

# Shelby Eastern Schools

## Student Internet and Technology Responsible Use Agreement

Shelby Eastern Schools believes that students need access to technology when they act in a responsible, efficient, courteous, and legal manner supporting the district's mission, goals, and student initiatives. The mission of Shelby Eastern Schools 1:1 Digital Learning Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. Students will be immersed in a technology rich environment, which motivates, engages, and challenges students to learn important 21st century skills, as it will be an integral part of virtually every aspect of daily life. It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are devoted to activities that support teaching and learning. The following statements represent the students' agreement about the responsible use of technology.

### **I WILL:**

- Bring my device to school fully charged each day.
- Keep private information private (i.e. passwords should not be shared).
- Treat others with respect both online and offline.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Use computers for school-related purposes during school hours.
- Credit my sources when I am using other people's information, images, etc.
- Follow Shelby Eastern School's policies, rules, and regulations.
- Take care of Shelby Eastern School's technology equipment
- Notify an adult immediately if I violate the Student Internet and Technology Responsible Use Agreement.

### **I WILL NOT:**

- Read another student's private communications and schoolwork without permission.
- Use improper language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule, or harm others.
- Pretend to be someone else online.
- Give out my full name, address, or any personal information to someone I don't know.
- Take pictures or record audio/video without the consent of that student or staff member.
- Search for, possess, read, view, or copy inappropriate pictures or information.
- Damage, change, or tamper with the hardware or network in any way.
- Decorate the device with stickers, writing, or other markings.

### **I UNDERSTAND:**

- My work can be lost and I should be careful to back up important work.
- The Internet and Shelby Eastern Schools technology may not work at all times.
- It is my responsibility to validate information or research on the Internet.
- The use of the Internet provided by Shelby Eastern Schools is a privilege and not a right.
- The computer assigned to the student is the sole property of Shelby Eastern Schools.
- School personnel have full authority over the computer assigned to the student.

**Unauthorized Access-** Access to another user's account or computer without their consent or knowledge is unacceptable and in violation of the District Student Internet and Technology Responsible Use Agreement.

**Transporting Laptops-** Laptops must be transported in an appropriate manner with the hard case on the device. To prevent hard drive damage, laptops need to be shut down when not in use.

**Securing Laptops-** The security of your laptop is YOUR responsibility. If you leave your laptop in your school or athletic locker, it is your responsibility to make sure that the laptop is secured. Do not leave your laptop in an unsecured location. Do not leave your laptop on an athletic or activity bus. If your laptop is lost or stolen you will be responsible for replacing it.

**No Loaning or Borrowing Laptops-**

- Do NOT loan laptops or other equipment to other students.
- Do NOT borrow a laptop from another student.
- Do NOT share passwords or user names with others.

The students will have access to google drive from their login. Students can save important items on this drive. Google drive can be accessed anywhere the student has internet access by logging into their assigned gmail account; <https://drive.google.com>

**Other computers** - The school has a limited number of workstations at various locations. These computers can be used by students if they do not have a laptop.

**Internet Safety-** There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while learners are logged on to the District network, but may be unprotected at home. Students are in violation of District policy if they access these sites through proxies or by any other means.

**Music, Games, or Programs-** Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws. All software loaded on the system must be District approved.

**Sound-** Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones can be used in the classroom as directed by the instructor.

**Care of Equipment-** The student will exercise all due and reasonable care in handling the use of laptop and associated peripherals and agrees to return the equipment in good condition at the end of each school year. Shelby Eastern Schools accepts and acknowledges reasonable and normal wear and tear of the laptop over the course of its useful life. Below are a few examples of normal wear and tear that learners/parents would not be held responsible for:

- Laptop case cracks slightly due to normal use
- Keyboard keys with labels rub off from normal use
- Minor aesthetic scratches that occur on the laptop

**Terms of Use of Equipment-** Your right to use and possession of the property terminates no later than the last day of the school year unless terminated by the District or upon withdrawal from the District.

**Assistance with Equipment Issues-** If you are experiencing problems with your laptop, we will have technicians on staff to assist you.

**Cost of Repair or Replacement:** I understand that if the laptop and/or charger are stolen or lost – I will be responsible for reimbursing the school corporation \$235 for the machine. However, if a laptop is stolen and a police report is delivered to the school secretary, only a \$50 insurance fee will be charged.

	<b>Broken Screen</b>	<b>Hard Case</b>	<b>Power Adaptor</b>	<b>Other</b>
Accidental	1 <sup>st</sup> Occurrence = \$25 2+ Occurrence = \$50	<b>\$20</b>	<b>\$35</b>	<b>\$50</b>
Intentional	<b>\$235</b>	<b>\$20</b>	<b>\$35</b>	<b>\$50</b>

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language of behavior. When and where applicable, law enforcement agencies may be involved.

Shelby Eastern Schools does filter Web traffic, however, Shelby Eastern School makes no warranties of any kind; neither expressed nor implied for the Internet access provided. The District will not be responsible for accuracy, nature, or quality of information gathered through District-provided access to the Internet.

**Student Acknowledgement-** I understand and will abide by the above Student Internet and Technology Responsible Use Agreement. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

_____	_____
Student's Name (printed)	Grade
_____	_____
Student's Signature	Date

**Parent/Guardian Permission-** As the parent or guardian of this student, I have read the above Student Internet and Technology Responsible Use Agreement and understand that my child will have access to the Internet through Shelby Eastern School Corporation schools. I recognize that this access is designed for educational purposes and that Shelby Eastern Schools has taken reasonable precautions to minimize access to non-educational material. However, I also realize it is difficult for the School District to control access to all unwanted materials and I do not hold Shelby Eastern Schools responsible for any materials acquired on the network. I hereby give permission for Shelby Eastern Schools to issue an Internet account to my child.

_____	
Parent/Guardian Name (printed)	
_____	_____
Parent/Guardian Signature	Date