

West Elk USD 282

Acceptable Use Guidelines and Loan Form Agreement

Parents and Students

2020-2021

West Elk USD 282 strongly believes in the educational value of electronic technology and information services and the potential of such services to support our curriculum. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. This service is a privilege, not a right, and students and parents must agree to certain use guidelines for both devices and internet. Anyone using West Elk information services or devices illegally or improperly will lose this privilege and may face consequences up to and including expellment and law enforcement notification.

User Responsibilities:

Students must have permission from at least one of their parent/guardians to access these information retrieval systems (internet, chromebook, tablet, etc.).

Again, the use of these services is a privilege, not a right. West Elk declares unethical and unacceptable online or offline behavior as just cause for taking disciplinary action, revoking access privileges and/or initiating legal action for any activity initiated from school or any other site through which an individual does the following:

- Uses impolite, abusive or otherwise objectionable language in either public or private messages
- Uses information services for illegal, inappropriate or obscene purposes or in support of such activities. [Illegal activities shall be defined as those that violate local, state or federal laws. Inappropriate use shall be defined as a violation of the intended use of the internet or device or the school's purpose and goal for same. Obscene activities shall be defined as a violation of generally accepted social standards for publicly owned and operated information systems.]
- Uses the information networks for any illegal activity, including violation of copyrights or other contracts pertaining to institutional or third party copyright, license agreements and other contracts.
- Intentionally disrupts network traffic, crashes the network or connected systems
- Degrades or disrupts equipment or system performance
- Circumvents West Elk's security measures from school or remote computers or networks
- Sending or receiving copyrighted materials without appropriate permissions
- Gains or attempts to gain unauthorized access to the information or data of others
- Vandalizes the data or files of another user including erasing, changing, or making unusable another person's computer files, programs or storage devices
- Knowingly lets other persons use their name, login id, password or files for any reason except for authorized school personnel

- Places unlawful information into the system
- Uses the school’s internet or school-issued device to deliberately annoy or harass others with language, images, innuendoes or threats
- Sends or receives pornographic material
- Uses test files or files dangerous to the integrity of the network
- Downloads or installs any software, shareware or freeware unless directed to do so by appropriate school personnel

STUDENTS SHALL HAVE NO EXPECTATION OF PRIVACY FOR ANY INFORMATION CREATED, STORED OR USED ON ANY DISTRICT CHROMEBOOK, COMPUTER OR TABLET. The district makes no guarantee that the functions provided by the information systems will be error-free. West Elk will not be responsible for:

- Damages suffered, including but not limited to, loss of data or interruptions of service
- The accuracy or quality of the information obtained
- Any financial obligations arising through the unauthorized use of the system

PLEASE NOTE: STUDENT ACTIVITY BOTH ONLINE AND OFFLINE WILL BE MONITORED AND RECORDED. IF THE STUDENT CHOOSES NOT TO FOLLOW THESE GUIDELINES, THERE WILL BE CONSEQUENCES WHICH MAY INCLUDE LOSS OF INTERNET ACCESS, TECHNOLOGY PRIVILEGES OR OTHER APPROPRIATE DISCIPLINE AND, IF DEEMED APPROPRIATE – LAW ENFORCEMENT WILL BE NOTIFIED.

Damage to school-issued devices must be reported promptly to Information Technology staff. There may be charges to repair or replace devices, whether damage is intentional or accidental. If possible, a loaner device will be supplied. The following table shows estimates of repair/replace pricing.

Screen \$40 - \$50	Power Adaptor - \$45 - \$55	Display Bezel - \$20
Battery \$42 - \$52	Top display w/cover \$41 - \$51	Keyboard/palmrest \$55 - \$65
DC In-Jack \$15 - \$25	Bottom Cover \$25 - \$35	Touchpad \$30 - \$40
Full Replacement - \$200	Carrying Case \$15	

West Elk USD 282 Expectations:

West Elk fully expects all members of the school community to use the internet and school issued devices in a responsible, appropriate and legal manner. Following are the computer use expectations:

- The internet should be used for research or information gathering that is directly related to academic assignments or extracurricular projects assigned by the USD 282 faculty.
- During school hours, game playing on devices is not allowed unless the activity is directly related to a school assignment or activity.
- Email (or any electronic communication) should be used only for legitimate and responsible communication between students, faculty and the outside world. Rude, abusive, threatening or otherwise inappropriate language is not permitted.
- Students may access only files that belong to them or which they have permission to use.
- Copyright laws should be followed.

SPECIFIC PARENT RESPONSIBILITIES (for devices that are authorized to go home with students):

Your child has been issued a device to improve and personalize his/her education this year. It is essential the following guidelines be followed to ensure the, safe, efficient, and ethical operation of your child's chromebook.

- I will discuss our family values and expectations regarding the use of the internet at home.
- I will supervise my child's use of the school-issued computer and internet at home.
- I will not attempt to clean or repair this school device.
- I will report to the school any problems with this device.
- I will make sure my child recharges the school-issued device nightly
- I will make sure my child brings the device to school every day.

**If my child comes to school without his or her chromebook I may be called to bring it to school.*

SPECIFIC STUDENT RESPONSIBILITIES:

My chromebook is an important learning tool and is for educational purposes only. In order to take my device home each day, I am willing to accept the following responsibilities:

- I will treat the school-issued chromebook or tablet with care by not dropping it, getting it wet, leaving it outdoors or using it with food or drink nearby.
- I will not loan my device to friends (or even siblings without parental permission).
- I will follow USD 282 Acceptable Use Guidelines when using the internet on my school-issued device at home and at school
- I will honor my family's values when using the internet.
- I will not attempt to clean/repair my chromebook.
- I will recharge my device every night and bring it back to school each day.
- I will not violate any school district policies, state or federal laws in my use of this school-issued device
- I will remember that using school-issued technology is a privilege - not a right and any violation of the above is subject to denial of use and disciplinary action.

Loan Form Agreement

The technology item(s) that are being loaned to me are in good working order. It is my responsibility to care for this equipment (District Property) and ensure that it is utilized in a safe environment. Usage Guidelines are expected to be followed (see Acceptable Use Guidelines for Technology on previous pages).

This equipment is the property of West Elk USD 282 and is herewith provided to the student for educational purposes only for the academic school year. Student may not deface or destroy this property in any way. Inappropriate material on the device may result in discipline, including the student losing their right to use the device. The equipment must be returned to the school at end of term or when requested or when student is no longer enrolled.

If this device is lost, stolen or damaged while issued to Student, the Student is responsible for the replacement or repair. **The Student agrees to compensate the District for any damage, loss or destruction, or claim occurring during or resulting from Student's possession or use of District Property**, including but not limited to, any claim for infringement or violation of applicable trademarks and copyrights attributable to the Student's use of the District Property. The District Property may be used by the Student only for educational purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license and it is the Student's responsibility to be familiar with and to comply with the provisions of such license.

The Student may not install or utilize any software in connection with his use of the District Property other than software owned by the District and made available to the Student in accordance with this Receipt of Agreement. The Student agrees not to make any unauthorized use of or modification to such software. The District is not responsible for any computer or electronic viruses that may be transferred to or from Student's storage devices and the Student agrees to use his best effort to assure that the District Property is not damaged or rendered inoperable by any electronic virus while in Student's possession.

Student acknowledges and agrees that Borrower's use of the District Property is a privilege and that by the Student's agreement to the terms thereof, the Student acknowledges his or her responsibility to protect and safeguard the District Property and to return the same in good condition and repair. The District hereby acknowledges receipt of the sum of \$0 dollars from the Student and his/her parent or legal guardian in consideration for the use of the District Property.