

Williamsburg Community Schools

STUDENT / PARENT LAPTOP COMPUTER USE AGREEMENT

Please read this entire agreement carefully.

This agreement is made effective upon receipt of a computer, between the Williamsburg Community School District (WILLIAMSBURG DISTRICT), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The student and parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at Williamsburg Community School District, hereby agree as follows:

1 EQUIPMENT

1.1 Ownership: WILLIAMSBURG DISTRICT retains sole right of possession of the computer and grants permission to the student to use the computer according to the guidelines set forth in this document. Moreover, Williamsburg administrative staff retains the right to collect and/or inspect the computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptop configurations the same. All students will receive an 11" MacBook Air computer, a protective laptop case, strap software, and other miscellaneous items. WILLIAMSBURG DISTRICT will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the computer becomes inoperable, the district has a limited number of spare laptops for use while the computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. Please note that if the Student forgets to bring the computer or power adapter to school, a substitute will not be provided.

2 DAMAGE OR LOST EQUIPMENT

2.1 Insurance and deductible: The computers are covered with a one year Apple warranty for the 2012-13 school year. Take time to read the APPLE Warranty provided on the district web-site. The Williamsburg District reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to a person other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

2.2 Responsibility for Damage: The student is responsible for maintaining a 100% working computer at all times. The student shall use reasonable care to ensure that the computer is not damaged. Student and parent will be billed a fee according to the following schedule:

- First incident – up to \$150
- Second incident – up to \$250
- Third incident – up to full cost of repair or replacement

2.3 Responsibility for Loss: In the event the computer is lost or stolen, the student and parent may be billed the full cost of replacement. The district's deductible for theft is \$1,000. Each family may want to check their home owner's policy.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Director of Technology and/or building administrator. If the computer is stolen or vandalized while not at a Williamsburg sponsored event, the parent will file a police report.

3 LEGAL AND ETHICAL USE POLICIES

3.1 Monitoring: The administration and/or technology coordinator will randomly monitor computers for proper use of the computer by the students. The district's electronic remote access software will allow the Technology Director to take control of the computer and fix any issues the student may have during its use without the student leaving class. The district will NOT be installing any type of software that would allow them to monitor students through laptop webcams. Students face disciplinary action if the laptop is turned on, used, or out of its case while in the restroom or locker room to ensure privacy to all of our students and staff.

3.2 Legal and Ethical Use: The WILLIAMSBURG Community School District Internet Appropriate Use Policy remains in effect at all times.

3.3 File sharing and File sharing Programs: The installation and/or use of any Internet based file sharing tools are explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, 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 for use of these tools may seek prior approval from the Director of Technology.

3.4 Allowable Customizations:

- The student is permitted to select the background screens. Students may purchase vinyl clings, or skins.

4. STANDARDS FOR PROPER COMPUTER CARE

Read the 1:1 Laptop Computer Agreement Carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional **common sense** precautions to protect your assigned computer.

Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

Download the MacBook Air Manual and Warranty from the district's Google Site. Following Apple's advice and the standards to ensure that your computer will operate smoothly and serve as a reliable, useful and enjoyable tool.

4.1 Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the computer and charging unit every school day. If you forget them, substitutes will NOT be provided.
- A loaner will be provided for school day use only in the event of a hardware failure that is out of the student's control. If the laptop is damaged as a result of gross negligence on the student's part then the loaner will not be provided. This will be reviewed on a case by case basis by the building administrator and/or Technology Director.
- Keep the computer either secured or with you or within your sight at all times. Keep the computer stored in a secure place when you cannot directly monitor it. During athletic events, games, practices and trips, store the computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging responsibility before getting the laptop back.
Unattended and unlocked equipment, if stolen – even at school – will be the student's full responsibility.
- Avoid use in situations that are conducive to loss or damage. Do not leave computers in school buses or vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the computer in a car other than in a locked trunk. Avoid excessive hot or cold temperatures. Computers left in hot or extremely cold cars may cause damage to your computer.
- Do not let anyone use the computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.
- Read and follow general maintenance email alerts from school technology personnel.

4.2 How to Handle Problems

- Promptly report any problems to the Technology Director or building administration
- Do not attempt to repair a problem that you do not know how to repair. When in doubt, ask for assistance

4.3 General Care

- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean. Don't eat or drink while using the computer.
- **Do not do anything to the computer that will permanently alter it in any way.**
- Do not put stickers or use any type of markers on the computer.
- Computer skins or vinyl clings may be purchased at your cost and must fit the computer properly. **Computer Skins may be used but** the following guidelines must be followed: The display may not promote products which are illegal for used by minors such as alcohol, tobacco, or drugs. Display of obscene material, or profanity are not allowed. Computer skins should show respect for yourself, those around you, the school and the community. Computer skins not appropriate for a school setting will be removed.

4.4 Carrying the computer

- Always close the lid completely and wait for the computer to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard drive and therefore the loss of all data. Sleep mode is sufficient.
- Always store the computer in the laptop bag with the port-side up. Do not store anything (e.g., cords, papers or disks) in the area in the case designed for the computer other than the computer itself to avoid damage.
- We recommend that you carry the laptop bag inside your normal school pack. The "vertical sleeve" style laptop case was chosen expressly for this purpose. Simply slide the computer in and out while leaving the case within the school pack. Do not overstuff your pack – extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not grab and squeeze the computer, as this can damage the screen and other components.
- Never move the computer while it is actively being used.

4.5 Screen Care

The computer screen can be easily damaged if proper care is not taken.

- Never leave any object on the keyboard. Pens or pencils left on the keyboard are will crack the screen when the lid is closed. Broken screens are NOT covered by warranty and can cost over \$800 to replace. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the computer screen with your finger, hand, pen, pencil, marker, or anything other than approved computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner

designed specifically for LCD type screens.

4.6 DVD/CDRW (Optical Drive-not built-in for MacBook Air laptops)

- Never force a disc into the slot. This can cause permanent damage and voids the warranty.
- Keep discs clean and store them in a cover to prevent dust from entering the computer. Always remove CDs and DVDs when they are not in use – this preserves battery life.
- Avoid using CDs or DVDs unless the computer is connected to a power source with the charging unit – CD/DVD use dramatically lowers battery life.

4.7 Battery Life and Charging

- **Arrive at school each day with a fully charged battery.** Establish a routine at home whereby each evening you leave your computer charging overnight.
- Do not charge your computer while it is still in the bag. Ensure the computer has air circulation while charging.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.

4.8 Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track pad). Take frequent breaks and/or alter your physical position to minimize discomfort. Set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye level keyboard at lap level.
- Read the safety warnings included in the Apple user guide.

4.9 Syncing up Documents

- Documents, files, music, pictures, movies and/or anything saved to the desktop is not backed up. You must save to a flash drive for backup

5. LEGAL ISSUES AND JURISDICTION

Because The WILLIAMSBURG DISTRICT 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

WILLIAMSBURG DISTRICT's network resources is subject to the rules stated in the Internet Appropriate Use 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 e-mail 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 the Internet Appropriate Use Policy.

6. DISCLAIMER

The WILLIAMSBURG DISTRICT has an internet filter in place, however, the district does not have control of all the information on the Internet or incoming email. 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 Williamsburg Community School District. While WILLIAMSBURG DISTRICT'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 WILLIAMSBURG DISTRICT, we expect students to obey the Internet Appropriate Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, WILLIAMSBURG DISTRICT account holders take full responsibility for their access to WILLIAMSBURG DISTRICT's network resources and the Internet. Specifically, WILLIAMSBURG DISTRICT makes no warranties with respect to school network resources nor does it take responsibility for:

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

7. File Sharing

Students who violate the File Sharing rules will have their hard drives restored to the original settings. Serious or repeated violations will result in the students use of technology restrict and or revoked

8. Board Policy 605.6 Internet-Appropriate Use

Students are expected to know and follow the expectations set forth in Board Policy 605.6 Internet Appropriate Use and to know the consequences for any violations of appropriate internet use.

INTERNET - APPROPRIATE USE REGULATION
STAFF, STUDENTS, and BOARD

- I. Responsibility for Internet Appropriate Use.
 - A. Every user of the Williamsburg Community School District's Network is expected to comply with the District Policy and Administrative Regulations and to recognize his/her responsibility when using its services, sites, systems, and personnel. Each user is responsible for his/her actions in accessing network services.
 - B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
 - C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.
- II. Internet Access.
 - A. Access to the Internet is available to staff, students, and board members as a source of information and a vehicle of communication.
 - B. Making Internet access available to users carries with it the potential that some users might encounter information that may not be appropriate. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what users may locate.
 - C. It is a goal to allow users access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 - D. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
 - E. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
 - F. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 - G. The school district makes no guarantees as to the accuracy of information received on the Internet.

III. Use of Internet.

A. On-Line Etiquette

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, users may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Users should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources to avoid plagiarism
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. Access for electronic mail will be through their own account. Users should adhere to the following guidelines:
 - a. All mail is considered public so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Acknowledge receipt of a document or file.

B. Restricted Internet Activities: –

1. Users will not intentionally access or download any text file or picture or engage in any Internet activity that includes material which is obscene, libelous, indecent, vulgar, profane or lewd
2. Users will not advertise any product or service
3. Use of insulting, threatening, abusive words which harass others
4. Mail content that will cause a material and substantial disruption of the orderly operation and discipline of the school or school activities
5. Any unlawful acts or the violation of school rules and/or board policies.

C. Unauthorized Costs - If a user gains access to any service via the Internet which has a cost involved or if a user incurs other types of costs, the user accessing such a service will be responsible for those costs.

D. Security on the network is imperative. Any user identified as a security risk may be denied access to the school's technology resources. The following actions are prohibited

1. Using another user's account, password or personal information without permission
2. Sending network broadcast messages to disrupting network use of others
3. Attempting to breach the desktop security of a computer
4. Attempting to break into password protected areas of a network
5. Accessing unauthorized portions of the student information system
6. Inappropriately messaging through the student information system.

IV. Student Use of Internet

- A. Permission to Use Internet - Annually, parents will grant permission for their student to use the Internet using the prescribed form.
- B. Equal Opportunity - The Internet is available to all students within the school district through teacher access.

V. Student Violations--Consequences and Notifications.

- A. The use of the school's technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action. Disciplinary action will be taken according to due process outlined in the student handbook.
- B. Disciplinary Procedures
 1. When a teacher or other school official finds a student has broken a school rule, the teacher will fill out a disciplinary report and send it to the principal. The principal will meet with the student to discuss the incident. Students will have a chance to tell their side of the story.
 2. The principal or designated administrator may:
 - Deny student access to internet and/or laptop privileges while at school or home
 - Give a verbal reprimand and note the incident on the student's disciplinary record
 - Send a written record of the disciplinary violation to the student's parents/guardians.
 - Assign student to after-school or before-school detention for a specific number of times.
 - Take away certain privileges, such as participation in extracurricular activities
 - Recommend suspension either out or in-school for a specific number of days or the balance of the school year
 - Drop the student from the course-the student will not receive credit
 3. In all cases of serious and/or repeated disobedience, a conference with parents or guardians will be required before the student may return to class or school.

9. Internet Access Permission

Students and parents are expected to read and follow the guidelines set forth in 605.6E1, Internet Access Permission Letter to Parents.

Code No. 605.6E1

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to the Internet. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will be issued to students at this time. Students will be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources to avoid possible plagiarism
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- All emails should be considered public so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

The following internet activities are prohibited:

- Downloading any file or text that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd
- Users will not advertise any product or service
- Insulting or threatening words which injure or harass others
- Mail content that will cause a material and substantial disruption of the orderly operation and discipline or the school or school activities
- Any unlawful acts or the violation of school rules and/or school board policies

Security:

- Using another user's account, password or personal information without permission
- Attempting to breach the desktop security of a computer
- Attempting to break into password protected areas of a network
- Accessing unauthorized portions of the student information system

Please sign the form if you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name _____ Grade _____

School _____ Date _____

(Parent or guardian's signature)

If you have granted your child Internet access, please have them respond to the following:

I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

(Student signature)

Williamsburg Community Schools

STUDENT / PARENT LAPTOP COMPUTER USE AGREEMENT

Please sign below if you have read and understand the information and guidelines that have been provided.

I agree to be responsible for payment of any charges listed above and/or damages caused by improper use.

Student Name _____ Grade _____ Date _____

Student Signature _____

Parent or Guardian Signature _____