



Russellville High School
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RUSSELLVILLE HIGH SCHOOL STUDENT LAPTOP PROGRAM ACCEPTABLE USE AGREEMENT FORM

I have read this document and agree with the stated conditions. Questions regarding the laptops may be directed to the Student Technology Help Desk or the Principal.

	Student Initials	Parent Initials
I agree to follow conditions on this form (front and back side) and all of the applicable RSD School Board policies. Abuse will result in disciplinary action. Use of the laptop is subject to access and monitoring by the RSD to ensure compliance with appropriate policies. Inappropriate use of media (pictures, videos, audio, etc.) will be subject to disciplinary action.		
I will not give anyone my password, and I will not allow anyone else to use my laptop.		
To protect my account and files, I will log off the laptop when I'm not using it or lock the screen.		
I will contact a teacher or principal if I witness inappropriate use of the RSD network or laptop, if I receive an inappropriate email, or if I am a victim of cyberbullying or harassment.		
I will not cyberbully or harass others using the school provided laptop.		
I will not leave the laptop in an unsupervised area. I will protect it as I would my own property. I will not store the laptop in my car (extreme temperatures can damage the laptop).		
I will not give out personal information about myself or others over the internet.		
I will not do the following to the laptop: format or reload the hard drive, disassemble, add or remove hardware components, or install software (unless it is approved by district teachers).		
I agree to return the laptop to the Student Technology Help Desk on or before the date I am expelled, terminate enrollment, graduate or at the end of the school year. Failure to turn in will result in financial obligation.		
I understand that I must bring my device to class each day. Failure to do so will result in disciplinary action.		
I understand my device must be fully charged each day before school. Failure to do so will result in disciplinary action.		

Student Name (print clearly): _____ Student ID _____
 Student Signature: _____ Grade _____
 Parent/Guardian: _____ Date: _____
 Parent/Guardian Signature: _____
 Parent email: _____

This completed and signed form is a mandatory requirement for the assigning and issuing of a RSD laptop. It must be filled out prior to the issuing and assigning of the laptop. Students will not receive their laptop until the Principal or office at your school has received a signed form.

The Russellville School District (RSD) owns this laptop and all associated peripherals. The laptop is loaned to you solely for educational purposes throughout the course of an academic year (Aug-May). The laptop is subject to this Acceptable Use Agreement and all applicable RSD Board policies. Failure to follow policies may result in student discipline. Any use of the laptop is subject to access and monitoring by the RSD in order to ensure compliance with these Policies. All information stored on the laptop belongs to the RSD, and you should not assume that any information stored thereon is private or confidential.

Parent/Guardian Responsibilities and Terms

Your student is participating in a Laptop Program for the current school year to improve and personalize your child's education. It is essential that this Acceptable Use Agreement be followed ensure the safe, efficient, and proper use of the RSD's computer. YOU MUST ACCEPT AND STRICTLY FOLLOW ALL THE FOLLOWING TERMS AND RESPONSIBILITIES:

- I will read this Acceptable Use Agreement and discuss it with my child.
- I will supervise my child's use of the laptop at home and ensure they follow attached use and care guidelines.
- I will ensure my child brings the laptop to school each day.
- I will not attempt to repair the laptop.
- I will report loss/theft of the laptop to the building principal and proper authorities within 24 hours.
- I will not change or attempt to change the configuration of software or hardware.
- I will not download or attempt to install any programs or files from the Internet.
- I will not remove any program or files stored on the laptop except for personal documents of my child.

Student Use Responsibilities and Terms

The RSD is pleased to be able to offer you the opportunity to participate in the Laptop Program. All district technology resources must be used for educational purposes in a manner consistent with all state and federal laws and regulations. Additionally, in order to ensure success for you and this Program overall, you must follow these rules:

- Obey all school rules and School Board policies.
- Do not email or access hate speech, threatening, discriminatory, or pornographic content.
- Bring laptop to school every day with a full charge.
- Do not send spam or mass emails.
- Do not use the laptop for financial or commercial gain or for political, religious, or illegal activity.
- Do not use anonymous or false communications
- Do not download proxy servers or try to bypass security settings on laptop or RSD network
- Do not access other students' accounts, files, or data without the student's permission
- Do not illegally acquire copyrighted material including illegally obtained games, software, music, video, etc.
- Do not visit websites that sell book reports or school work
- Use only a soft or anti-static cloth to clean the screen
- Do not harm or destroy hardware or software including or creating a computer virus or computer programs that can infiltrate computer systems or interfere with the performance of the network.
- Do not attempt to logon to server, routers, or firewall as a RSD system administrator
- The RSD shall not be responsible for any loss of any software or files on the laptop regardless of the cause.
- Avoid extended use of the Computer resting directly on our lap. The bottom of the laptop can generate significant heat and therefore cause injury.

If you have problems with the laptop: Contact in the following order
 Another student
 Student Technology Help Desk (across media center)
 Principal



Policy 4.29F
STUDENT ELECTRONIC DEVICE AND INTERNET USE AGREEMENT
 Effective: 7/1/2015

Student's Name (Please Print) _____ Grade Level _____

School _____ Date _____

The Russellville School District agrees to allow the student identified above ("Student") to use the district's technology to access the Internet under the following terms and conditions which apply whether the access is through a District or student owned electronic device (as used in this Agreement, "electronic device means anything that can be used to transmit or capture images, sound, or data):

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 whether through a District or student owned technology device unless the Student and his/her parent or guardian have read and signed this agreement.
2. Acceptable Use: The Student agrees that he/she will use the District's Internet access 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 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;
 - 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 unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, address, and phone number.
 - q. using the network for financial or commercial gain without district permission; theft or vandalism of data, equipment, or intellectual property;
 - r. attempting to gain access or gaining access to student records, grades, or files;
 - s. introducing a virus to, or otherwise improperly tampering with the system;
 - t. degrading or disrupting equipment or system performance;
 - u. creating a web page or associating a web page with the school or school district without proper authorization;
 - v. providing access to the District's Internet Access to unauthorized individuals;
 - w. failing to obey school or classroom Internet use rules; or
 - x. 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.
 - y. Installing or downloading software on district computers without prior approval of the technology director or his/her designee.
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 or access to 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, that 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 and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
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.
8. It is all staff members responsibility to educate student about appropriate online behavior, including interaction with other individuals on social networking sites/classrooms, and cyberbullying awareness and response.
9. Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Student's Signature: _____ Date _____

Parent/Legal Guardian Signature: _____ Date _____