

## PROFILE SCHOOL DISTRICT INTERNET/NETWORK ACCEPTABLE USE POLICY 2018-2019

### School Network and Internet Access

**PRIVILEGES:** The use of the Profile School District (PSD) Network is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The school and system administrators will determine what is appropriate use based upon the guidelines established in this document, any subsequent modifications hereto, and PSD policies and procedures. The PSD reserves the right to terminate, suspend, or otherwise limit network access at any time and to inspect or review accounts and files for security purposes. Such decisions of the school are final.

**ACCEPTABLE USE:** The use of the student account must be consistent with the educational and operational policies and procedures of the PSD. The use of other organization's networks or computing resources is subject to the rules and limitation of those organizations or networks. Transmission of any material in violation of any United States or state statute or regulation is strictly prohibited. This includes, but is not limited to, copyright or trade secret material, threatening or obscene material, and criminal activity. The use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use will be reported to the responsible authorities.

**ETIQUETTE:** Students are expected to comply with the generally accepted rules of network etiquette. These include, but are not limited to the following.

- Comply with all school rules regarding behavior and personal conduct.
- Be polite.
- Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
- Do not use the system for frivolous, harassing, or inconsiderate purposes, or to disrupt another person's use of the system.
- Do not reveal personal addresses or phone numbers.
- Do not attempt to circumvent the Internet school filter by any mean, whether physical or virtual. A physical mean can be, but is not limited to, a connection to a personal device with unfiltered access to the Internet. A virtual device can be, but is not limited to, a proxy or anonymizer site.

Electronic mail (e-mail) is not guaranteed to be private. System administrators have access to all mail and reserve the right to monitor the use of the district's network including all email.

**RELIABILITY:** The PSD cannot be held responsible for any lost resources or damages incurred through the use of this account.

**SECURITY:** User of the system agrees not to violate or attempt to violate system security or intentionally interfere with system performance, or access another person's account, files, or password. Individuals may be denied access to the system based upon security violations or other computer systems.

**ENCRYPTION:** The use of encryption software or technology and storage of any encrypted document of any kind on school-owned devices or network is strictly prohibited. Failure to comply will result in permanent loss of access to school IT equipment and network. The use of biometric logon technology is only allowed after positive verification by computer technician that the content of school-owned devices remains accessible by network administrator when needed.

**FEE SERVICES:** Without the express permission of a sponsoring teacher, students may not use the Internet/Network to access any database, service, or download data or software that charges a fee for such service or access. If a student does any of the foregoing, the student is liable for any and all charges.

**TERMS AND CONDITIONS:** These terms and conditions reflect the entire agreement of the parties and supercede all prior oral or written agreements. The PSD reserves the right to modify these terms and conditions at any time. The laws of the State of New Hampshire, the United States of America, and the applicable policies of the PSD shall govern these terms and conditions.

## PROFILE SCHOOL DISTRICT CHROMEBOOK & PERSONAL DEVICE AGREEMENT 2018-2019

### Introduction:

All students should be using either a school-issued Chromebook and/or a personal device as part of their regular curriculum and instruction. If a student elects to borrow a school-issued Chromebook, it will be issued to the student with a charger and sleeve. These remain the property of PSD. They are loaned to the student and must be returned at the end of the school year unless the student elects the Summer option at the end of this Agreement.

Each student and parent must sign the Profile Internet/Network Acceptable Use Policy **and** this Profile School District Chromebook and Personal Device Agreement before a Chromebook can be issued. PSD retains control, custody and supervision of all Chromebooks, Internet/Network services owned by, leased or loaned to PSD.

### General Information:

Students must realize that using a school-owned device is a privilege, not a right. Any inappropriate or careless use of a Chromebook, charger, or its sleeve needs be reported immediately to the teacher, librarian, or administration. Misuse will result in the Chromebook, charger, and sleeve being taken away for a period of time to be determined by designated staff. PSD realizes that accidents can and do happen. PSD would encourage students to be responsible and respectful of their Chromebook, which are valued at approximately \$300. A list will be kept of all accidents and service required for each Chromebook. If requiring repair, a support ticket will be created and a loaner will be issued. Students who have caused damages (accidental or intentional) to a Chromebook will be required to reimburse PSD for the repair and will participate in a review with the technology coordinator, network administrator, administration, and parents to determine if the privilege of having a Chromebook needs to be suspended. PSD may file a report of stolen property with the local law enforcement agency for equipment not returned.

Students transferring out of or withdrawing from PSD must turn in their devices and power supplies to the media Center on their last day of attendance. At the end of the school year, students are required to return their device and charger. **Students will use the same Chromebook from year to year** to encourage them to take greater responsibility for the device in their care.

### Care of the Chromebook:

**Students are expected to bring a fully charged device to school every day.**

**The Chromebook should be in possession of the student or secured in a locked location (such as a locker with a lock) at all times.** There will be disciplinary consequences and/or loss of privilege for Chromebooks left unattended. They must be carried in a Chromebook sleeve. Once the Chromebook is issued to the student, the student is responsible for it at all times.

The normal school rules of showing respect for property apply to the care of the Chromebooks. Please keep the Chromebook, sleeve, and charger clean at all times. Please do not disassemble, tamper with or modify hardware. Students may not remove any labels or stickers applied by the school or vendor.

### General Rules, Reminders, and Guidelines:

Any downloaded materials should be school appropriate and free of copyright infringement. Please be aware of copyright guidelines as stated in our Profile School District Internet/Network Acceptable Use Policy.

Students who do not come to school with their device may be able to check out a loaner for the day in the media Center. A student borrowing a loaner will be responsible for any damage to or loss of the issued device. A student may be able to use a loaner only once a month. The Media Center will document the number of times a loaner is issued to each student and will send reports to school administrators for those students that have more than one occurrence during a given month.

PSD reserves the right to monitor all computer and Internet/Network activity by students. Students have no expectations of privacy in their use of technology. Inappropriate use of any Chromebook or Internet/network services will result in student's Chromebook and/or Internet/Network or Chromebook privileges being taken away for a period of time. Any inappropriate use of the Internet/Network services with a personal device will result in student's Internet/Network privileges being taken away for a period of time.

**SIGNATURE SHEET - RETURN TO SCHOOL**

Please fill out the appropriate portions completely and legibly. The signature of a parent or guardian is required if student is under 18 years of age.

**I HAVE READ THE PROFILE SCHOOL DISTRICT INTERNET/NETWORK POLICY.** I understand and will abide by the stated terms and conditions for the Internet/Network. Should I commit any violation, my access privileges may be revoked and school disciplinary actions and/or appropriate legal action may be taken.

STUDENT NAME (Please print): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT OR GUARDIAN: (If the applicant is under the age of 18 a parent or guardian must also read and sign this agreement). As the parent or guardian of this student, I have read the Profile School District Internet/Network Acceptable Use Policy. I understand that this access is designed for educational purposes and the Profile School District has taken precautions to eliminate controversial material. However, I recognize it is impossible for the Profile School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired through the Internet/Network. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

PARENT OR GUARDIAN (Please print): \_\_\_\_\_

PARENT OR GUARDIAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**AGREEMENT TO BORROW SCHOOL OWNED CHROMEBOOK, CHARGER, AND SLEEVE FROM Aug. 31, 2018 to June 15, 2019**

I request the use of the following equipment for the dates and purpose(s) outlined below:

Equipment: Chromebook & Charger # \_\_\_\_\_

The Chromebook, charger, and sleeve will be returned by the last day of school.

In consideration for the privilege of borrowing school owned equipment, I understand and acknowledge that I am responsible for this equipment and any replacement loaned equipment while it is in my custody and control, and agree to return the equipment in the same condition in which it was received. **I understand that I will be held financially responsible for the replacement or repair of the equipment.**

**Program Options. Circle one:**

1. Students may use the Chromebook during the school day AND take it home in the evening.
2. Students may use the Chromebook during the school day, BUT must return it to the school media center at the end of the day.
3. Students may opt out of the Chromebook program entirely with the understanding that they will be bringing their personal device to school.

STUDENT NAME (Please print): \_\_\_\_\_ STUDENT SIGNATURE: \_\_\_\_\_

PARENT OR GUARDIAN (Please print): \_\_\_\_\_

PARENT OR GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_