

## 4.29F--STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT

The Paragould School District agrees to allow the student identified below (“Student”) to use the District’s technology to access the Internet under the following terms and conditions:

1. **Conditional Privilege:** The Student’s use of the District’s access to the Internet is a privilege conditioned on the Student’s abiding to this agreement. No student may use the District’s access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement. In the case that a signed agreement is not on file, students will be granted limited internet access for state required online assessments only. The signed agreement will be effective until September 15 of the following year and should be reviewed before that deadline. Internet access will be revoked if a current agreement is not on file.
2. **Acceptable Use:** The Student agrees that he/she will use the District’s Internet access during the instructional day for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student’s school or class, whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. **“Misuse of the District’s access to the Internet” includes, but is not limited to, the following:**
  - a. using the Internet during the instructional day for other than educational purposes;
  - b. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
  - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - d. making unauthorized copies of computer software;
  - e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
  - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - g. posting anonymous messages on the system;
  - h. using encryption software;
  - i. wasteful use of limited resources provided by the school including paper and ink/toner;
  - j. causing congestion of the network through lengthy downloads of files;
  - k. vandalizing data of another user;
  - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - m. gaining or attempting to gain unauthorized access to resources or files;
  - n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
  - o. invading the privacy of individuals;
  - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes, but is not limited to, full name, address, and phone number.
  - q. using the network for financial or commercial gain without District permission;

- r. theft or vandalism of data, equipment, or intellectual property;
  - s. attempting to gain access or gaining access to student records, grades, or files;
  - t. introducing a virus to, or otherwise improperly tampering with the system;
  - u. degrading or disrupting equipment or system performance;
  - v. creating a web page or associating a web page with the school or school District without proper authorization;
  - w. providing access to the District's Internet access to unauthorized individuals;
  - x. failing to obey school or classroom Internet use rules;
  - y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the District or any of its schools;
  - z. installing or downloading software on District computers without prior approval of technology director or his/her designee;
  - aa. unauthorized connection of privately owned computers or electronic devices to District network.
5. **Liability for Debts:** Students and their cosigners shall be liable for any and all costs (debts) incurred through the Student's use of the computers, wireless access or the Internet including penalties for copyright violations.
6. **No Expectation of Privacy:** The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, District owned device, or District account, the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the District may monitor the Student's use of the District's Internet access, District owned device, or District account and may also examine all system activities the Student participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians, school administration, or law enforcement.
7. **No Guarantees:** The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

### **Laptop Policies and Procedures**

This Agreement represents an outline of the Laptop Policies and Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies and Procedures. Students and parents/guardians are encouraged to read and understand these Policies and Procedures prior to signing this Agreement.

Access to the Paragould School District computers and systems is a privilege, not a right. Violating the regulations may be cause to deny a student access to the Paragould School District computers and systems, and/or may result in more serious disciplinary action(s) and/or financial obligations.

#### **General Care of the Laptops**

- Treat laptops with care and respect. The laptop and case are the property of Paragould School District, and should be kept clean and free of marks at all times. Each student in grades 7 - 12 will be assigned the same laptop each year.
- Treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, leaving it near pets, or using it with food or drink nearby.

- Turn in damaged laptops to the Technology Department for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
- Keep the laptop closed when transporting.
- Do not lift the laptop by the screen/lid.
- Make sure there is nothing on the keyboard before closing the lid (for example, pens, pencils, headphones).
- Do not leave the laptop in an unsecured area.
- Do not loan the laptop to anyone.
- Protect the laptop by unplugging the power supply and other peripherals when transporting it.
- Use laptops on a flat, stable surface such as a table. Laptops can break if dropped.
- Protect the laptops from extreme heat or cold.
- Do not put objects on top of the laptop. This includes books, musical instruments, sports equipment, etc.
- Use care when plugging in power cords or headphones.
- Turn off laptop before placing in carrying case. The laptop should either be turned off or in “sleep” mode. In addition, laptops should not be placed on or under soft items such as pillows, chairs, sofa cushions, or blankets. This will cause the laptop to overheat, and will result in damage to the device.
- Do not tamper or remove the inventory barcode sticker. Students will face disciplinary action for tampering with or removing an inventory barcode sticker.

### **Loss, Theft and Damages to Devices**

The cost of a lost, stolen, or damaged device will be based on the actual cost of repair/replacement. Optional insurance may be purchased by contacting Worth Ave. Group. <https://my.worthavegroup.com/paragouldar>

**Stolen Items:** If the laptop is damaged, lost or stolen, the parent/guardian or student will report the incident to the principal immediately or by the next school day if the incident occurs off campus. If the computer is stolen while off campus, parents/guardians should also immediately report the theft to the local police. A copy of the police report is to be turned in to the principal. Students must immediately report loss, theft or damage occurring on campus to the technology department.

**Accidental Damage:** The student and parent/guardian are responsible for actual cost of repairs caused by accidental damages.

**Intentional Damage:** The student and parent/guardian are responsible for replacing any lost, stolen or damaged items if school Administration and the Technology Department determine that it is due to misuse or negligence. The current replacement cost of the laptop is \$275. The student loses device privileges until the financial obligations are met. The principal will devise a plan for the student’s further use of the laptop.

**Normal Wear:** For hardware and software problems, students must take their laptop to the Technology Department with a note of permission from a teacher. Normal wear and tear, mechanical breakdowns and faulty construction will be repaired at no cost to the student. A loaner laptop will be issued to the student while the laptop is being repaired. A student borrowing a loaner laptop will be responsible for any damage to or loss of the issued device.

### **Estimated Repair Costs**

- Chromebook replacement - \$275.00
- LCD Screen - \$97.00
- LCD Bezel/Frame - \$49.00
- Hinges - \$42.00 per set
- Bottom Case - \$51.00
- Power Adapter, 65 watt - \$49.00
- Keyboard, Touchpad Top Assembly - \$106.00

### **General Use of Computers/Laptops and the PSD Network**

Paragould School District fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working within District computers or network system:

1. The Paragould School District Acceptable Use Policy should be followed when using the Internet at home or at school.
2. Parents will discuss family values and expectations regarding the use of the Internet at home. Parents will supervise their child's use of the laptop at home.
3. Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
4. Software from CDs or the Internet should not be installed without permission from a teacher.
5. Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Inappropriate material will result in disciplinary action.
6. Programs or files should not be removed from the laptop.
7. Personal information should not be disclosed when using the Internet.
8. Inappropriate media may not be used as laptop background or themes. The presence of such media will result in disciplinary action.
9. Sound must be muted at all times unless permission is obtained from a teacher.
10. Headphones may be used at the discretion of the teacher.
11. Students should have their own personal set of headphones for sanitary reasons.
12. Students will not use the laptop webcam to photograph any other student or teacher unless for academic purposes, and only with the other person's and teacher's consent.
13. Students will not use the laptop microphone to record any other student or teacher unless for academic purposes, and only with the other person's and teacher's consent.
14. During school hours the school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the District's faculty and/or staff.
15. During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity.
16. Email (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
17. Students should access only those files that belong to them or which they are certain they have permission to use. Students are expected to follow all copyright laws.
18. Students will not download copyrighted material to a school-owned computer unless it is part of a class project and under the supervision of the teacher.

19. Files stored within the school computer systems (both laptop and file servers) shall be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
20. Students shall notify their teacher immediately if they accidentally access an inappropriate site.
21. Students shall always protect their user account by logging off when not at their laptop.
22. Each laptop is assigned to an individual student. Students shall never “swap” or “share” their computer with another student. Laptops should be in a student’s possession or secured at all times.
23. Students shall never share their password with another student. Passwords should always be kept confidential.
24. Students shall never attempt to “hack” into any computer system or engage in unauthorized use of the network.
25. All users must never maliciously damage or steal school technology equipment or electronic data.
26. All users must never change the settings of school-supplied software.
27. The use of chat rooms or instant messaging systems or free email on the Internet is prohibited. The students may only use the email account and chat software that is set up by the District.
28. Students shall keep the computer in the school provided case. The computer shall not be placed in a backpack with books or other heavy items.
29. **Placing stickers or anything with an adhesive, writing or drawing on, engraving or otherwise defacing the laptop or case are not allowed and will result in loss of privileges and disciplinary action.**

#### **Daily Preparation Tasks**

- Students who fail to bring their fully charged laptop to school each day will face disciplinary action. Parents will be contacted to bring the laptop to school if it is left at home.
- Students who do not have permission to take their laptop home may pick up their laptop in the designated room each morning and are required to return their laptop to the designated room at the end of each day.
- Students will be allowed to recharge their laptops, if needed, at designated recharging stations. **Only a few recharging stations will be available, so avoid any potential problems by charging them each night at home.**

#### **Using the Computer for Internet and Email**

Students and parents/guardians understand that Paragould School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material and monitor computer activities, the Student is ultimately responsible for the usage of any school owned device. It is the parent/guardian’s responsibility to supervise the information that a student is accessing from the Internet while at home.

Students should be aware that Internet access, email, and other media that are accessed, created or stored on PSD computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student’s access to them at any time, and for any reason.

#### **Consequences of Inappropriate Use**

The use of District technology is a privilege and not a right. Students are expected to use District computers in accordance with the Student Handbook, District Technology Acceptable Use Policy, Policies and Procedures, and any applicable laws. Students violating the District Technology Acceptable Use Policy are subject to disciplinary action up to and including out of school suspension or expulsion depending on the frequency and severity of the incident in addition to loss of device privileges.

***Students assigned to OSS (Out-of-School Suspension) for a 10 day period will turn in the laptop. Students withdrawing from school will also be required to turn in the laptop.***

***To be completed annually by Students:***

**I have received and understand this Acceptable Use Policy and agree to abide by it:**

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*Student Signature*

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*Date*

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*Student Printed Name*

***To be completed annually by Parents/Legal Guardians of all Students:***

**I have received and discussed this Acceptable Use Policy with my child:**

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*Parent Signature*

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*Date*

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*Parent Printed Name*