

South Newton School Corporation

Student/Parent Laptop Handbook



Responsible Use Policy

2014-2015

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Terms of South Newton School Corporation Laptop Use Agreement

By using or taking possession of a laptop owned by South Newton Schools, a user and their parents/guardians are agreeing to comply with these Terms of Laptop Use Agreement, Corporation Student Technology Use Agreement, and the expectations detailed in the Student/Parent Laptop Handbook.

Qualifications:

A student who is actively enrolled in, and who physically attends full-time at South Newton School Corporation in grades 3-12 qualifies for use of a Corporation-owned student laptop. In order to possess and use the laptop, one must comply at all times with the expectations of the Student/Parent Laptop Handbook and the corporation's Student Technology Use Agreement as approved by the South Newton School Board.

Terms:

Qualifying students will be issued a district-owned laptop at no cost to student/parent except device rental fees and the following- Student/parent bear financial option for yearly insurance costs and those costs associated with loss/damage not covered by device warranty. Non-warranty costs would include loss/damage of the laptop as a result of handling, storage, transport, use, or reporting of loss/damage that is not in complete compliance with the Student/Parent Laptop Handbook and Corporation Student Technology Use Agreement. Any failure to comply with the Use Agreement may result in termination of qualification and rights of possession effective immediately and South Newton School Corporation may repossess the property.

Title:

The legal title to the laptop belongs to South Newton School Corporation and shall at all times remain as such. The borrower's right of possession and use of the laptop is limited to, and conditioned upon, full and complete compliance with the exceptions detailed in the Student/Parent Laptop Handbook and the district's Student Technology Use Agreement. Because the laptop is the property of the school corporation, it is subject to monitoring of use and search of its contents at any time. There is no expectation of privacy in use or data stored on a corporation-owned device.

Loss or Theft:

By taking possession of a laptop, the borrower agrees to assume full responsibility for the safety, security, and care of the property. In a case of complete loss, the borrower agrees to pay replacement cost. In the case of loss or theft occurring at school, the borrower must report the incident to a school administrator and technology department personnel within one school day of occurrence. In the case of loss or theft occurring away from school, the borrower must report the incident to law enforcement officials of the appropriate jurisdiction where the loss or theft occurred within 24 hours of the occurrence and then provide a copy of the aforementioned law enforcement report to the technology office personnel within one school day of the occurrence. Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the laptop and the corresponding financial obligation for the replacement costs of the lost property. In order for the laptop to be replaced due to theft, all procedures mentioned above must be adhered to and the deductible must be paid under the school insurance policy.

Damage:

By taking possession of a laptop, the borrower agrees to assume full responsibility for the safety, security, care, and proper use of the property. In case of accident, fire, flood, or careless handling of the property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the school district. In the case of damages to the laptop, the user must report a potentially damaging incident to technology department personnel of the appropriate building within 24 hours of the occurrence. Failing to report damage or potentially damaging incidents in the timely manner described here will result in a financial obligation for the student/parent/guardian in the amount of repair costs for the damaged property.

Reporting Loss/Damage:

In the case of loss or theft occurring at school, the borrower must report the incident to the technology department within one school day of the occurrence.

In the case of loss or theft occurring away from school, the borrower must report the incident to the law enforcement officials of jurisdiction within one school day of the occurrence and then provide a copy of the police report to technology department personnel.

Failing to report loss or theft in the timely manner described above will result in a financial obligation for the borrower in the amount of replacement costs of the lost property.

In the case of damage to the laptop, the borrower must report the potentially damaging incident to technology personnel within one school day of the occurrence.

Failing to report damage or potentially damaging incidents in the timely manner as described above will result in the user assuming responsibility of necessary repair costs for the damaged property.

Repossession:

If the borrower does not fully comply with all terms of the Student/Parent Laptop Handbook and the Corporation Student Technology Use Agreement, including return of the property, South Newton School corporation will be entitled to declare the borrower in default and come to his/her place of residence, or other location of the laptop, to take possession of the property.

Terms of Agreement:

A borrower's right to use and possess the property terminates no later than the last day of the school year unless earlier terminated by the South Newton School Corporation for noncompliance, terminated upon withdrawal from active enrollment in the Corporation, or terminated due to a change in schedule/attendance arrangement which results in the user no longer physically attending full-time on the campuses of South Newton School Corporation.

Appropriation:

Failure of the borrower to timely return the property and/or the continued use of the borrowed property for non-school purposes without the Corporation's consent may be considered unlawful appropriation of the Corporation's property. In this case, the Corporation will report this to law enforcement.

Replacement Costs:

A student/parent/guardian is responsible for cost of replacement of a lost laptop if the loss of the property is not reported according to the "Reporting Loss/Damage" section or the laptop is lost as the result of handling, storing, or using in a manner not in compliance with the "Security, Storage, and Transport" guidelines.

The replacement cost of a lost laptop is \$488.

A student/parent is fully responsible for the replacement cost of any laptop accessories lost while in their possession.

Repair Costs:

Repairs will be made to a borrowed device if the nature of the damage makes the laptop inoperable or leaves the laptop in a state where the damage is likely to increase after redistribution resulting in need for repair for a future user.

A student/parent is responsible for cost of repair of a damaged laptop if the damage to the laptop is the result of deliberate abuse or neglect, abuse or neglect not reported as detailed in the "Reporting Loss/Damage" section, or failure to comply with the "Handling, Care, and Use" and/or "Security/Storage and Transport" expectations.

*Replacement costs of laptop accessories are based on the price for which South Newton School Corporation purchases replacement accessories.

Special Accommodations/Restricted Access:

Parent-Initiated Accommodations: It is the belief of the South Newton School Corporation that every student should be granted equal access to the resources provided by the school district for learning. It is not the district's recommendation that a student be restricted access to any learning resource that is granted to all other students. If circumstances outside the school call for a student to have limited or restricted access to corporation-provided resources, a written request by the student's parent, in collaboration with a school administrator, must be placed on file with the school. If the request is initiated by parent, then approved by a school administrator, and placed on file with the school's technology department, a student may be granted "as needed only" or "by teacher request only" access to their laptop, rather than having it issued permanently into the student's possession.

Administrator-Initiated Accommodations:

Noncompliance with the expectations of the Student/Parent Laptop Handbook or violation of the Corporation Student Technology Use Agreement can result in the loss of privilege with, or restricted access to, corporation provided technology as a consequence for misuse or a safety measure for a particular student. If this is the case, a school administrator will collaborate with the student and parent to make arrangements that may deny or restrict access to the resource in question. The use of South Newton School technology is a privilege rather than a right and can, therefore, be taken away from a user who has displayed a pattern of behavior that is considered by an administrator to be potentially unsafe or unhealthy for the user, other students, staff, the technology itself, or the learning environment.

File Storage/Back-Up:

Every student is provided H: drive server space on the Corporation's network for storage of school-related files and content. The Corporation will back up the H: drive server. All files stored on the Corporation's network are the property of the Corporation and are subject to regular review and monitoring.

Content saved on the device's desktop or hard drive are not stored on a network, and, therefore, are lost if a device requires repair or maintenance and cannot be recovered.

Flash drives, SD cards, etc, formatted as storage devices can be used on the devices. Students may also use Google Drive with their school issued email to store files. Emails and files stored on Google drive are also school related and subject to search if requested by administration. Anytime a device requires repair or maintenance, all data and documents stored locally on the device could be lost.

Home Network Usage:

All South Newton School Corporation usage expectations and policies pertain to use on home networks just as they do when at school.

South Newton School Corporation laptops are designed to work as a single, independent workstation in a home network that allows for such, either by cable or wirelessly.

South Newton School Corporation laptops will connect to home wireless networks if the wireless network is open or only requires a network key, or pass code, to connect.

Do not attempt to install networking software on your South Newton School Corporation laptop.

Do not attempt to install or reconfigure virus protection software, security settings, firewall settings, IP configuration, or operating system defaults on your South Newton School Corporation laptop, even if your home network calls for it.

Wireless Internet Access:

All South Newton School Corporation usage expectations and policies pertain to use on public Wi-Fi networks just as they do when at school.

South Newton School Corporation laptops can connect to any standard Wi-Fi network or secured Wi-Fi network for which the user has the appropriate network key or pass code to connect.

Many public destinations now offer free public Wi-Fi to its patrons that can provide your South Newton School Corporation laptop internet access away from school.

South Newton School Corporation laptops cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, manipulation of firewall settings, use of network connection wizards, or manually assigning an IP address.

Content Filtering:

South Newton School Corporation protects students with a filtering application on all corporation computers that is updated regularly. These updates are pushed to student devices each time they are logged on to the corporation's network.

The content filter, as configured by the corporation and as it operates on the device in possession of a student who is using the device in compliance with the Student/Parent Laptop Handbook and the Corporation's Student Technology Use Agreement, is intended to restrict inadvertent access to unapproved content online and deter attempts to deliberately access unapproved content online. This does not absolve the user from attempting to access unauthorized or inappropriate sites on the internet.

Because of the nature of the internet, no content filter is capable of preventing all access to all online content that is not school-related. Although the content filter will provide a degree of protection to the user and the laptop, the user assumes responsibility for not accessing content that is not school-related, whether blocked by the filter at that appropriate time or not.

Attempts to disable, reconfigure, or circumvent the content filter is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student's technology use privileges.

Any access of unapproved content online, whether through a corporation-owned device, personal cell phone, or any other personal electronic device, while at school is a violation of usage policy.

Virus Protection:

South Newton School Corporation will install virus protection application on all corporation computers that is updated regularly. These updates are pushed to student devices each time they are logged on to the corporation's network.

The virus protection, as configured by the district and as it operates on the device in possession of a student using the device in compliance with the Student/Parent Laptop Handbook, and the corporation's Student Technology Use Agreement is intended to restrict inadvertent download of unapproved materials and deter attempts to deliberately download unapproved materials. This does not absolve the user from attempting to download unauthorized materials that can compromise a device or the network.

Attempts to disable, reconfigure, or circumvent the virus protection is a violation of the aforementioned usage policies and can result in administrative referral for disciplinary consequences or restrictions of a student's technology use privileges.

Any download of unauthorized content, whether on a corporation device or on any personal media storage device (flash drive, SD card, CD, memory card, etc.) that connects to a school device is a violation of usage policy.

Handling, Care, and Use:

You are responsible for all media, internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned laptop. Do not allow other users to use the laptop assigned to you.

Make sure you start each day with a fully charged battery on your laptop.

Make sure the laptop logs on to the school corporation's network daily to receive necessary updates that are critical to keeping the laptop safe and operational.

Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the laptop that are not intended for that particular port or connector.

Make sure your laptop is never exposed to liquids or other foreign substances, including drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc.).

Make sure the surface of your laptop is not altered or defaced. Do not decorate your assigned laptop or remove labels, stickers, or tags from the laptop that are affixed by school district personnel.

Make sure that only school corporation personnel troubleshoot, diagnose, or repair your laptop. Do not allow 3rd party service people to handle your assigned laptop.

Screen Care:

The laptop screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place a magnet near the laptop as it will erase the hard drive.
- Do not place anything in the book bag that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (such as pens or pencils).
- Do clean the screen with a soft, dry cloth or anti-static cloth.

Security, Storage, and Transport:

Keep the laptop powered off and in the corporation-provided backpack when not in use.

Do not hold, lift, or suspend the laptop in the air solely by the screen/display. Handle the laptop within the corporation provided backpack within the school and outside of school.

Make sure to power the laptop completely off before inserting it into the backpack if it will be stored there for a duration of longer than 10 minutes.

Handle the laptop with caution, even when in the corporation-provided backpack. Do not throw, slide, drop, and toss, etc. the laptop, even while in the backpack.

Relocate a laptop that is powered on, opened up, and in use for class to a secure location to be monitored by a staff member if leaving the classroom at school. Do not leave it on a small or unstable desk in a crowded classroom if you are leaving the room, even if only for a moment.

Take the laptop home every day for nightly storage. Do not leave it in your school locker for overnight storage.

When not at school, keep the laptop out of reach of younger siblings, family pets, or anyone capable of careless handling or inadvertent damage of the property.

You are responsible for making sure you do not share or switch the laptop, its power charger, and/or other accessories with other users.

Bringing your power charger to school for daily use is allowed. You are responsible for any loss and damage that may occur to it, regardless of whether loss/damage occurs at school or away and regardless of who is using it at the time of loss/damage.

Power the laptop down and keep it in the corporation-provided backpack while transporting it in a vehicle.

Secure the laptop out of view from anyone outside of a vehicle if being temporarily stored in a parked vehicle.

Do not ever store a laptop in an unlocked and/or unattended parked vehicle, even when the parked vehicle is at your residence.

Communicate with your teachers, coaches, sponsors, supervisors, etc. about ensuring that the laptop will receive secure storage if you have it at school related activities, performances, sporting events, etc.

Inspection: Students may be selected at random to provide their laptop for inspection by administrators.

Disciplinary Action:

The use of technology is a privilege and not a right. Students are expected to use their laptop in accordance with the Student/Parent Laptop Handbook and the Corporation Student Internet and Computer Use Agreement, and any applicable laws. Failure to use the laptop in an appropriate manner will result in one or more of the consequences listed below as determined by the staff and administration of the South Newton School Corporation:

- Student Conference
- Parent Conference
- Revocation of student use or access privileges, including laptop take-home privileges
- Any and all school disciplinary action, including AM/PM Detention, OSS
- Civil or criminal liability under applicable laws

Failure to bring laptop charged or failure to bring to class

These actions will be recorded in Harmony as a disciplinary referral. Teachers reserve the right to determine if the lack of power in the device requires disciplinary action. Consequences will be as follows each 9 weeks:

Elementary Consequences

9 week rotation

1st offense - recorded

2nd offense - recorded

3rd offense - detention

4th offense - detention

5th offense - Saturday school

Middle/ High School Consequences

- 1st-2nd Record the Incident

- 3rd Detention
- 5th Friday School
- 7th Friday School
- 9th ACP

LAPTOP FAQ'S

- 1. How long can I use the laptop?** While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your school career in South Newton.
- 2. What if I already have another model or brand of tablet computer?** You will use the School Corporation issued laptop for school purposes. This is necessary to ensure you have a computer that can log onto the Corporation's network and the ability to run the software that you will need in your courses. The Corporation will only provide maintenance service or assistance for South Newton issued laptops.
- 3. Will I have my laptop in the summer?**
No. All laptops will be collected at the end of the school year for general maintenance, cleaning and software update purposes. Students will be reissued the same laptops in the fall of the upcoming school year.
- 4. Where do I find an Lenovo authorized service technician?** Only the school based technicians who are employed by South Newton School Corporation are authorized to service and repair the laptop. If you have a question or a service need, take your laptop to one of your school based technicians.
- 5. Does SNSC provide maintenance on my laptop?** Yes. Students enrolled in South Newton will be covered by maintenance from the South Newton Technology Staff.
- 6. What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?** South Newton stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit with the technology staff. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss. If the laptop can be fixed in one day or less the student may not get a loaner.
- 7. What if I want to add options to my laptop later?** Only South Newton employees are authorized to add options and upgrades to your laptop.
- 8. What has the school done to help prevent students from going to inappropriate sites?**
Each laptop is equipped with software that monitors all Internet sites that students attempt to access with the South Newton laptop. This software blocks inappropriate sites and also logs a history of every site that is accessed. Students who access inappropriate sites are in violation of the South Newton School Corporation Discipline Code and will be referred to an administrator for disciplinary action.
- 9. Are Student laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?** Corporation personnel have the capability of monitoring student and teacher laptops even though these are assigned to students, they remain the property of South Newton School Corporation. Inappropriate material found on the laptop will be reported to the administration and removed.

**South Newton School Corporation
2014-2015 School Year
Laptop Agreement by Student and South Newton
School Corporation**

Student:

The Lenovo X140 laptop, backpack and power adapter are being loaned to the student for educational purposes and are in good working order unless otherwise indicated. It is the responsibility of the student to care for the laptop and ensure that it is maintained in a safe environment. The corporation's laptop may be used only in accordance with the district's **Internet and Computer Use Agreement** policy and the rules stated in the **Student/Parent Laptop Handbook**. The student acknowledges and agrees the student's use of the district's computer is a privilege, and student acknowledges student's responsibility to protect and safeguard the district's laptop and to return the same in good condition and repair.

Parent:

If the loss or damage is not covered by insurance, as outlined in the Student/Parent Laptop Handbook, the student/parent/guardian will pay the full replacement value of the equipment to South Newton School Corp. In addition, parent agrees to indemnify South Newton against any claim, suit, or damage occurring during or resulting from student's possession or use of the laptop, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to student's use of the district's laptop.

Students and Parents:

The student may not deface or destroy the laptop in any way. Inappropriate material on the laptop may result in loss of laptop privilege and potential criminal prosecution. If the student transfers out of the district or is expelled, the laptop must be returned within **three days** or it will be reported as stolen. **The student and parent agree that in the event the laptop is out of the student's possession for a period of 48 hours or the student believes the laptop has been stolen, the student/parent/guardian will immediately notify a South Newton School Corporation administrator, as well as file a report with the Newton County Sheriff's Department.** The student and parent acknowledge that this agreement extends to any other corporation computer issued to student on a temporary basis due to this computer's repair or other unavailability for use.

Students will return the laptop, backpack and power adapter to the district at the end of the 2014-15 school year on a date determined.

Student and parent understand the terms of this agreement.

Parent Signature: _____ **Parent Name (printed):** _____

Student Signature: _____ **Student Name (printed):** _____

Signature of School Staff Member: _____ **Date:** _____

_____ I decline the laptop agreement. I understand that my student will be issued a day-use laptop during the school day. Repair costs for negligence of the day-use laptop are the responsibility of the parents.

The Student Internet and Computer Use Agreement and the Student/Parent Laptop Handbook located on the South Newton School Corporation website at www.southnewton.com

South Newton Middle/High Responsible Use Policy (RUP)

Appropriate Uses

- Corporation technology resources are for educational use.
- The primary use of technology is for reference, inquiry and production of educational documents.
- Students shall not play games or use technology resources for other non-academic activities during instructional time without the teacher's authorization.
- Copyright laws must be followed when using information from electronic resources (e.g. on-line databases, electronic encyclopedias, news services), including appropriate reference citation. Plagiarism and copyright violations will not be tolerated.
- Downloading or using illegal music, games, software, or other files is prohibited. Copyright violations will not be tolerated.

Use and Care of Technology

- Students must ask for assistance if they do not know how to operate any equipment.
- Appropriate procedures must be followed, including proper startup, shutdown and sign-in procedures. Resources and peripheral devices (e.g. keyboards, disk drives, mice, cables) must be used with care. Keep food, drink, gum and magnets away from all equipment.
- Students must use only their assigned equipment or peripheral and are prohibited from using equipment assigned to other students unless they have the permission of the teacher
- Damaging, marring, or defacing technology resources in any manner is prohibited.
- Deleting, altering or modifying software residing on school equipment is strictly prohibited. This includes modifying system setups such as Windows desktop controls, menu settings or network security settings.

Communication and Email

- Creation or transmission of material in violation of school Corporation policy or any local, state, or national law is prohibited. This includes, but is not limited to, copyrighted material, threatening or bullying, gang-related activities, obscene material, or material protected by trade secrets.
- All electronic communications must be conducted in a polite and considerate manner.
- The school Corporation is required by the federal government to archive email.
- For safety purposes, students should not share or post their own or anyone else's personal data (e.g. full name, address, social security, driver's license number, personal photograph). Any activity that results in the loss of another person's privacy is prohibited.

Software and Internet

- Only Corporation-approved software may be used on computers. Installing, copying or executing software not approved by the Corporation is prohibited.
- Making illegal copies of software or other copyrighted media (e.g. CDs, DVDs, music, movies, downloaded files) is prohibited.
- All access to the Internet from school or home is protected by filtering software provided by the Corporation. Circumventing any filtering software (e.g. proxy and ghost server websites) is prohibited.

System Security

- Abuse of network or personal passwords, obtaining the passwords of other users, or circumventing system security measures in any way is prohibited.
- Do not engage in any activity that might be harmful to the computer or network (e.g. create viruses, damage files, disrupt service intentionally, access hacking programs).
- Altering files, changing BIOS settings or hiding directories or files is prohibited.
- Unauthorized remote access or hacking to school resources is prohibited.
- If a user can identify a security problem on the network, the user must notify or system administrator. The user must not demonstrate the problem to others.
- Students should not attempt to access inappropriate sites such as those that contain obscenity, pornography, advertisements for products or services not permitted to minors by law, hate or gang sites, or other sites which may be harmful to minors or may cause a substantial disruption to the academic environment.
- The South Newton School Corporation attempts to filter inappropriate material through a selected list of sites deemed as inappropriate due to content.

Summary

This Acceptable Use Policy is designed to describe how the **South Newton School Corporation** expects technology resources to be used. Persons violating this policy may suffer disciplinary action including, but not limited to, the loss of privileges relating to the use of technology in the schools. The Corporation's goal is to provide employees and students with access to technology in a safe environment that encourages and supports instruction. As a user of these technologies you are expected to read, understand, and acknowledge this policy before using the technology resources.

Please note: **South Newton School Corporation** monitors all computer usage through a security system. Federal law (CIPA) mandates that all computer activity within schools be closely watched in order to ensure the safety of our students.

Signatures

I understand and agree to abide by the South Newton School Corporation's Acceptable Use Policy. I understand that there are consequences if I don't follow this Acceptable Use Policy.

Student Signature

Date

Parent Signature

Date

South Newton Elementary Responsible use Policy (RUP)

South Newton Elementary students are in agreement by signing this form that they agree to the following:

- I will not place stickers or permanent markings on the laptop and/or backpack which is property of South Newton School Corporation.
- I will use this device for educational purposes only and realize it is subject to search at any time.
- I will bring my device to school each day fully charged and ready for use.
- I will charge my lap top in a safe place – around NO food, liquids, pets, young children and off the floor nor during lightning storms.
- I will keep my personal information private. This includes my password(s), personal address and phone number, and that of anyone else, private.
- In all my online communications (this includes, but is not limited to email, chat, instant-messaging, texting, gaming and social networking site profiles and connections), I will be respectful and polite.
- I will have teacher permission before playing games; instant-messaging; and accessing music, videos, or social media sites.
- I will get permission before sharing or posting online any personally identifying information (email addresses, photos, audio recordings, videos, etc.) about any members of the SNSC.
- I will not cyberbully or intentionally hurt or embarrass another person or group with my technology use.
- I will notify a counselor, teacher or administrator immediately, if I should become aware of cyberbullying taking place.
- I will use suitable language free of profanity, vulgarity, sexually oriented or other inappropriate language in all my communications.
- I will follow the guidelines of “educational fair use” as defined by a teacher, I will not copy, save or redistribute copyrighted material (files, music, software, videos etc.).
- I will not search for, download or distribute any material that is obscene, sexually explicit or pornographic. If these materials are downloaded accidentally, the user will immediately report the incident to an appropriate school district official.
- I will not vandalize, damage, disable or “hack” the files of others.

Student Signature

Date

Parent Signature

Date