

3. Violating Copyrights or Software Licenses – Students shall not copy, download or share any type of copyrighted materials (including music or films) without the owner’s permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.

4. Plagiarism – Students shall not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified and cited.

5. Use for Non-School-Related Purposes – Students will not use the school unit’s devices, network and Internet services for any inappropriate personal reasons not connected with the educational program or school assignments.
6. **Misuse of Passwords/Unauthorized Access** – Students shall not share passwords with other students; use other users’ passwords; access or use other users’ accounts; or attempt to circumvent network security systems. Students are required to disclose their login password to their parent(s) / guardian(s) / school personnel. Parent(s) / guardian(s) are responsible for supervising their child’s use of the device and internet access when used in any location off of school grounds.

7. **Malicious Use/Vandalism** – Students shall not engage in any malicious use, disruption or harm to the school unit’s devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

8. **Avoiding School Filters** – Students shall not attempt to or use any software, utilities, proxies or other means to access Internet sites or content blocked or prohibited by the school filters. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Students shall not access blogs, social networking sites, etc. to which student access is prohibited.

10. **Personal Information** - A student is not allowed to reveal his/her full name, address, telephone number, social security number, photograph or other personal information on the Internet while using a school device without prior permission from a parent/guardian. In addition, students should never agree to meet people they have contacted through the internet without parent/guardian permission.

11. **Student and System Security** - The safety of all students, and the security of the school unit’s devices, network, and Internet services are a high priority. Any student who identifies a security problem, or accesses information or content that is dangerous, inappropriate, makes them feel uncomfortable in any way, or is in violation of any local, state and federal law must notify a school teacher or administrator immediately. The student will not take further actions on the device until the issue has been resolved by school administrators.

C. **Annual Acceptable Use Agreement** - All students in grades 4-12 and their parents/guardians are required to sign an annual acceptable use agreement indicating understanding and compliance with the rules outlined in policy IJNDB-R. In addition, all parent/guardians of students in grades 7-12 are required to attend an annual informational meeting at the beginning of the school year to review guidelines and expectations for home use of school technology. Sanford School Department will make every effort possible for parent/guardians to access this informational meeting to include a video recording of the meeting option available by link to the school website. Parent/guardians with multiple students in grades 7-12 will only be required to attend or watch one meeting to satisfy this requirement.

D. **Compensation for Losses, Costs and/or Damages** - The student and his/her parent(s)/guardian(s) are responsible for the proper care of school-issued devices at all times, wherever used whether on or off school property. Parent(s)/guardian(s) and students will also be responsible for costs associated with repairing or replacing the devices due to damages as a result of violations of School Committee policies/procedure or school rules as outlined in this policy and the Sanford School Department Technology Device Annual Acceptable Use Agreement. This includes any costs for investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit devices.
Cross Reference: IJNDB – Student Computer and Internet Use
Approved: 8/30/2010
Revised: 8/1/2016