**Rankin School District #98**

**2018 - 2019**

**1:1 Computer Agreement for**

**Students and Parents**

**(Guide to using your 1:1 device safely for 6th – 8th Grade Students)**



**Description**

Rankin School District #98 has invested in personal computers for each student in grades 6-8 to enhance and enrich the teaching and learning process in and out of the classroom. In particular, technology greatly increases the opportunities for exploration and analysis of academic subject matter. Please be informed and knowledgeable about this initiative, but DO NOT be intimidated by this formal agreement. Our District is simply outlining the procedures, guidelines, and expectations for safe and appropriate student use. Further, we believe this agreement reinforces internet safety for our students who may already have access to a variety of technology in and out of school. We believe this is a comprehensive and fair agreement that helps us provide useful information for parents and students to discuss.

While the District has taken special precautions to safeguard the computer from inappropriate content in and out of the school, it is possible a student could purposely or accidental access inappropriate content. Given this potential that exists with all technology, we believe this agreement and our safeguards will generate helpful communication for all families regarding all technology including the District issued computer. We do seek for families to possess the District issued computer and review it for content appropriateness as if it was owned and a family possession. Again, the goal is for the District and for families to work as a team as the opportunities, ideas, hazards, and pitfalls associated with the internet are not going to go away. Further, we believe the majority of our students’ future careers will include, at a minimum, some form of technology. While some risk always exists, we believe this initiative furthers the overall goal of safeguarding, protecting, and educating our students regarding technology.

Please do note that the District issued computers are equipped with a safeguard software program, GoGuardian. This program is designed to “protect students wherever they are with intelligent cloud-based filtering that learns and adapts (<https://www.goguardian.com/)>.” The program provides the District notification when inappropriate content is accessed. The District transitioned the traditional, yearly book fee to a technology/book fee. The cost of this fee remains the same as the 2017-2018 school year for students in grades K-5. The fee for students in grades 6-8 increased $10 from the previous school year.

**Scope of Agreement**

This agreement is made effective upon receipt of a signed copy, completion of the 1:1 orientation video, and issuance of computer. We request parents and students access the orientation video here = <http://www.youtube.com/watch?v=Ov7d6YI-_7s>. Also, this video will be reviewed with students at school during an orientation meeting before issuance of a computer. The agreement is between Rankin School District #98 (“RSD98”) and the student receiving the computer (“student”), and his/her parent(s) or legal guardian (“parent”).

Network Resources refers to all aspects of RSD98’s owned or leased equipment, including computers, printers, and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of RSD98’s network resources, whether this access occurs while on or off campus.

Ownership: RSD98 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 along with the RSD98 Authorization for Electronic Network Access. Moreover, RSD98 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. Efforts are made to keep all computer configurations the same. All computers include RAM and hard-disk space, a rugged design, software, and other miscellaneous items. RSD98 will retain records of the serial numbers of provided equipment. In the event the computer is inoperable, RSD98 will attempt to provide a spare computer for use while the computer is repaired or replaced. Therefore, RSD98 cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken computer or to avoid using the computer due to loss or damage. The student is solely responsible for any non RSD98 installed software and for any data stored on the computer. By using Google Drive/Docs to create data, all files will be stored in Google’s Cloud. Students are NOT allowed to bring their own computers from home to use at school in lieu of the student’s computer. Computers at RSD98 are formatted with the same software and hardware, some of which are not possible on other computers. Students should take computers home each night. The computer can be utilized at home with or without wifi access. It is the responsibility for each student to have a fully charged computer each morning before school begins. Families should think of a bringing a fully charged computer to school each morning as showing up for class with the proper materials and textbooks.

**Damage or Loss of Equipment**

You should take good care of the computer. It is school property and yours to use for educational purposes. Each 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. Please refer to the Responsibilities section below for a description of proper care.

A student who does not have a computer due to being damaged accidentally will be allowed to use a computer from school, if one is available. RSD98 understands accidental damage to the computers may occur from time to time. The District does not intend to charge the student and parent the costs of repair or replacement when damage occurs accidentally.

Examples of accidental damage includes, but are not limited to:

* Computer is stolen
* Dropping the computer
* Pet destroys computer
* Computer is knocked off of a table

RSD98 reserves the right to charge the student and parent the full cost of repair or replacement when damage occurs due to gross negligence as determined by administration.

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

* Lending equipment to others excluding one’s parents to check the use
* Using the equipment in an unsafe manner or environment
* Throwing or tossing the computer
* Purposely defacing or destroying the computer
* Purposely storing the computer outside or in extremely hot or cold temperatures
* Participating in horseplay leading to damage of the computer

Responsibility for Loss: In the event the computer is lost or stolen, the parent needs to notify RSD98 Administration immediately. Unless the administration determines gross negligence exists, the family will not be charged. RSD98 will provide technical support and maintenance, when necessary.

**Legal and Ethical Use Policies**

RSD98 will monitor computer use via GoGuardian and electronic remote access to assure compliance with RSD98 policies. Students do not have an expectation of privacy with regard to ANY use of the computer or Network Resources. All aspects of RSD98 Policy remain in effect, except as mentioned in the section below.

Allowable Customizations

* The student is permitted to alter or add files to customize the assigned computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
* The student is not permitted to alter the computer shell through any method that would cause permanent damage (i.e., stickers, pins, or permanent marker on the case).
* The student is not permitted to remove or alter any identification from the computer including, but not limited to the serial number.

**Responsibilities- Do’s and Don’ts**

Please read this important section carefully prior to signing the user agreement. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to help keep you safe and protect your assigned computer. Following the advice outlined below will lead to a computer that will run smoothly and serve as a reliable, useful, and enjoyable tool.

Do’s included, but not limited to,

* Use the computer assigned in a manner that promotes positive, respectful, and courteous interactions and communication between teachers, students, parents, and community members
* Treat this equipment with as much care as if it were your property
* Bring the computer to school every day CHARGED. Make sure your computer is CHARGED each night so you will be able to use it during the school day.
* Keep the computer secured (logged-off) and supervised or properly stored
* You must have a staff member’s permission (each time) to play games and they need to be approved sites
* Adhere to RSD98’s Authorization for Electronic Network Access at all times and in all locations. When in doubt about acceptable use, ask the teacher, administrator, or parent.
* Read and follow general maintenance alerts from school technology personnel
* When in doubt, ask for help
* Always completely close the lid and wait for the computer to enter sleep mode before moving it. Place in the District issued case, 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. Failure to use the case during transport may be considered gross negligence.
* Keep the equipment clean at all times
* Close the lid of the computer when it is not in use, in order to save battery life and protect the screen
* Promptly report any problems to your teacher
* If you do not have WIFI at home, you will need to:

(1) Open any textbooks, documents, and other files you may need WHILE you are still on the school WIFI.

(2) Close the lid to your computer to put it in standby mode. Do not shut down your computer.

(3) When you get home, open the lid to wake up your laptop and use the files you need.

(4) After you are finished with your work, DO NOT close the files - leave them open - and close the lid to put your computer in standby mode. Make sure it is connected to the charger during the night.

(5) When you get back to school, “wake” up your computer when you get back to school and sign in. All your documents will be automatically saved to your drive.

Don’ts include, but not limited to,

* Never give out your personal identity information to anyone on the internet
* Never give password(s) to anyone except your parents
* Never forward email commonly known as “SPAM,” or “junk email”
* Don’t download software to play games or chat with other people
* You should not take pictures of other students or post information about other students on social networks/apps
* Do not close the computer with anything in it - earbuds, pencils, etc. - or you could crack the screen
* Do not let anyone use the computer, except your parents to check your usage
* Playing games during class is not allowed (unless you have a staff member’s permission)
* Non-educational messaging, e-mailing, or chatting with other students during class is not a smart choice
* Do not use sites that help you “get around” the school filters. While we can appreciate your tech savviness, sites are blocked for important reasons.
* Do not put heavy items or a lot of pressure on the case or you could cause damage. This also includes stuffing it in a larger book bag with a lot of other items when you go home.
* Don’t force anything (e.g., connections, popped-off keys). Seek help instead.
* Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover, or casing
* Do not remove or interfere with the serial number or any identification placed on the computer
* Do not use the computer while walking. The computer should be securely placed on a flat surface before being used.
* Do not do anything to the computer that will permanently alter it in any way
* Do not eat or drink around the computer
* Do not grab and squeeze the computer screen as this can damage it and other components
* Screens are particularly sensitive to damage from excessive pressure (do not stack books on them, sit on them, etc.)
* Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens
* Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.
* Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate 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.
* The RSD98 Computers are capable of storing and/or transmitting and/or receiving images and audio, and therefore are banned from use for any purpose in locker rooms and restrooms at ALL times.

**Discipline:**

Any student who violates these rules will be subject to disciplinary action. Serious or repeated violations may result in student discipline including, but not limited to, the student’s use of technology restricted and/or revoked, detention, suspension or expulsion.

\*Please note that students failing to come to class with a charged computer may result in disciplinary action for not being prepared for class.

**Disclaimer:**

The student and parent(s), in consideration of being provided with a computer, software, and related materials (the “computer”) for use while a student is at RSD98, hereby agree as follows:

RSD98 owns and operates the equipment and software that compose our network resources, hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded is subject to the rules stated in this policy. Our network and the computers will be monitored, subsequently we investigate electronic incidents. As the owners, we reserve the right, if needed, and at its discretion, to remotely access, to open, examine and/or delete electronic files that violate this Computer Use Agreement and/or the Authorization for Electronic Network Access.

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 RSD98. While RSD98’s intent is to make Internet access available for educational goals and objectives, account holders may have the ability to access other materials as well. At RSD98 we expect students to obey this Agreement and the District Acceptable Use Policy when using the Internet **(all internet searches and sites are logged and tracked in our system).** In addition, RSD98 account holders take full responsibility for their access.

As a student and parent/guardian of a student at RSD98, I understand that I am being issued a computer for home and student use. I acknowledge that I am entering into a partnership with the District for responsibility of the care and safekeeping of it. I also understand that computers are for school use, and therefore will require me to abide by a certain set of rules and standards pertaining to these items. By signing below, I agree that I have read this Agreement and the District’s Authorization for Electronic Network Access. I further agree to abide by these rules and care for these items to the best of my ability. Questions and or accommodations regarding this agreement need to be directed to Dr. Matt Gordon, Superintendent at [mgordon@rankin98.org](mailto:mgordon@rankin98.org) or 309-346-3182.

Student Name (printed clearly) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent Name (printed clearly) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer Issue #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_