

Ridgemonr Local Schools
1:1 Laptop Policy
Handbook
And
Responsible Use Policy

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Overview

The Ridgemont Local School District embraces the use of technology as an integral part of today's education. The mission of the Ridgemont Local School District states, "In designing the future, Ridgemont Local Schools will create partnerships with our families and community which broaden minds to learn and serve through collaboration, innovation, and rigorous academics for life's learning journey." At Ridgemont High School, we are working to design the future with and for our students. In doing so, we embrace a world of digital technology and information. An atmosphere that provides students with immediate access to online global resources, local network resources, and online/downloaded information and books is essential in the 21st century.

We want our graduates to be globally connected leaders in an increasingly complex world. Key to this leadership is not only a mastery of the new tools of this digital age, but also the ability to interpret and critically evaluate the vast wealth of information that is now at our fingertips and to harness that information in the creation of new ideas and original material. In a 1:1 laptop program, each student is assigned a laptop that he or she can use both at school and at home. It provides anytime, anywhere access to all the tools and resources the 21st century requires. Ridgemont is committed to providing a 21st century learning environment for students, and we believe this laptop program will help us by:

- Providing all students and classes with equitable and continuous access to extensive technology tools used throughout the curriculum.
- Cultivating leadership, collaboration, and teamwork skills through digital communication and productivity tools.
- Promoting and facilitating students' critical thinking, problem solving, innovation, and real-life application of knowledge.
- Emphasizing electronic research and information literacy skills required for college and career success.
- Strengthening students' technical skills and focusing on balanced, ethical, and responsible use of computers in today's digital world.

As brain research shows, students today learn differently and approach schoolwork differently than students did even a few years ago. This impacts learning, and it changes the learning environment in schools. Each student will be assigned a laptop in the same manner in which a textbook is issued. This means that the serial number of the unit, etc..., will be recorded, and students will sign for the equipment. As we enter

the 21st century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these 21st century high school students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace.

Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator or designer of learning. Establishing this new environment for such learning takes careful planning, training, and consideration. We hope the information in this guidebook provides you with useful information, advice, best practices, and practical solutions. This guidebook is not meant to be “all-inclusive” and will remain a work in progress as we all continue to learn more about improving and expanding this laptop program and our students’ technical skills over the years.

It is our policy to teach and demonstrate to our students the ethical and responsible conduct, or Digital Citizenship, that must coincide with any successful technology program and usage. The 1:1 Laptop Program is a fabulous opportunity and requires new responsibilities for both students and parents. When signing the Student/Parent Laptop Agreement, you are acknowledging that you understand and accept the information in this document. Please be aware that:

1. Student access to electronic resources is not restricted to any student.
2. All users of the Ridgemont network and technology resources must comply at all times with all technology policies.
3. Laptops are on loan to students and remain the property of Ridgemont Local Schools.
4. All users are accountable to all school, district, local, state, and federal laws.
5. The laptop is to be used solely for educational purposes.
6. Students and families must follow all guidelines set forth in this document and by Ridgemont staff.

7. All rules and guidelines are in effect both on and off school property, everyday, all day.

8. All files and data stored on Ridgemont equipment or the network are property of the district and may be subject to review and monitoring.

9. The term “equipment” or “technology” refers to laptops, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.

10. Students are expected to keep the laptops in good condition. Failure to do so may result in repair or replacement costs charged to the student and parents/guardians.

11. Students are expected to report any damage to their computer as soon as possible. This means no later than the next school day.

12. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

13. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

14. All users are expected to follow existing copyright laws and educational fair use policies.

15. Students should not share their password with other students.

16. Students may not loan laptops to other students for any reason. Students who do so are responsible for any loss or damage to the laptop.

17. Any failure to comply with any of the rules/guidelines set forth within this document may result in disciplinary action.

18. Ridgemont Local Schools reserves the right to confiscate the property at any time.

Parent/Guardian Responsibilities

Ridgemont Local School District knows that parents/guardians are an integral part of a student's education. In allowing each student to take their laptop home on loan, Ridgemont Local Schools has created guidelines to ensure the safe effective use and monitoring of student's laptops at home when on loan. There are several responsibilities assumed by the parent/guardian. These are outlined below.

Sign the Student/Parent Laptop Agreement

Parent/Guardian Responsibility

- In order for students to be issued a laptop, a student and their parent/guardian must sign the Student/Parent Laptop Agreement AND attend the Laptop Orientation OR [watch the orientation online.](#)
- Parents will be responsible for monitoring student's use of the laptop at home and away from school.
- Parents will be responsible for reviewing the Responsible Use Policy with their child(ren)/student(s).
- Parents are asked to monitor their student's activities on the internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home.
- Parents and students who do not sign the Student/Parent Laptop Agreement and attend the Laptop Orientation, will not be issued a device. Because this will be a primary mode of delivering educational experiences to students, not having access to a school provided device or a device supplied by the parents will hinder a student's work and therefore his/her opportunity to his/her desired grade.

Orientation Topics

- Ridgemont Local School District Electronic Use Policy and Responsible Use Procedure
- Student/Parent Laptop Policy Handbook
- Internet safety
- Parent/guardian and student responsibilities

If you complete the...	A parent/guardian must...
Online Video Orientation	Print the Student/Parent Laptop Agreement, read and sign it with your student, then give it to your school.
In-person Orientation	Sign in at the event to confirm attendance. Read and sign the Student/Parent Laptop Agreement form and turn it into the school.

Accept Liability

Parent/Guardian Responsibility

The parent/guardian/student are responsible for the cost of repair or replacement at the date of loss if the property is:

- Not returned
- Damaged
- Lost
- Stolen, but not reported to school and/or police in a timely manner

Parent's Monitoring of Student Use

Parent/Guardian Responsibility

- The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions

- Use parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for laptop use at home. Some websites provide parent/child agreements for you to sign.
- Only allow laptop use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the laptop. Ask questions and request that they show you his or her work often.

Laptop Rules and Guidelines

The rules and regulations are provided here, so students and parents/guardians are aware of the responsibilities students accept when they use a district-owned laptop. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

Electronic Resource Policy and Acceptable Use Procedures

<p>General Guidelines All use of technology must:</p>	<ul style="list-style-type: none"> • Support learning • Follow local, state, and federal laws • Be school appropriate
<p>Security Reminders</p>	<ul style="list-style-type: none"> • Do not share logins or passwords - Exception: students are asked to share passwords with parents or guardians • Do not develop programs to harass others, hack, bring in viruses, or change others' files • Follow internet safety guidelines
<p>Activities Requiring Teacher Permission</p>	<ul style="list-style-type: none"> • Using headphones in class • Downloading programs, music, games and videos • Playing games
<p>Appropriate Content : All files must be school appropriate. INAPPROPRIATE materials include explicit or implicit references to:</p>	<ul style="list-style-type: none"> • Alcohol, tobacco or drugs • Gangs • Obscene language or nudity • Bullying or harassment • Discriminatory or prejudicial behavior
<p>Thumb Drives</p>	<ul style="list-style-type: none"> • All Ridgemont rules and guidelines apply to any thumb drive plugged into a Ridgemont device

Laptop Use, Care, and Classroom Routines

Lockers

- Do not place anything on top of your laptop while it is in a locker

Hallways

- Keep your laptop in the Ridgemont case at all times.
- Never leave the laptop unattended for any reason

Classroom Habits

- Enter and exit all classrooms, common areas, CCs with the laptop in closed position and in it's case.

Earbuds/Headphones

- Students will need to supply their own earbuds or headphones for classroom use. They will be needed to listen to materials independently.

Care of Laptop at Home

- Charge your laptop each night.
- Charging cord should remain with laptop at all times.
- The laptop stays in the case, even to charge.
- Use the laptop in a common room of the home.
- Store the laptop in a safe place.

Protect the laptop from:

- Extreme heat or cold,
- Food and drinks,
- Small children, and
- Pets.

Traveling To and From School

- Completely shut down the laptop before traveling.
- Charging cord should remain with laptop at all times.
- Do not leave the laptop in a vehicle.

Prohibited Actions

Students are prohibited from:

- Putting stickers or additional markings on the laptops, cases, batteries, or power cord/chargers.

- Defacing Ridgemont issued equipment in any way. This includes but is not limited to marking, painting, drawing or marring any surface of the laptops or any stitching on the case.
- If such action occurs, the student will be billed the cost of repair or replacement.

Troubleshooting Procedure

1. Student tries to fix the problem.

- Always try restarting the laptop as the first step in troubleshooting.
- If appropriate, student may ask a classmate for help.
- Student may ask a teacher if the teacher is available to help for this purpose.
- Students are reminded not to waste too much time troubleshooting, so they do not miss too much class time.

2. Help Desk submission

--If the student is unable to resolve the problem, he/she will submit a help desk ticket via our school website. With teacher permission, the student can report to the Technology Coordinator's Office to sign out a spare device until his/her is fixed. Once a help desk ticket is submitted a student should have a response within 24 hours indicating what will happen to fix the device and the timeline for the fix.

- Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally. Accidental laptop damage: Students who have recorded 3 or more instances of accidental laptop damage may be asked to check their laptop in to the high school office after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher.

Gmail for Students K-6 is closed email and 7-12 open email.

All Ridgemont students are issued a Gmail account. Gmail allows students to safely and effectively communicate and collaborate with Ridgemont staff and classmates. Closed email means students in grades K-6 can only email other staff or students on the Ridgemont network. Open email means students in grades 7-12 have the ability to email people outside of the Ridgemont network for educational purposes.

Guidelines and Reminders

- Email should be used for educational purposes only.
 - Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email.
- All Email and all contents are property of the district.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Restrictions and Limitations

- Students are limited to sending and receiving email only within the district or as it pertains to an educational function/activity relating to an assignment/project/etc.

Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, images).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political reasons.

Webcams

Purpose:

Each student laptop is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use:

Webcams are to be used for educational purposes only, under the direction of a teacher.

Activities on Laptop

Listening to Music

At School

Listening to music on your laptop is not allowed during school hours without permission from the teacher.

No downloads at anytime.

Watching movies/videos

Watching movies/videos on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

No downloads at anytime.

Gaming

Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

No downloads at anytime.

Printing

Printing is not available on school devices.

Backgrounds and Screensavers

Any images set as the desktop background must be in line with the Electronic Resource Policy and Responsible Use guidelines.

- Inappropriate media may not be used as a desktop background.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of laptop privileges.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

Technology Discipline

Behaviors and Discipline Related to Student Computer Use

Tech-Related Behavior Violations	Equivalent “traditional” Classroom Violations
Email, Instant Messaging, internet surfing, computer games (off task behavior)	Passing notes, talking when not appropriate, games
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (plagiarism)	Plagiarism
Cyber-Bullying	Bullying, harassment
Damaging, defacing, or endangering laptop or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form, or vandalism
Using an electronic resources account authorized for another person	Breaking into or using someone else’s locker

<p>Tech Violations Behavior unique to the digital environment without a “traditional” behavior equivalent</p>
<p>Chronic; tech related behavior violations</p>

Deleting browser history
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass the district's Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

School-Based Discipline - Parents will be contacted regularly when technology violations occur.

Possession of Laptop

Student does not have possession of the computer at school during the day:

- First Time – The student receives a verbal warning.
- Second Time – The student is assigned a detention.
- Third Time – The student is assigned a Tuesday School.
- Fourth Time – The student is assigned two Tuesday Schools.

Possession of Computer Bag

Student does not have possession of the computer bag when transporting the computer and/or has the computer and/or bag in another bag:

- First Time – The student receives a verbal warning.
- Second Time – The student is assigned a detention.
- Third Time – The student is assigned a Tuesday School.
- Fourth Time – The student is assigned two Tuesday Schools.
- Fifth Time – The student is assigned one day of in-school suspension. Parent will be contacted for a conference to discuss policy and consequences.

Inappropriate Content

Inappropriate content on the student computer will be handled on a case-by-case basis. Based on the severity of the content, the consequences may change and/or be escalated.

- First Time – The student is assigned a detention.
- Second Time – The student is assigned a Tuesday School.
- Third Time – The student is assigned two Tuesday Schools.
- Fourth Time – The student is assigned one day of in-school suspension. Parent will be notified through discipline referral.

Fifth Time – The student is assigned two days of in-school suspension. Parent will be contacted for a conference to discuss policy and consequences.

Identification Tags:

Identification tag and/or sticker(s) have been removed from a piece of equipment that is not normal wear and tear. In addition to the student consequences listed below, the student will incur the cost of replacement items:

First Time – Student is assigned a detention.

Second Time – Student is assigned a Tuesday School.

Third Time – The student is assigned two Tuesday Schools with parent notification.

Fourth Time – The student is assigned one day of in-school suspension with parent conference.

Fifth Time – The student is assigned two days of in-school suspension. Parent will be contacted for a conference to discuss policy and consequences.

Security:

Illegal use of a proxy and/or a breach of security:

First Time – The student is assigned two Tuesday Schools. Possible loss of laptop privileges, suspension, and/or expulsion.

Second Time – The student is assigned one day of in-school suspension. A parent conference will be held to discuss removal of computer privileges. Possible suspension and/or expulsion.

Writing, Drawing, Adding Stickers, etc. on the computer and/or computer bag.

The damage costs will be paid by the student as this is viewed as vandalism of school property:

First Time – The student receives a verbal warning.

Second Time – The student is assigned a detention.

Third Time – The student is assigned a Tuesday School.

Fourth Time – The student is assigned two Tuesday Schools.

Fifth Time – The student is assigned one day of in-school suspension. Parent will be contacted for a conference to discuss policy and consequences.

Swapping or Sharing the Computer and accessories:

First Time – Student is assigned a detention.

Second Time – Student is assigned a Tuesday School.

Third Time – The student is assigned two Tuesday Schools with parent notification.

Fourth Time – The student is assigned one day of in-school suspension with parent conference.

Fifth Time – The student is assigned two days of in-school suspension. Parent will be contacted for a conference to discuss policy and consequences. .

Leaving the Computer Unoccupied:

First Time – Student is assigned a detention.

Second Time – Student is assigned a Tuesday School.

Third Time – The student is assigned two Tuesday Schools with parent notification.

Fourth Time – The student is assigned one day of in-school suspension with parent conference.

Fifth Time – The student is assigned two days of in-school suspension. Parent will be contacted for a conference to discuss policy and consequences.

Downloading/Installing:

First Time – The student is assigned two Tuesday Schools. Possible loss of laptop privileges, suspension, and/or expulsion.

Second Time – The student is assigned two days of in-school suspension. Parent will be contacted for a conference to discuss policy and consequences. Possible suspension and/or expulsion.

Mishandling/Not taking care of the computer:

First Time – Student is assigned a detention.

Second Time – Student is assigned a Tuesday School.

Third Time – The student is assigned two Tuesday Schools with parent notification.

Fourth Time – The student is assigned one day of in-school suspension with parent conference.

Fifth Time – The student is assigned two days of in-school suspension. Parent will be contacted for a conference to discuss policy and consequences.

****The Ridgemont Administration reserves the right to exercise flexibility and individuality in interpreting and implementing in compliance with the Ridgemont Board of Education Policy. This also means the administration may develop appropriate rules and regulations as called for by various situations. More severe consequences may be issued if the student is a multiple offender of school rules..*

Classroom Interventions

For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, teacher contact with home, and detentions. Ridgemont Administration may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Note:

If a student fails to return the computer at the end of the school year or upon termination of enrollment at Ridgemont, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Hardin County Sheriff's Department. Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection Plan and must return the computer and accessories to the Ridgemont office in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily at home.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not write, decorate, or carve on the district laptop.
11. I understand that my laptop and accounts are subject to inspection at any time without notice and remains the property of the Ridgemont Local School District.
12. I understand and agree to follow the criteria described in the Network, Responsible Use, and Safety Agreement.
13. I will follow the policies outlined in the handbook and the laptop policy while at school, as well as outside the school day.
14. I will file an immediate report in case of damage, theft, vandalism, and loss.
15. I will be responsible for all damage or loss caused by neglect or abuse.
16. I agree to pay for the replacement of my power cord, battery, laptop, or laptop case in the event any of these items are lost or stolen.
17. I agree to return the district laptop, power cord, battery, and bag in good working condition.
18. I will not electronically reveal my own or anyone else's personal address, phone number, or personal information.
19. I agree to abide by all copyright and license agreements.
20. I agree that no financial transactions of any kind will be allowed using the school account.
21. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.
22. I understand that nothing may be stored in the laptop bag, besides the laptop, charging cord, and computer mouse, or violation of this results in the loss of the insurance coverage. This means any damages to the laptop will be billed to the student's fees.

Ridgemont Local School 1:1 Laptop Policy Signature Form

I agree to comply with all regulations provided in this handbook.

Student Name: _____
(Please Print)

Student Signature: _____ Date: _____

I agree to enforce all of the school's 1:1 regulations and to monitor my child(ren)'s computer usage at home.

Parent Name: _____
(Please Print)

Parent Signature: _____ Date: _____

Student Responsible Use Policy

To access and use the District's Education Technology, including a school-assigned email account and/or the internet at school, students under the age of 18 must obtain parent permission and sign and return this form. Students 18 and over may sign their own forms.

Use of the Education Technology is a privilege, not a right. The District's Educational Technology, including its internet connection and online education services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The board has implemented technology protection measures, which protect against(block/filter) internet access to visual displays / depictions / materials that are obscene, constitutes child pornography, or are harmful to minors. The board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/ or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the internet that the board has not authorized for educational purposes and/ or that they and/ or their parents/ guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the internet.

The Board has the right at any time to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages related to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the district's education technology.

Student

Any failure to follow the rules listed below is a violation of the school's Technology Responsible Use Policy:

1. Students are to use on campus internet access for strictly academic purposes. Examples of internet sites that may not be visited outside of academic use at Ridgemont Local Schools include but are not limited to the following:

- recreational use of sites such as Twitter, Facebook, YouTube, Pandora, etc.
- gaming or gambling sites
- pornographic or otherwise sexually explicit sites
- sites promoting "how to" documents encouraging violence or illegal acts
- sites that promote racism or hate speech

2. Students may not use technological tools with malicious intent, for example to bully or harass others.

3. All students must respect the privacy of others. Any attempt to access private files, phone, or email messages is considered theft.

4. Students may not in any way vandalize equipment or software that belongs to Ridgemont Local Schools or any other organization to which Ridgemont Local Schools has access. Examples of unacceptable behavior include but are not limited to the following:

- damaging, hacking, or destroying networks, computer hardware or software
- physical abuse to equipment
- the creation or intentional use of malicious programs

5. Students may never share their Ridgemont Local Schools email password with anyone else. Stolen or lost passwords can create significant problems for the student and for the School.

6. Students may not transmit, retrieve or store communications of an obscene, discriminatory, offensive or harassing nature or containing derogatory, disrespectful, or inflammatory language.

7. Students may not use Ridgemont Local Schools technological systems for any purpose that is illegal and/or violates school rules.

8. Students may not knowingly post information that could cause damage or the danger of disruption to Ridgemont Local Schools or any other organization or person.

9. Students may not misuse Ridgemont Local Schools or personal distribution lists or discussion groups for sending irrelevant messages.

10. Students may not use Ridgemont Local Schools technological systems or devices for private gain or any commercial purpose.

11. Students must adhere to the license agreements for installing/copying software that is purchased by the school.

12. Students may not use personal technological devices during the school day, unless they are being used for an academic purpose or with the express permission of a faculty member in a designated area. These items include but are not limited to portable audio and video players, laptops, e-Readers, tablet computers and cell phones.

13. Students are expected to check and read their Ridgemont Local Schools e-mail daily. Faculty and administrators use e-mail to communicate with students and for official notices.

Consequences of violating these policies will be in keeping with the school's disciplinary system. For violations, access to technology may be revoked for a period of time in addition to probation, suspension, or expulsion from school.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Responsible use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Student Responsible Use Policy Signature Form

Please complete the following information:

Student User's Full Name (please print): _____

Grade (please circle): PreK KG 1 2 3 4 5 6 7 8 9 10 11 12

Parent/Guardian's Name: _____

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

____ give permission for my child's image (photograph/video) to be published online.

____ do NOT give permission for my child's image (photograph/video) to be published online.

Parent/Guardian

As the parent / guardian of the student, I have read the Student Education Technology Responsible Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the internet is designed for educational purposes and that the Board has taken available precautions to restrict and /or control student access to material on the internet that is obscene, objectionable, inappropriate and / or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and /or controversial materials that may be found on the internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the internet. Additionally, I accept responsibility for communicating to my child guidance concerning his / her responsible use of the internet. I.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the internet. I further understand that individuals and families may be liable for violations.

Parent/Guardian's Signature: _____

Date: _____

Student

I have read and agree to abide by the Student Education Technology Responsible Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or result in disciplinary action. As a user of the Board's Educational Technology, I agree to communicate over the internet and through Educational Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Students's Signature: _____

Date: _____