

# Paton-Churdan Community School District

## Student Acceptable Use Policy

The primary goal of P-C's available technology is to enrich the learning that takes place in and out of classrooms. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Due to the limited supply of both hardware and software, academic work for courses always takes priority over any other use of the computer equipment.

The following is a list of rules and guidelines which govern the use of P-C computers and network resources. Network resources refers to all aspects of P-C's owned or leased equipment, including computers, printers, other peripherals, as well as email, Internet services, and all other technology-related equipment and services. These rules apply to any use of P-C's network resources whether on or off campus. Students may not use network resources:

- To create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- To download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users.
- To alter, add or delete any files that affect the configuration of a school computer;
- To conduct any commercial business;
- To conduct any illegal activity (this includes adhering to copyright laws);
- To access the data or account of another user (altering files of another user is considered vandalism);
- To install any software onto P-C computers; to copy P-C school software (this is considered theft);
- To bypass the filter through the use of proxies or other services.

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;
- 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:

- Not leaving equipment in an unlocked car or unlocked home (if you have permission to take it home).
- Not leaving equipment unattended while at school or elsewhere.
- Not lending equipment to anyone except one's parents (for those with home privileges).
- Not using equipment in an unsafe environment.

Students must not leave the computer unattended (it must be with you or within your sight) at all times. Laptops left in bags, backpacks or in unattended classrooms are considered "unattended" and may be confiscated by 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 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 is explicitly prohibited. File Sharing programs and protocols like BitTorrent, Frostwire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs may seek prior approval from the Technology Coordinator.

### **Discipline:**

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Violations of the File Sharing rules will result in hard drives being restored to original settings. Serious or repeated violations will result in student's use of technology being restricted or revoked. Any student with permission to take home their computer who continually does not bring their laptop to school, will lose the privilege of taking the laptop home.

### **Legal Issues and Jurisdiction:**

Because P-C 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 P-C'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, remotely access to open, examine and/or delete electronic files that violate this Computer Acceptable Use Policy.

**Disclaimer:**

P-C 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 Paton-Churdan Community School District. While P-C'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 P-C, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, P-C account holders take full responsibility for their access to P-C's network resources and the Internet. Specifically, P-C makes no warranties with respect to school network resources nor does it take responsibility for:

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

## Computer Loan Agreement

One Chromebook or Macbook, Charger and Case are being loaned to the Student/Borrower and are in good working order. It is Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is and at all times remains, the property of Paton-Churdan Community Schools of Churdan, Iowa, and is herewith lent to the Student/Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. In appropriate use of the machine may result in the Student/Borrower losing his/her right to use this computer. The equipment will be returned to the school when requested by Paton-Churdan Community Schools, or sooner, if the Student/Borrower withdraws from Paton-Churdan Community Schools prior to the end of the school year.

The District Property may be used by Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules, the District's Code of conduct, as well as, local, state, and federal statutes.

One user account with specific privileges and capabilities has been set up on the Chromebook or Macbook for the exclusive use of the Student/Borrower to which it has been assigned. The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The Student/Borrower agrees to make no attempts to add, delete, access, or modify other user accounts on the Chromebook or Macbook and on any school-owned computer.

A Google Apps for Education account is available for each Student/Borrower to use for appropriate academic communication with other students and staff members.

Iowa statute allows the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. The full cost of the Google Chromebook/Case is \$289. Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Paton-Churdan Community Schools.

<b>Parent Responsibilities</b>	<b>Student Responsibilities</b>
Your son/daughter has been issued a Chromebook/Macbook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.	<p>Your Chromebook/Macbook is an important learning tool and is for educational purposes only. In order to take your Chromebook/Macbook home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> <li>• When using the computer at home, at school, and</li> </ul>

<ul style="list-style-type: none"> <li>● I will supervise my son's/daughter's use of the computer at home.</li> <li>● I will discuss our family's values and expectations regarding the use of the internet at home and will supervise my son's/daughter's use of the internet.</li> <li>● I will not attempt to repair the computer.</li> <li>● I will report to the school any problems with the computer.</li> <li>● I will make sure that my son/daughter recharges the computer battery nightly.</li> <li>● I will make sure my son/daughter brings the computer to school every day.</li> <li>● I understand that if my son/daughter comes to school without his/her computer, I may be called to bring it to school</li> <li>● I agree to make sure that the computer is returned to the school when requested and upon my son's/daughter's withdrawal from Paton-Churdan Community School District.</li> </ul>	<p>anywhere else I may take it, I will follow the policies of the Paton-Churdan School District - especially the Student Code of Conduct - and abide by all local, state and federal laws.</p> <ul style="list-style-type: none"> <li>● I will treat the computer with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li> <li>● My computer is my responsibility and will stay in my possession at all times.</li> <li>● I will not modify any software on the computer.</li> <li>● I will honor my family's values when using the computer.</li> <li>● I will not release personal information to strangers when using the computer.</li> <li>● I will bring the computer to school every day.</li> <li>● I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.</li> <li>● I will clean my computer using only the cleaner provided by the district.</li> <li>● I will recharge the computer battery each night.</li> <li>● I will return the computer when requested and upon my withdrawal from Paton-Churdan Community Schools.</li> <li>● I will place the computer in its protective case.</li> </ul>
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**Paton-Churdan Community School District  
Acceptable Use Policy & Computer Loan Agreement**

**Student** - I have read the terms and conditions. I understand and will abide by the stated terms and conditions for the Paton-Churdan Community School District. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student Name (please print) \_\_\_\_\_ **Student's Grade** \_\_\_\_\_

Student SignatureX \_\_\_\_\_ Date \_\_\_\_\_

**Parent or Guardian** - (If the applicant is under the age of 18, a parent or guardian must read and sign this agreement.) As the parent or guardian of this student, I have read the terms and conditions for use of the Internet access and technology use. I understand that this access is designed for educational purposes and the Paton-Churdan Community School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Paton-Churdan Community School District to restrict access to all controversial materials and I will not hold them responsible for materials that students may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue accounts for the student named above and certify that the information contained on this form is correct.

Parent/Guardian name (please print) \_\_\_\_\_ Parent SignatureX \_\_\_\_\_

Date \_\_\_\_\_