

Technology Acceptable Use Policy (FULL version)

as it Relates to: Chromebooks issued to Lakeland Regional High School District Students:

For the purposes of maximizing the educational potential of 21st century software and hardware tools Lakeland Regional High School District issues Chromebooks to the student body. This deployment is to maximize efficiency, meet 21st century educational challenges and facilitate access to the tools, services and assets required by students during the course of conducting their district related activities. Anyone using their issued device is required to acknowledge receipt and understanding of Lakeland Regional High School District's Acceptable Use Policy and are subject to its terms, conditions, and consequences. This policy is in line with the school's other policies and statements related to the use of the internet, including the Board Policy and the Acceptable Use Policy. For an individual to use district owned and issued devices, all school policies must be understood, agreed to, and adhered to by.

Purpose:

The purpose of this policy is to outline the acceptable use of computer equipment at Lakeland Regional High School District. These rules are in place to protect the student and the Lakeland Regional High School community. Inappropriate use exposes Lakeland Regional High School District to risk including virus attacks, compromises of the network services, and potential legal issues.

Ownership:

The Chromebook belongs to Lakeland Regional High School District and is loaned to the student for academic purposes for the time the student attends Lakeland Regional High School. Your right to possess and use the Chromebook is conditioned upon your full compliance with this agreement and the policies/procedures outlined. This includes the responsibility to keep the Chromebook in good condition and charged for each day of school. Your possession of the Chromebook will end upon graduation unless terminated earlier due to withdrawal from the district or loss of privilege due to misuse. As with the assignment of textbooks, students are financially responsible for the replacement of the technology should it become damaged, lost, or stolen. Students to whom the Technology has been issued will be responsible for the full replacement cost.

Use of the Device:

- Use of the issued device is limited to Lakeland Regional High School District's students only. **Students are strongly advised not to loan or allow anyone else to use their device at any time.**
- The issued devices are for District related educational use only.
- Students are expected to take reasonable precautions with regards to the physical security of their device. In the event that the device is lost, stolen or damaged the student must notify a teacher, guidance counselor or administrator as soon as is practicable.
- Students are expected to take reasonable precautions with regards to the care of the device. **(see care and maintenance)**
- Students are not authorized to install software.

- Your user account allows certain privileges and rights to the device and network. The user should in no way attempt to gain other privileges or to attempt to access resources on the network to which no explicit rights have been granted.
- Students must not share passwords, use others' passwords, access others' accounts, or attempt to work around the school filter, network, or Internet.
- Students, parents/ guardians, and other users acknowledge that Lakeland Regional High School District Internet access and information gathered while using it will go through the school's content filters which may not be bypassed. Students may only use their devices to access files on internet sites which are relevant to classroom assignments, activities and the curriculum.
- To show respect for the rights of others, students may not use devices to record, transmit, or post photographic images, audio or video or reference to a person or persons (students, teachers, staff, etc.) on school property or during school activities without the consent of the person/ persons or otherwise allowed by a teacher. Devices must not be used to transmit content of a bullying nature or that violate local laws at any time.
- **The parent/guardian is responsible for any damages to this device. Lakeland Regional High School District has partnered with Worth Ave. Group to provide coverage for theft and accidental damage. (See details below under Insurance)**
- Students are permitted to connect their Chromebook to the WiFi network at home; however, we strongly advise never connecting your device to any untrusted network.

Care and Maintenance

- When opening/closing your Chromebook, grasp the center of the lid.
- Avoid putting anything heavy on the lid of the Chromebook
- Make sure the Chromebook is closed before putting it in your bag.
- If you leave your Chromebook in a locker, do not pile anything on top and lock the locker.
- Make sure there are no pencils, pens, papers, or earbuds inside the Chromebook when you close it.
- Be gentle when plugging/unplugging the charger.
- Do not stretch the charger across an area causing a tripping hazard causing the Chromebook to fall.
- Never leave the Chromebook unattended. While at school, keep it with you at all times.
- It is not recommended to place the Chromebook where it can be sat on or stepped on.
- Keep food and drinks away from the device.
- Do not allow the Chromebook to get wet.
- Keep the Chromebook out of extreme weather such as rain and temperature change.
- Do not leave the Chromebook in your vehicle where it could be too hot or too cold.
- To clean your Chromebook screen, use only wipes designed for computer screens; i.e., microfiber cloth. Never spray cleaners directly on your Chromebook.
- The trackpad will be damaged if not used properly -- never use a pencil, eraser, or other object on it.
- The Chromebooks do not have touch screens; therefore, avoid excessive touching of the screen.
- Maximize battery life -- occasionally let the battery run all the way down before charging completely.

- No stickers are allowed to be placed on the Chromebook.

Insurance:

Lakeland Regional School District highly recommends that parents purchase an insurance policy. In order to facilitate this we have partnered with School Device Coverage. Rates, coverages and policy details are available at the following website: schooldevicecoverage.com

***Please be advised, the insurance program only covers the student's Chrome Book for one academic school year.**

The registration portal for Lakeland will be open August – September of each year to opt in to the insurance program.

Procedure for Chromebook repairs or support:

No repairs are to be made by the student, parent, or outside source. If this happens, this could result in the full payment for the Chromebook. If your Chromebook requires repair, please contact **(Dr. Niedosik, I.T., 973-835-1900 #130)**. A designated administrator will provide the student with a letter that outlines the fees that must be paid prior to the Chromebook being repaired. Students will be notified when the Chromebook is ready for pickup after repairs.

Fees for Chromebooks Repairs/Replacements:

- Screen: \$155
- Keyboard: \$60
- Charger: \$80
- Chromebook Replacement cost: \$350

No Expectation of Privacy

The District retains control, custody, and supervision of all school information technology owned, leased or paid for by it. The District reserves the right to monitor all computer, Internet, E-mail and telephone activity by employees and other system users. **Students have no expectation of privacy in their use of school information technology, including E-mail messages and stored files, regardless of whether such use is for school purposes or incidental personal use.**

Liability Disclaimer

Lakeland Regional High School District assumes no responsibility for any loss or corruption of data resulting from the use of school information technology.

Agreement Statement:

By accessing any district system with personal or district supplied technology, I am agreeing to the following:

I understand and will abide by the above Acceptable Use Policy and Rules. I further understand that violation of the above Acceptable Use Policy and Rules may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked and/or appropriate legal action may be taken.

Parent signature	Date
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Student name	Student ID#	Device Barcode #
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Student name	Student ID#	Device Barcode #
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Student name	Student ID#	Device Barcode #
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