

## Computer Use/Loan Agreement

In an effort to prepare High School students for their future by engaging them through collaboration, creativity, critical thinking, and communication, Redbank Valley High School uses 21st Century teaching and learning environments. With teachers as leaders, facilitators, mentors, and partners, our students are preparing to live and work as responsible citizens and lifelong learners in a global society. Partnerships between school, home and community provide support and equitable access to a variety of high quality resources and technical tools. In order to help facilitate the communication, students starting in 9<sup>th</sup> grade will be issued a chromebook for use during all classes. Core teachers in 9<sup>th</sup> grade will utilize Google Docs and Google Classroom for assignments.

### Desired Outcomes:

- Course alignment with the PA Core State Standards
- Empowering students by creating an equal opportunity for all learners in a technology saturated world
- Improving students' ability to self-assess and set learning goals
- Engaging all students in authentic real -world activities and projects
- Allowing student access to current information
- Preparing students for the real world of college and the workplace
- Increasing enthusiasm due to the ability to use Web 2.0 tools
- Reducing the need for textbooks and worksheets
- Promoting collaboration between students, teachers, parents, and the extended local and global community
- Sustaining our community with a culture of lifelong learning

We hope that you will share in your son's or daughter's excitement about this opportunity and learn along with them as they use this instructional tool to enhance their learning.

### Terms of Use

- Students and parents must sign the Redbank Valley Student Computer Use/Loan Agreement before receiving the chromebook. The chromebook will be assigned to an individual student and the serial number will be recorded.
- Students will pick the chromebook up in the assigned location at the beginning of each school day and return it at the end of the each school day. Students will be responsible to place the device in its designated slot within the laptop cart and plug the power cord in for overnight charging. Failure to return and/or use the Device for non-school purposes maybe considered unlawful use of District property and/or theft. If the device is not returned upon request, the parent/student shall be charged the full replacement cost of the device.

## Conditions of Loan:

RVHS will lend a device to all 9<sup>th</sup> grade students enrolled in RVHS upon compliance with the following:

- RVHS Computer Use/Loan Agreement signed by students and parents.
- Possession and use is limited to and conditioned upon full and complete compliance with this Agreement

## Hardware and Software Issued Hardware

- Device: Chromebook
  - Chromebooks run Google's Chrome Operating System. These machines are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud.

## Device Care Guidelines

- Taking Care of Your Laptop
  - Students are responsible for the general care of the device they have been issued by the school.
  - Laptops that are broken or fail to work properly must be taken to the High School office as soon as possible so that they can be taken care of properly. The student will complete a repair form and a loaner device will be issued.
  - Students should never leave their chromebooks unattended.
  - Liquids, food, and other debris can damage the device. DO NOT eat or drink while using the Device.
  - DO NOT store drink, food, or food wrappers in the same bag as the device
  - Take extreme caution with the screen. DO NOT pick up the device by the screen. The screens are susceptible to damage from excessive pressure or weight.
  - DO NOT lift the device by the screen or place your finger directly on the screen with any force.
  - DO NOT touch the screen with fingers, pens, pencils, or any sharp instrument. DO NOT place pencils/pens, ear buds, or other materials on top of keyboard. DO NOT leave pencils, pens or papers on the keyboard when closing the screen. If you close your device on materials, the screen will be damaged.
  - **Never attempt to repair or reconfigure the device.**
  - DO NOT open or tamper with the internal components of the device or remove any screws; doing so will render the warranty void.
  - Take Care when inserting cords, cables, and other removable storage devices to avoid damage to the Device ports.
  - A label has been applied to your computer for ID purposes.
  - The Devices are the property of Redbank Valley Area School District.

- o Keep your device away from magnets and magnetic fields, which can erase or corrupt your data; this includes, but is not limited to, large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.
  - o Clean the screen and touch pad with lint-free, anti-static cloth. Never clean the screen with glass cleaner.
  - o Wash hands frequently when using the device.
- Carrying the device
    - o The Device and components are to be carried with 2 hands at all times.
    - o Always close the lid before moving or carrying the Device.
    - o Carefully unplug all cords, accessories, and peripherals before moving the device.
    - o Textbooks, note books, binders, pens, pencils, etc. are not to be placed in the same bag as the device.

#### Security

- o DO NOT leave Devices unattended. Secure your device in your **locked** locker or keep with you at all times.
- o Unsupervised or abandoned devices will be confiscated by staff.
- o Avoid using the device in areas where damage or theft is likely.
- o When students are not using the devices, devices should be stored in their locked lockers.
- o Students are expected to maintain the security of the device at all times.
- o Each device has identifying labels including the serial number and assigned student name. DO NOT modify or destroy these labels.
- o Students may not lend devices or device components to others for any reason.

#### Power Management

- o It is the student's responsibility to plug their laptop into the charging cart prior to leaving school so it is fully charged at the beginning of each school day. Power outlets will not be accessible in classrooms for recharging.
- o Uncharged Devices or failure to bring the Device to class will not be an acceptable excuse for late or incomplete work or inability to participate in class activities.

#### Conserving Battery Power

- o Dimming the brightness of the screen will extend battery runtime.
- o For prolonged periods of inactivity, shut down the Device.

#### Device Management

##### Student Storage/Saving Files:

Students may backup data to the Google Drive. No other online backup drives are available, and anything lost from the Google Drive will not be backed up/ The district does not maintain a backup for student accounts.

## Email and Internet Use:

### Email and other Digital Communications Accounts

- o Students are provided an email account by the District. Email correspondence will be used for educational purposes only and is limited to users inside the RVSD. Students are not able to send or receive e-mails outside of the school district list.
- o Electronic communication will be monitored.
- o Digital communications etiquette is expected by all students using all communications accounts, sites, or applications including, but not limited to, wikis, blogs, forums, interactive video conferencing, podcasts, vodcasts, online training, online courses, and online collaboration sites.
- o An Internet filter is maintained by the district for school use on the device. Filtering restricts access to unacceptable sites and inappropriate materials.

### Safety

- o The Redbank Valley School District cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision.
- o Log files are maintained on each Device with a detailed history of all sites accessed.
- o It is the responsibility of the user to appropriately use the Device, network, and the Internet.
- o The RVSD will not be responsible for any harm suffered while on the District network or the Internet.
- o Students are required to notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or that make them feel uncomfortable.
- o Students will be instructed about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms

To maintain a safe online atmosphere, students shall adhere to the following rules:

- o Immediately report any unauthorized activity on the network or Internet.
- o Notify a teacher immediately if you accidentally access an inappropriate site.
- o Never read someone else's email or open their files or folders
- o Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit or inflammatory content.
- o Never arrange to meet an Internet contact in person.
- o Observe all copyright laws.
- o Do not claim authorship of work copied from a website or from any other source.
- o Accurately cite sources of information.
- o Protect your user account by keeping your password secure and logging off or locking out when not using your laptop.
- o All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in, you are responsible.

- o Keep your password a secret!
- o Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others  
Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
- o Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

## **Monitoring Device Usage**

### Monitoring and Supervision:

RVSD also takes technical measures to filter Internet access to protect students from inappropriate content. School district personnel supervise student use of technical resources, including Internet browsing. These measures are in place to protect students and help them become informed consumers of Internet content. However, no technical measure or human supervision is failsafe. Students may be exposed to inappropriate content, intentionally or accidentally. Ultimately it is the responsibility of the student to practice Internet safety measures and use the resources to access appropriate educational resources. Students will provide access to the device and any accessories assigned to them upon request by the school or District. RVSD Technical Staff has the ability to remotely monitor student computer use.

### Privacy

There is no expectation of privacy regarding the contents of computer files or communication when using any school-owned device or network. RVSD reserves the right to investigate, review, monitor and restrict information stored on or transmitted via RVSD equipment, including any students' device. Parents/guardians and students do not have the right or exception of privacy for any use of school-owned devices, computers, or other equipment. School system personnel may conduct an individual search of the device, files and communications. The District will cooperate fully with local, state or federal officials in investigations of suspected illegal activities conducted through District-owned computer systems.

### Passwords

Students should log in only under their assigned username and password. Students may not share their passwords with other students.

### Copyright Compliance

All students are expected to adhere to federal copyright laws. The following guidelines will help students be in compliance:

- o "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover virtually any expression of an idea
- o Text (including email and web information), graphics, art, photographs, music and software are examples of types of works protected by copyright
- o Copying, distributing, downloading and uploading information on the Internet

may infringe the copyright for that information.

#### Social Networking

Social Networking activities will only be used when assigned by and supervised by a teacher for academic purposes. Students will avoid the posting of personal information online. They will understand that postings are permanent. Students will exercise mature and responsible conduct at all times. Students that violate district policies or the RVHS Code of Student Conduct will result disciplinary action against that student. If it is determined that the student used a school Device in connection with the misconduct and/or the misconduct impacts the orderly and efficient operation of the school and/or the safety of the school environment further disciplinary action may apply.

#### Device Inspections:

Students may be randomly selected to provide the device for inspection. Students with damaged devices who fail to report the damage will be subject to additional fines and disciplinary action.

#### Unacceptable Behavior

In addition to any other district or RVHS policy, unacceptable conduct includes, but is not limited to, the following:

- o Using the network for illegal activities, including copyright violations.
- o Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes while on campus, including sites that contain pornography or are otherwise vulgar or lewd.
- o Downloading inappropriate materials, viruses, or software.
- o Using or possessing hacking or file-sharing software, including keystroke loggers, batch files or applications used to bypass Device or network security
- o Gaining unauthorized access anywhere on the network, including attempting to log onto the Internet, network, servers, routers, switches, printers or firewall as a system administrator.
- o Using the Device or network for financial gain or advertising.
- o Vandalizing or tampering with the Device, files, software, system performance, or other network equipment.
- o Attempting to repair, remove, or install computer hardware or software.
- o Opening the computer to access internal parts.
- o Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages.
- o Subscribing to mailing lists, mass emails, game, or other services that cause network congestion.
- o Intentionally wasting finite Internet or network resources. This includes downloading files, streaming music, videos, games, or installing, activating or creating programs that interfere with the performance of the network, Internet or computer hardware.

- o Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others.
- o Invading the privacy of others.
- o Using another person's username or password or allowing another to access your account using your username or password.
- o Pretending to be someone else when sending or receiving messages.
- o Forwarding or distributing inappropriate email messages.
- o Engaging in harassment or transmitting obscene messages, pictures, websites, or other files, including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous or any other inflammatory content.
- o Utilizing sites to sell or purchase written papers, book reports, and other student work or to commit any act of plagiarism.
- o Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students.
- o Assisting, observing, or joining any unauthorized activity using the Device, Network or Internet
- o Accessing or attempting to access Internet sites not approved by the District/teacher, including non-educational chat rooms, instant messaging, or social networking sites, including, but not limited to, Twitter, Instagram, Facebook, and other sites that could expose students to harm or distract from engagement in academic and school related pursuits.
- o Attempting to disable or circumvent the RVSD's Internet content filter and firewall or attempting to use proxies to access sites that would otherwise be restricted.
- o Falsifying permission or identification information.
- o Copying or modifying files, data, or passwords belonging to others or using technology to circumvent doing your own work for your courses.
- o Knowingly placing a virus on a Device or network. (Additionally, legal charges may be filed.)
- o Writing, drawing, painting, defacing or placing stickers or labels on school-owned Devices or Device accessories or causing other intentional damage.
- o Attempting to alter data or the configuration of a Device or the files of another user.
- o Accessing or attempting to access the District's secured wired or wireless network with any Device that is not property of the RVSD.
- o Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols are subject to disciplinary action.
- o Cyber-bullying in any form is unacceptable. Students will not engage in any cyber-bullying activity, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of digital media.

- o In situations in which cyber-bullying originates from off campus conduct but is brought to the attention of school officials, any disciplinary action will be based upon whether the conduct is determined to be materially and substantially disruptive to the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the schools. Discipline for cyber-bullying will be handled on a case-by-case basis as deemed appropriate by the school principal.

#### Technology Acceptable Use

- o Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to access the device or other devices or services. The student will also be subject to disciplinary action as set out in the RVHS Student Code of Conduct. The school principal will have authority to decide appropriate consequences regarding non-compliance.

\*NOTE: The school principal has the discretion to permanently confiscate the device from the student at any time.

#### Technical Support and Help Desk

Every effort will be made to repair or replace the laptop in a timely fashion.

Services provided include the following:

- Hardware or software support/maintenance and repairs
- User account support
- Operating system and software support
- Updates
- Warranty repairs
- Basic troubleshooting
- Loaner Devices

#### Maintenance Fee

##### Hardware Warranty Damage:

Parents/Students shall be held financially responsible for damage or loss of the Device.

- o Lost or Stolen Chromebook (\$250.00)
- o Damage to Chromebook
  - 1<sup>st</sup> time – a replacement will be issued
  - 2<sup>nd</sup> time – a loaner will be issued while the device is being repaired by the district
  - 3<sup>rd</sup> time – the student will lose the privilege to have a personal chromebook issued

Incidents of damage must be reported to the High School Office the day of



the damage. Be prepared to provide the following information when reporting damage:

1. Date of incident
2. Complete details of incident
  - a. Theft: Thefts must be immediately reported to the school principal or his/her designee. The District will work with the police department to report all model, asset, and serial numbers of stolen or lost laptops.

The parent/guardian, or adult student will be responsible for compensating the school district for any losses, costs or damages.

#### Parent Expectations

- o Ensure your student understands and adheres to laptop and Internet policies and guidelines set forth in this document.
- o Sign a copy of the RVHS Computer Use/Loan Agreement at the end of this document.
- o Reimburse the school district for any costs incurred or fines assessed due to intentional misuse, neglect, damage or loss including theft.
- o Review with your student the contents of this document in its entirety.

By signing below, the student and their parent/guardian agree to follow and accept:

- o RVHS Computer Use/Loan Agreement
- o That RVSD owns the chromebook, its accessories, software and issued peripherals and that RVHS may search the Device or its contents at any time.
- o If the student ceases to be enrolled in RVHS, the Laptop will be inspected and must be in good working order or pay the full replacement cost of the Device(\$250.00).
- o In no event shall RVHS be held liable to any claim of damage, negligence, or breach of duty.
- o It is Student/Borrower's responsibility to care for the device and insure that it is kept in a safe environment.
- o This Device is, and at all times remains, the property of the RVSD and is loaned to the Student/Borrower for educational purposes only for the academic school year.
- o Student/Borrower may not deface or destroy this property in any way, i.e. modification, etc.
- o The school property may be used by Student/Borrower only for non-commercial purposes, in accordance with the District's policies and rules
- o The RVSD's network is provided for the academic use of all students and staff.
- o The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.
- o RVHS does not provide warranties of any kind for the service it is providing.
- o RVHS is not responsible for any damages the Student/Borrower may suffer

while using the Internet or the Device. This includes loss of data resulting from service interruptions.

- o RVHS does not guarantee or endorse the accuracy or quality of information obtained via the Internet. Electronic information available to Student/Borrower does not imply endorsement of the content by the school.
- o The Student and/or Parent/Guardian agree upon signing that this is a non-transferable contract. The District shall not be responsible for injuries, damages, penalties, or losses, including legal fees and costs, incurred by the Student and/or Parent/Guardian or other persons due to installation of software, transporting the Device, or any other use described in the Agreement or Handbook.
- o The District shall not be made responsible for any unlawful use or security of data transmitted.
- o The Student and Parent/Guardian agree to hold harmless the District for any and all injuries, damages, and loss incurred or related to the use of this device due to the intentional or negligent acts of Student /Borrower or others.

## Signature Sheet

(to be returned to the school prior to distribution)

The Student and Parent/Guardian hereby agree to the policies and regulations listed herein and which are incorporated by reference, as they may be amended from time to time.

Print Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Homeroom \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Received Date \_\_\_\_\_

Received by: \_\_\_\_\_