

High School Student Acceptable Use

CICO # (office use only) _____

Grade _____

2017-18 Technology Usage Agreement - Student

I have read, or had read to me, the Webb City R-7 School District Student Technology Acceptable Use Policy and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology including, but not limited to, accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Student ID # _____ (if unknown, please check with Office)

(Print) Student Name : _____

Student Signature _____ Date _____

Technology Usage Agreement - Parent / Legal Guardian (Must choose ONE box)

- I *DO* give permission for my child or ward to receive the benefits that will be available to better equip them in their future endeavors through the Blended Learning Model.**
- I *do NOT* give permission for my child or ward to receive the benefits that will be available to better equip them in their future endeavors through the Blended Learning Model.**

*** I understand that my student may miss opportunities that are available to them via all technology resources. ***

(Print) Parent/Guardian Name _____ Relationship to Student _____

Parent/Guardian Signature _____ Date _____

Home Address _____ Home Phone _____

High School Student Device Insurance Policy

2017-18 Insurance Option

- Opt-IN Insurance (Take Home)
- Opt-OUT of Insurance (In School use ONLY - Check-In / Check-Out)

Office Use Only:

Opt Out- Date AUP Received: _____

Opt In- Date Insurance Paid: _____

WCIT Staff Initials: _____



Webb City R-7 School District



"Striving to Prepare Today's Youth to Meet the Challenges of Tomorrow's World"

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High School Student Acceptable Use & Insurance Policy

Recognizing the value of computer and tablet technology to enhance student development, the Webb City R-7 School District is excited about integrating technology further into the classroom setting. The high school has implemented a Blended Learning Model using a device in each student's possession.

In conjunction with new technology, the district will be creating accounts in systems such as Google Apps for Education, Canvas, or other online classroom aides for the purposes of furthering educational opportunities. Students will be assigned a unique username and password for these systems. These systems will be managed by the district's filters to ensure the privacy and safety of students. At any time, district staff may choose to inspect any student device for compliance with district policies.

It is the policy of the district to maintain a technological environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate, or illegal manner undermines the district objectives and will not be tolerated. Students who accidentally access unacceptable material shall immediately notify appropriate school personnel (teacher, counselor, or any administrator). This disclosure may serve as a defense against allegations that the user has intentionally violated this policy.

Unacceptable use of technology includes, but is not limited to:

- Allowing another person to use your user ID/password to gain access to any school system, including your own
- Sending, displaying, or storing inappropriate content on any district device in any location (or other device on school premises), such as: offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material
- Threatening, harassing, insulting, or attacking others (cyberbullying)
- Violating copyright laws (includes, but is not limited to movies, music, photos, books)
- Releasing personal information or false information about another person or yourself including, but not limited to: name, address, phone number, email address, social security number, account number, passwords, and other items used for identification
- Damaging computers, computer systems, or computer networks
- Trespassing in another user's folders, work, files, or decrypting system or user passwords
- Employing the network for commercial or political purposes
- Crashing, attempting to crash network systems (district or other), or willful introduction of computer "viruses/malware" or other disruptive/destructive programs into the district network or into external networks
- Using the network for any purpose or activity that is prohibited by federal, state, local laws, rules or regulations
- Attempting to join or joining unauthorized non-district owned / managed equipment to the school network
- Intentionally peeling off the serial number barcode or any other district placed barcode.

Any faculty or staff member may moderate restrictions on student use (such as the amount of time online)

Students will be expected to treat district issued devices with respect and care. Students will keep issued devices inside their cases, in the instances in which cases are provided by the district. Students will be expected to ensure the serial number and barcode labels are securely attached to any district issued device. If a student willfully damages a district owned device, restitution will be paid. If restitution is not paid, the student will have technology privileges removed. This will also be tied to receiving a diploma, grade card, and/or class schedules.

In addition to understood concepts of expected conduct described in this document, I agree to the following behavioral norms in technology use:

- I agree to take part in mandatory Internet Safety Training
- I agree to care for and protect all district technology devices and systems within my possession
- I agree to share any school related logins and passwords with my parent(s) or legal guardian and understand that these accounts are not private from administrators or parent supervision and monitoring
- I agree to share my school related passwords only with my parent(s) / legal guardian and requesting school administrators and not with others, understanding that activity done on such accounts will be tied to my identity
- I agree to secure any district technology device assigned to me when not in use or when not in my possession
- I agree to immediately report any damages or vandalism to the device, protective case, or bag to the Technology Help Desk, whether caused by myself or another party
- I agree to report any loss of the device, bag, or other parts to both the Technology Help Desk and Law Enforcement

Students who are found to have violated this policy will be subject to the following consequences, depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. These consequences are: restricted or loss of privileges, after school detention, conference with teacher/counselor/principal, parents contacted, out-of-school suspension, and possible contact with law enforcement.

The district will enact measures to filter and/or block offensive material harmful to children. No filtering system is 100% effective. Therefore, supervision and user responsibility will continue to be vital concerning student online safety.

Use of district provided technology is a privilege, and as such, there should be no expectation of privacy on the part of the student pertaining to the contents of personal files. The school district will maintain control over materials on the system or contained in files on the system.

Technology Usage Agreement - Student

The proper use of the Webb City R-7 School District network, the internet, and the educational value to be gained from proper use of these, is the joint responsibility of students, parents, and employees of the school district. The Acceptable Usage Policy form must be read and signed by the student and the parent or legal guardian. Each student must have a signed AUP on file with the school in order to use any type of district technology device. (tablets, desktop computers, etc)

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media, delays or changes in or interruptions of service, information or materials. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

Technology Usage Agreement - Parent / Legal Guardian

As the parent or legal guardian of the student signing above, I have read the Webb City R-7 School District Student Technology Acceptable Use Policy. I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, including but not limited to suspension or revocation of my child's or ward's access to district technology, and suspension or expulsion from school.

I understand that my child's or ward's technology usage is not private and that the school district will monitor my child's or ward's use of district technology, including, but not limited to, accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of, or access to, all communications sent, received, or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I recognize it is impossible to restrict access to all controversial materials, and I will not hold the school district, its employees, or its agents responsible for materials acquired on the Internet. I accept responsibility for guidance of Internet use – setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media.

I agree to be responsible for any unauthorized costs arising from my child's, ward's, or child within my care's use of the district's technology resources. I agree to be responsible for any damages incurred by my child, ward, or child within my care.

I understand that any device owned by the Webb City R-7 School District is to be used solely for the purpose of educational purposes and only to be used by the above signed student. The student is the only authorized user of his or her assigned device.

High School Student Device Insurance Policy

The Webb City R-7 “Blended Learning Model” will place a device in the hand of all students in the high school. It is the intent of this and other programs that students will be empowered to utilize the technology for their educational growth and to benefit the students. I understand that the devices are not intended to be loaned to others, nor will be used in any way that would violate the district’s Students Acceptable Use Policy. This agreement relates to students’ use of computer equipment supplied by Webb City Public Schools at school and at home.

I agree and/or understand that:

- The device must be handled and stored in a way appropriate for electronic equipment, and the maintenance and care guidelines provided with the laptop must be followed (in bag/case provided).
- I will observe high ethical standards in my use of the device, and I will not access or store any information, files or software that do not meet such high ethical standards as stated in the Student Acceptable Use Policy.
- I will respect the copyright of software, music, images, text, movies, etc., by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto my device.
- I will bring my device to school every day charged along with its power cord.
- I am responsible for the software and content on my device and understand that it is my responsibility to make backups.
- I will use the device on a flat, stable surface.
- I will not mark the laptop in any way with markers, stickers, etc.
- I will not eat or drink near the laptop.
- The student is the only authorized user of the assigned device.
- I will not rest pencils/pens, headphones, or other items on the keyboard. Accidentally closing the device with items on the keyboard could potentially damage the screen.
- I will not remove any District applied name label and asset tag.
- If a laptop is lost or stolen, I will notify the help desk and the SRO officer immediately.
- I will ensure the serial number and barcode are securely attached to the device and I will not willfully remove or allow others to remove from the device.

No Right or Expectation of Privacy in Using District Equipment

District equipment includes, but is not limited to, chromebooks, laptops, iPads, workstations, mobile labs, and related peripheral equipment. Users have no right to, nor should they have any expectation of privacy while using any District owned device. To the extent that users wish that their private activities remain private, they should avoid using District equipment for personal reasons.

By using District equipment, users imply their consent to disclosing the contents of any files, documents, or information maintained or passed through District equipment. By using District equipment, consent to monitoring and recording is implied, with or without cause, including, but not limited to, access to the Internet and using e-mail.

District policy expressly prohibits the use of District equipment for the following personal reasons: for the downloading, viewing, storage, copying, or transmission of sexually explicit or sexually-oriented materials; for privately purchasing, selling, advertising, or exchanging any goods or services in commerce; for advocating personal, political, philosophical, or religious points of view.

Insurance Option

The Webb City R-7 School District has shown a commitment to the use and benefit of computers when used properly by the student. The district has made a large financial commitment to provide devices to students. As described in this user agreement, the student does assume responsibility for the device. In the unfortunate event that the device is lost, stolen, or damaged, the student will assume some of the responsibility. The district offers an option for students to utilize in the event of catastrophic damage to the computer.

Opt-in Insurance:

The student will pay a \$25 insurance premium to the district yearly. In the event of an insurance claim (catastrophic damage / theft) the student, parent, or legal guardian will be responsible for a \$70 deductible per occurrence towards the purchase of a replacement computer or repair. In the event of more than one full deductible claim (catastrophic damage or loss), the deductible will increase by \$30 for each full deductible claim (up to \$130), at which time, eligibility for a district device may be forfeited.

*** Violations to the computer technology usage agreement may void the insurance policy. ***

Acceptable Insurance Claims

- Lost or stolen device with a police report filed
- Accidental damage, not the result of willful intent / neglect / abuse

Potential Chargeable Claims

While the insurance policy is designed to cover major damages, it also assists in various incidental damages. As of policy reforms effective May of 2015, most damages are without charge. However, for incidents exhibiting more clear abuse, misuse, or neglect, users can expect to be charged for partial repairs or replacement. Some examples include:

- Broken Screen
- Missing Keyboard Key(s)
- Lost Charger or Strap
- Defacing of Bag or Device (abuse with marker / pen / other substance)

At time of device collection, bags and devices are expected to be thoroughly cleaned by students (includes removing excess debris or other significant residue, marks, etc). Devices and / or bags not cleaned prior to collection may incur a cleaning fee. Other evidence of mistreatment may also incur fees at the discretion of school staff members. For any given incident, if damage fees go beyond the deductible amount, the repair total will be capped at the full deductible amount.

Opt-out of Insurance:

The student will pay no premium, but will be required to check the device in and out to the Technology HelpDesk daily. Any willful damage occurred to the device during the period of time the student has the device will be subject to restitution.