



CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT COMPUTER RESPONSIBLE USE AGREEMENT

Please read the entire document carefully. Grades 6-12.

This agreement is made effective for general use of computers at the school site and upon receipt of a 1:1 laptop computer between the Clayton Ridge Community School District (CRCSD), 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 Clayton Ridge Community School District, hereby agree as follows:

**Note: Students in grades 7-12 are permitted to take laptops home as needed for school related work, 6th grade laptops will remain at school.*

1. EQUIPMENT

1.1 Ownership: CRCSD 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, Clayton Ridge 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 laptops configurations the same. All Computers include ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. CRCSD will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, CRCSD 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. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided except for unusual circumstances at the discretion of the teacher or administration.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-CRCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data often as necessary. CRCSD provides a means for backup along with directions but CRCSD does not accept responsibility for any such software.

2. DAMAGE OR LOSS TO EQUIPMENT

2.1 Insurance and deductible: CRCSD has purchased insurance, which provides the broadest perils of loss regularly available. This insurance coverage is subject to a \$500 deductible per loss.

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. Refer to the Standards for Proper Care below for a description of expected care (section 4). In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$200
- Third incident – up to full cost of repair or replacement

CRCSD 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. (See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

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.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Coordinator or principal. If the Computer is stolen or vandalized while not at Clayton Ridge Schools or a school-sponsored event, the Parent shall file a police report.

2.5 Technical Support and Repair: CRCSD does not guarantee the Computer will always be operable, but will always make technical support, maintenance and repair available.

3. LEGAL AND ETHICAL USE REGULATIONS

3.1 Monitoring: CRCSD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with CRCSD’s Legal and Ethical Use Regulations.

3.2 Legal and Ethical Use: All aspects of CRCSD Computer Use Agreement remain in effect, except as mentioned in this section.

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: Bit Torrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

3.4 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 permitted to download music to iTunes, but cannot download or install any other software without permission from the CRCSD Technology Coordinator.

3.5 Copyright Laws: The Student will not duplicate nor distribute copyrighted materials other than a back-up copy of those items the Student legally owns.

4. STANDARDS FOR PROPER COMPUTER CARE

4.1 Student Laptop Program Acknowledgement Form: The Student is expected to follow all the specific guidelines listed in the Computer Use Agreement herein, and take any additional common sense precautions to protect their assigned Computer. These same rules apply to loaner and stationary computers used on the school premises. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.** Parents and the Student must sign the Student Laptop Program Acknowledgement Form prior to receiving their assigned laptop computer.

Read the electronic manual that comes with the laptop stored within each individual computer. Following Apple’s advice and the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

4.2 The Student’s Responsibilities

- Treat the equipment with as much care as if it were your own property.

- Bring the Computer and charging unit to CRCSD every school day. (If the Student forgets his/her equipment, substitutes will NOT be provided, except for unusual circumstances at the discretion of the teacher or administrator). *Note* 6th grade students are responsible for keeping their laptop charged at school.*
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in a locked locker or other suitable place) when the Student cannot directly monitor it. For example, 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. It is “best practice” to leave the Computer in the Student’s issued locked locker. 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. Unattended and unlocked equipment, if stolen – even at school – will be the Student’s full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the Computer in school vans, in the gym, in a locker room, on playing fields, in the care of another student/teacher, or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car for long periods of time. ***Avoid leaving the Computer in environments with excessively hot or cold temperatures.** If the Computer must be stored in a car for a short period of time, it must be kept out of plain view to avoid theft.
- The Student will keep the laptop lid fully closed whenever it is moved from one point to another. When passing from class to class the Student must place the Computer in the given computer sleeve.
- The Computer is to be used only by the assigned Student. The Student’s parents or guardians also are granted access to use the Computer. Loss or damage that occurs when anyone else is using the Computer will be the Student’s full responsibility.
- Adhere to CRCSD Computer Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Technology Instructional Facilitator, Technology Coordinator, or your Building Principal.
- Regularly back up all necessary data stored on the Computer. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.
- The Student understands their issued Computer is subject to random checks and he/she will be responsible to maintain a laptop that hosts data and materials deemed appropriate by school administration.
- The Student will adhere to CRCSD Computer Use Agreement and Computer Responsible Use and Conduct Rules when using CRCSD laptops and technology.

4.3 How to Handle Problems

- Promptly report any problems to the Technology Coordinator, Technology Instructional Facilitator or Building Principals immediately.
- Don’t force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

4.4 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.

- Do not do anything to the Computer that will permanently alter it in any way. (The Student can apply identifiers to the Computer so long as they are completely removable.)
- Keep the equipment clean. For example, avoid fingering the screen and NEVER eat or drink while using the Computer. *Note: The Apple warranty does not cover damage to the Computer due to exposure to bodily fluids, blood borne pathogens or nicotine smoke.

4.5 Carrying the Computer

- Always completely close the lid 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 – there is little reason to actually shutdown the laptop other than on an airplane or during extended days of inactivity.
- Always store the Computer in the laptop bag provided or in another certified laptop case. *Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself and the Computer parts as this may damage the screen.
- We recommend the Student carry the laptop bag inside their 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 the Student pack – extreme pressure on the laptop can cause permanent damage to the screen and other computer components.
- Do not grab and squeeze the Computer, as this can damage the screen and other components.
- Never move the Computer while a CD or DVD is actively being used.

4.6 Screen Care

- The Computer screen can be easily damaged if proper care is not taken. 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 anything (e.g., your finger, pen, pencil, etc.) 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. See your Technology Instructional Facilitator, Technology Coordinator or Building Principals for assistance in cleaning your computer properly. The school supplies cleaning materials and special cleaning cloths.
- Never leave any object on the keyboard, i.e. pens, pencils, and papers with staples left on the keyboard are guaranteed to crack or severely scratch the screen when the lid is closed, thus resulting in a charge of over \$800 to the family.

4.7 DVD/CD-RW (Optical Drive/External Drive)

- Never force a disc into the slot. This can cause permanent damage and voids the computer 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 the life of the battery.

4.8 Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby the Student takes responsibility to charge the Computer overnight.
- Avoid using the charger in any situation where the Student or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if the Student is unable to connect to a charger.
- Fold and store charger and power cord in the recommended manner to avoid damage 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.

4.9 Personal Health and Safety

- Avoid extended use of the Computer resting directly on the 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 with the laptop on the 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 from using the Computer as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home that allows the Student to situate the screen at eye-level and the keyboard at lap-level.
- To reduce eye strain and neck, back and shoulder pain, take breaks when using your computer for extended periods. Focus your eyes away from the screen to occasionally and make sure to adjust the brightness display settings and font size of your computer as needed to help reduce eye strain and fatigue.
- Read the safety warnings included in the Apple User Guide.

5. EQUIPMENT LENDING INFORMATION

- This additional agreement allows students, under the supervision and discretion of the building principal and classroom teacher (or activity sponsor/coach), to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, iPads, tablets and other audio visual devices for multimedia school projects. The signed agreement is part of the *Student Laptop Program Acknowledgement Form*.

The CRCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

5.1 Agreements

1. The Student received authorization from the Building Principal and teacher/sponsor/coach and have filled out the Equipment Lending Sign-out Form filed in the office with the building's secretary.
2. The Student will return the equipment on the established due date and times. It will be understood the Student will be billed for replacement costs if equipment is not returned or returned promptly. Approximate replacement costs include: laptops \$1,300, digital cameras \$500, video cameras \$600, iPads \$300, robotics and assorted peripheral items \$25-\$500.
3. The Student will treat this equipment with the same care as if it were their property.
4. The Student will maintain the equipment in clean condition.
5. The Student will avoid use of the Computer in situations that are conducive to loss or damage.
6. The Student will heed general maintenance alerts and advice from school technology personnel.
7. The Student will promptly report any malfunctions, loss, damages or theft to the Building Principal, Technology Coordinator, Technology Facilitator or the classroom teacher/sponsor/coach.
8. The Student will always transport the equipment within the case provided whenever leaving the school premises or when the computer is not in use.
9. The Student will adhere to CRCSD Computer Use Agreement and Computer Responsible Use and Conduct Rules when using peripheral equipment at all times and locations.

5.2. Damage or Loss

The Student is responsible for any costs incurred due to loss or damage of equipment as determined by the school. **The Student understands that if they violate the above, they may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.**

6. VIDEOS, PICTURES, DISCUSSION AREAS, PUBLISHING ON THE SCHOOL NETWORK

6.1 Use of Teacher Web Tools/Apps for Learning

While enrolled at Clayton Ridge Community School District, the Student will have access to the teachers' course management system such as Google Classroom, Apple Classroom and others. Teachers will create a variety of blogs, wikis, discussion boards, posts, emails, and activities in support of academic growth. CRCSD's primary use of Google Classroom, Edmodo or other course management systems and web tools is for academic purposes only. These course management systems allows the academic community to use social networking to interact with learning content, student peers, resource persons, and teachers. As such, students are expected to use assigned social networking areas as a learning tool and not for unrelated communication and gossip. As always, classroom teachers and administration will monitor all networking activities for appropriate use. Clayton Ridge CSD will comply with Federal Trade Commission's COPPA (Children's Online Privacy Protection Act) for students under the age of 13.

6.2 School Sponsored Pictures, Video and Chat Logs

- The Student and their parents must indicate on the Student Laptop Acknowledgement Form if they wish to prohibit the direct use of video, pictures, or chat logs for school news and professional development of teachers and staff. Place an "X" on the acknowledgement form if the Student is NOT to participate in the public recognition of their work created through school activities or assigned school projects. Student work will be solely shared to serve the purpose of improving our school and public relations by promoting the positive image and work of the teachers and students within the school.
- The Student is not to create their own activities or events on the school district's technology network without consent and direction of the classroom teacher and Building Principals.
- The Students will not take or send photos or record video of any student, teacher or administrator unless is it part of a school project or they have the permission of the classroom teacher, building principal and consent of others involved.
- The Student is not to ask for personal information about other students. Examples include but are not limited to: personal email address, phone number, home address, and physical description. This section is not intended as a comprehensive list. The student handbook and school board policy may apply for disciplinary consequences including limited access to network services and loss of computer privileges if there is a violation. Other student conduct rules and policies may apply.

7. Student Email Guidelines

The CRCSD provides electronic resources for students in grades 4-12, including Gmail accounts to be used to access the District's Google Apps, which is an integral part of the curriculum. The District's expectations for behavior and language in the use of these Gmail accounts must be consistent with classroom standards. ***The guidelines listed below are intended to govern the use of District-provided Gmail account and Google Apps whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.***

7.1 Proper Use of District-provided Gmail

- Students should use their email accounts to communicate with their classmates, teachers, or other school community members about school related topics only.
- Students should not ask for or respond to emails requesting personal information not related to a school project or school activity from both within the district as well as outside of our domain.
- Parents should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community.

7.2 Account Capabilities

- These accounts are provided as is, with size limits, attachment limits, and uniform features. The District reserves the right, at its discretion, to update the software or add additional features.
- All incoming email will be filtered for spam using a commercial spam filter. While the District has installed filtering software for all email accounts, no filtering software is foolproof. There remains the possibility, however slim, that despite these safeguards, a student may access material that parents and/or District officials might find inappropriate.
- As the owner of the computer systems, the District reserves the right to monitor its computer systems to ensure that they are being used in accordance with the Computer Responsible Use and Conduct Rules. ***Misuse of the email resulting in violations of these guidelines will be subject to disciplinary action according to school board policy and the student handbook.***
- ***Students must understand that the District has reserved the right to conduct monitoring of these computer systems and can do so despite the assignment of passwords to individual students for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.***

7.3 Student Responsibilities

- Students are entirely responsible for the confidentiality of their email accounts, passwords, personal information, and for any activities that occur in the use of their accounts.
- Students should have no expectation of privacy when using district-provided email accounts.
- The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her District-provided email account.
- The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate email from Clayton Ridge School employees.
- Most importantly, the District urges any student who receives any harassing, threatening, intimidating, or other improper message through the computer systems to report it immediately. It is the District's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. ***Please report these events!***

8. COMPUTER RESPONSIBLE USE and CONDUCT RULES

- **8.1 General Information:** The primary goal of CRCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Computers provided in the Media Center and other computing centers located in the school building equipment are reserved exclusively for academic use. The following is a list of rules and guidelines, which govern the use of CRCSD computers and network resources.
- **8.2 Network Resources:** Network services refers to all aspects of CRCSD's owned or leased equipment, including computers, printers, scanners 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 CRCSD's network resources whether this access occurs while on or off the school premises.

8.3 Prohibited Acts:

The Student may not use network resources:

- to create, send, access or download material which is abusive, profane, threatening, hateful, harassing or sexually explicit; as well as damaging and false statements about others.

- to download, stream or listen to Internet-based music (except at the discretion of the teacher), video (such as Youtube, Netflix, Hulu and others) and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Technology Coordinator to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer. (other than the laptop assigned for personal use)
- to conduct any commercial business, personal financial gain, advertising or promotion;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism); including deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email or messages; this includes deleted or editing shared documents without permission of the owner.
- to check personal email and other personal accounts (such as chat, gaming and other) on school devices unless authorized by a teacher, admin or tech support.
- to install any software onto CRCSD computers or to copy CRCSD school software (copying school owned software programs is considered theft).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

8.4 Responsibility for Property:

The Student is responsible for maintaining a 100 percent working laptop at all times. The Student shall use reasonable care to be sure the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.

Not using equipment in an unsafe environment

The Student must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with the Student or within the Student's sight) at all times. Laptops left in bags or backpacks, locker rooms or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the Student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the Student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the Student's responsibility.

- First Offence
 - Computer loss for 24 hours
- Second Offence
 - Computer loss for 1 week
- Third Offence
 - Principal discretion.

8.5 Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a phone call or a letter home. Students who violate the File Sharing rules will also 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. Improper student conduct is subject to disciplinary action according to school board policy and the student handbook.

8.6 Legal Issues and Jurisdiction

Because CRCSD 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 CRCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine, monitor and/or delete electronic files or activity that violate this Computer Use Policy. Attempts by students to block or prohibit the ability of the school to monitor or manage school owned devices can result in disciplinary action.

8.7 Disclaimer

The CRCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Clayton Ridge Community School District. While CRCSD'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 CRCSD, we expect students to obey the Computer Use Agreement when using the Internet. Students found in violation of the policy will be disciplined.

9. Personally Owned Devices

- If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Responsible Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.
- HS students are permitted to use their personal device in between classes and at lunch. MS students may cell phones with teacher permission only.
- Student use of hotspots through personal devices is prohibited except at the discretion of the principal.

In addition, CRCSD account holders take full responsibility for their access to CRCSD's network resources and the Internet. Specifically, CRCSD 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
3. network resources or the Internet; any consequences of service interruptions.



Please contact the Building Principal for any questions regarding the Computer Use Agreement. END OF COMPUTER USE AGREEMENT