

East Marshall Community Schools

COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the East Marshall Community School District (EM-CSD), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at East Marshall Community School District, hereby agree as follows:

1 Equipment

1.1 Ownership: East Marshall CSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document as well as Board Policies. Moreover, East Marshall administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptops configurations the same. All Computers include a DVD/CD-RW, ample RAM and hard-disk space, a protective laptop backpack, software, and other miscellaneous items. East Marshall Community School District will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, East Marshall CSD has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may **NOT** opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will **not** be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary, whether this be through a flash drive, external hard drive, or other.

2 Damage or Loss of Equipment

2.1 Insurance and deductible: Parents are **highly** encouraged to make sure that their homeowner's and/or renter's insurance covers the laptop and accessories in case of fire, flood, or other natural disaster. The East Marshall CSD is not responsible for any costs or deductibles from any private homeowner's insurance policies or any damages resulting from the above circumstances.

2.2 Responsibility for Damage: The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care.

a:) In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – \$100 deductible
- Second incident – \$200 deductible
- Third incident – up to full cost of repair or replacement

Student and/or parents are to be responsible for the deductible if the cost of the replacement or repair is above the noted amount for any of the first two stages. Any repair of replacement amount below \$100.00 level will be the responsibility of the student and/or parent in full.

Examples of when the fee schedule would be applied (but not limited to):

- accidental breakage of screen
- Breakage of trackpad
- Repair of USB/Thunderbolt ports
- Repair of Power Button
- Keyboard replacement

b:) Negligence:

Negligence is the intentional or willful act of destruction of property or the failure to follow guidelines and procedures. With East Marshall Community School's push for technology within the curriculum, the school district has invested in laptops for each student, but these MacBook laptops are the property of the East Marshall Community School District.

Negligence is a very serious matter... the full Laptop Agreement, EM Computer Use Agreement, and School Board Policy will be taken into account when the East Marshall Technology Sub-Committee meets to determine negligence.

Examples of Negligence include, but are not limited to:

- Rough-housing or horseplay with devices, resulting in damage
- Drinks or food spilled on the computer, resulting in damage
- Unauthorized use of the laptop (outside parents of student), resulting in damage
- If the computer is brought to an unauthorized repair shop or repaired by the student or parent.
- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of "attended," "unattended," and "locked.")
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

East Marshall Community School District reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration and/or Technology Advisory Committee.

c:) The East Marshall Community School District will maintain a sub-committee, which will meet to discuss and go over instances of damage to computers and/or accessories.

- The Technology Committee will determine if the damage was accidental or due to negligence based on the report given by the student and family and an inspection of the damage.
- The Technology Committee will do a thorough inspection of the computer and accessories to determine the next course of action.
- The final decision will be made by the Technology Committee and the family, parents, and student will be notified of the decision.
- A new computer will not be issued to the student unless the total amount of damage has been paid in full to the East Marshall Community School District. Laptops and computers will be available on a check-out basis if needed.

d:) The East Marshall Community School District will charge a \$50.00 Refundable Laptop Deposit for each school year per issued computer. The \$50.00 deposit will remain on file for the term of the student's educational career within the East Marshall Community School District.

The refundable deposit will be returned to the family/parent(s) when the student/family exits the school district due to graduation, transfer, or any other way when the computer/accessories are returned (see laptop agreement). The amount can and will be adjusted based on the amount of damage to the computer and accessories.

e:) Throughout the school year, any amount of damage below the \$100 level (see fee schedule) will be the full responsibility of the student/parents to repay. This will ensure that the fee schedule does not take effect for breakage below the \$100 level. Any amount above \$100 will result in the fee schedule taking effect. Resolution of this payment must be fulfilled before the return of the student's assigned computer.

f:) Timeline for resolution:

Payment must be received, whether it through the fee schedule or through full cost below the fee schedule within one (1) week of notification of the total cost of repair. Failure to remit payment in a timely manner can result in the delay of the computer returned to the student for usage. The student's loaner or actual computer will not be allowed to leave the school premises until the amount is paid in full.

2.3 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent will be billed the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Administrative Staff or Director of Technology. If the Computer is stolen or vandalized while not at East Marshall CSD or at an East Marshall CSD sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair: East Marshall CSD does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

2.6 Failure of repayment or return of equipment: East Marshall CSD requires that if devices are repaired, payment for repair parts and labor will need to be paid within one (1) week of notification via US Mail. Any delay of this payment can result in the delay of the student receiving their issued laptop.

Failure to return the device, chargers, laptop bags, and other accessories can result in the full charge of replacement. Any equipment not returned will be considered stolen property and will be reported to the local authorities.

3 Legal and Ethical Use Policies

3.1 Monitoring: East Marshall CSD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with East Marshall CSD’s School Policies. Laptops will be filtered off-site as well, but usage will ultimately be the responsibility of the student and/or family.

3.2 Legal and Ethical Use: All aspects of East Marshall CSD Acceptable Use Policy and School Board Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, 4shared, The Pirate Bay and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

3.4 Allowable Customizations

- The Student *is permitted* to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The Student *is permitted* to download music to iTunes via the student’s own Apple ID, but cannot download or install any other software without permission from the East Marshall CSD Technology Director/Administration. East Marshall is not responsible for any purchases made by the student or family and any unauthorized software will be deleted or blocked.
- The student *is permitted* to add any **removable** emblems or decals to the computers covers, as long as they can be removed easily. These will need to be school-approved/school appropriate emblems or cling-ons and the computer will be confiscated if this rule is not followed.

STANDARDS FOR PROPER COMPUTER CARE

This document is an important addendum to the *Student Laptop Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer. **Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Read the electronic manual that comes with the laptop. Following Apple's advice and the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and educational tool.

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to East Marshall CSD during every school day. (If you forget them, substitute computers will **not** be provided.)
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the computer stored in a secure place (i.e., locked in the locker room, locked car-trunk or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be **your** full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car other than in a locked trunk (under acceptable weather conditions). ***Avoid leaving the Computer in environments with excessively hot or cold temperatures.***
- Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- Adhere to East Marshall Community School's Computer Use Policy/School Board Policy at all times and in all locations. When in doubt about acceptable use, ask the District Teacher Librarian, Director of Technology, or Principal.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the Administrative Staff and/or Director of Technology.
- Don't force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

General Care

- Do **not** attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost if altering occurs.
- Do **not** remove or interfere with the serial number or any identification placed on the computer, including school-issued asset tags.
- Do **not** do anything to the Computer that will permanently alter it in any way. (You can apply clings so long as they are completely removable.)
- Keep the equipment clean. For example, don't eat or drink while using the Computer.
- Drinks and food in the immediate vicinity of the computer are **prohibited!** Any food or drink spilled on the computer will be considered negligence and the full cost of replacement will be assessed to the family. You will be required to dispose of your drink or food if near a laptop.

Carrying the Computer

- Always completely close the lid and wait for the Computer to enter Sleep Mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient – there is little reason to actually shut-down the laptop other than on an airplane or during extended days of inactivity.
- Always store the Computer in the laptop bag provided. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen.
- Do not overstuff your pack – extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not grab and squeeze the Computer, as this can damage the screen and other components
- Never move the Computer while a CD or DVD is actively being used.
- Do not force the laptop into the bag! Damage can result.
- Students will need to carry their laptops from class to class with the laptops in their school-issued laptop bags, no matter how close the class is.

Screen Care

The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$500 for parts and replacement. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed, thus resulting in a screen replacement charge to the family.

*The East Marshall Community School District will **not** be responsible for a cracked or broken screen. Any screen damage can result in the full replacement cost of the screen.

DVD DVD/CD-RW (Optical Drive)

- Never force a disc into the slot. This can cause permanent damage and voids the warranty.
- Keep discs clean and store them in a cover to prevent dust from entering the Computer. Always remove CDs and DVDs when they are not in use – this preserves battery life.
- Avoid using CDs or DVDs unless the Computer is connected to a power source with the charging unit – CD/DVD use dramatically lowers battery life

Battery Life and Charging

- The Student is to arrive at school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Avoid extended use of the Computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the Apple User Guide. The East Marshall Community Schools District requires and assumes that the Student and Family reads and follows all guidelines/suggestions within the Apple User Guide.

COMPUTER USE AND CONDUCT POLICY

The primary goal of East Marshall Community School's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use. The following is a list of rules and guidelines, which govern the use of East Marshall CSD computers and network resources.

Network Resources refers to all aspects of East Marshall CSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of East Marshall CSD's network resources whether this access occurs while on or off campus.

Students may not:

- Use school networks to download, stream or listen to Internet-based music, video and large image files not required for schoolwork, as this slows the performance of the network for all users. The school will monitor the network for violations.
- send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Director of Technology to make special arrangements);
- alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- conduct any commercial business;
- conduct any illegal activity (this includes copyright laws);
- access the data or account of another user (altering files of another user is considered vandalism and against Acceptable Use Policy);
- install any software onto East Marshall CSD computers; to copy East Marshall CSD school software (copying school owned software programs to other computers is considered theft and against federal copyright laws).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

Responsibility for Property

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes, but not limited:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

*When computers are lent to Parents, the Parents will be bound to all rules and regulations that Students must follow and adhere to.

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

File Sharing and File Sharing Programs

The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, The Pirate Bay, 4shared, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

Discipline

Any student who violates these rules will be subject to disciplinary action, according to Technology Policies and Board Policies. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students use of technology restrict and or revoked.

Legal Issues and Jurisdiction

Because The East Marshall Community School District owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of East Marshall CSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion to remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

Disclaimer

The East Marshall Community School District does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the East Marshall Community School District. While East Marshall CSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At East Marshall CSD, we expect students to obey the Computer Use Policy/Acceptable Use Policy and School Board Policy when using the Internet. Students found in violation of the policy will be disciplined (at the discretion of the school administration). It is the child(ren)s and parent's responsibility to practice good habits and not use the school-owned machines for unapproved activities.

In addition, East Marshall CSD account holders take full responsibility for their access to East Marshall CSD's network resources and the Internet. Specifically, East Marshall CSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

The parent(s) and student have read the above policies and regulations with the 1:1 Laptop program and understand that the regulations above. All policies and regulations above will be enforced.

Parent Signature: _____ Print Name: _____

Parent Phone: _____ Parent Email: (if possible) _____

Student Signature: _____ Date: _____

