

5037
PAWNEE CITY PUBLIC SCHOOL
COMPUTER LOAN AGREEMENT and STUDENT INTERNET AND COMPUTER
ACCESS

Chromebook Laptop Computer, Chromebook Laptop Charger, Chromebook Carrying Case

The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment. A fee of \$35.00 is assessed each year for the use of the computer at school and away from school and to cover the school's cost if any damage should occur. If you choose not to pay the fee of \$35.00, the laptop may only be used at school. Each computer is insured by the school's insurance policy.

- Damage to the computer for any reason is the responsibility of the student/parent on a ratio of 40% to the student/parent and 60% to the school district per incident.
- There is one exception; if the student intentionally damages the laptop; the student will be responsible for 100% of the damage.
- Students will be responsible for purchasing any accessory computer equipment; and replacement cost will be up to the student (e.g. disk drive, CDs, disks, etc.).

The equipment is the property of Pawnee City Public Schools of Pawnee City, NE, and is being loaned to the student/parent for educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing his/her right to use this computer. The equipment will be returned to the school on a date to be determined or sooner if the student is discharged from the school prior to the end of the school year.

If the laptop is lost, stolen, or damaged while in the student's possession, the student/parent is responsible for the replacement or repair based on the same procedures as listed above. The student/parent agrees to indemnify the District against any loss occurring during or resulting from student's possession or use of laptop, including, but not limited to, any claim for infringement or violation of applicable trademarks and copyrights attributable to the students use of District Property.

The laptop may be used by the student/parent only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license, and it is the student/parent's responsibility to be familiar with and to comply with the provisions of such license.

The student/parent may not install or utilize any software in connection with the use of

the laptop other than the software owned by the District and made available to the student/parent in accordance with this computer loan agreement. The student/parent also agrees not to make any unauthorized use of or modifications of such software.

The student/parent acknowledges and agrees that his/her use of the laptop is a privilege, and that by this agreement, the student/parent acknowledges the student's responsibility to protect and safeguard the laptop and to return the same in good condition and repair.

PAWNEE CITY PUBLIC SCHOOL COMPUTER/LAPTOP ACCEPTABLE USE GUIDELINES

Pawnee City Public School's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Pawnee City Public Schools. Access to the Pawnee City computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges or legal action.

The Superintendent and his designee, as well as the Technical and Information Services Administrator may review files and monitor all computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Students do not have a right to privacy when they use school equipment or electronic systems and that the computer may be inspected and its contents reviewed by school personnel at any time.

I. Laptop Computer Security Policy

- Students must have laptops with them, in their school lockers or in a designated area (locked in locker). Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the Office.
- Laptops must be kept in the computer case issued with the laptop at all times when not in use. Book bags and back packs with laptops in their case should not be thrown or tossed around.
- Students are not to get out their laptops in the classrooms until instructed by their teachers to do so.
- Students are not to deface their laptops or carrying cases in any way, e.g., with stickers, tape, white-out, marking pens, etc. unless authorized by administration or technology coordinator.
- The school's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access websites, newsgroups, or "chat" areas that contain material that

is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.

- Use of the computer (including e-mailing, gaming, social networking) for anything other than a teacher-directed or approved activity is prohibited during the school day.
- Computers may not be used to record (audio or video) recording of others without the consent of all those being recorded.
- If the student has specific class needs for additional software or wants to add personal software, the student must request approval prior to the installation. The amount of storage used in the laptop will be determined by the school administration.
- Students are allowed to listen to music during the regular school day when permission is given by their teacher or an administrator (abiding by copyright laws).
- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or activity should not be stored on the school computer systems.
- Students may access only those files that belong to them or for which they are certain they have permission to use.
- Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action. The student's airport shall always remain open.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Sound must be turned off at all times, except when being used as a part of the class.
- Pawnee City Public School reserves the right to define inappropriate use of technology.
 - These inappropriate uses include, but are not limited to, the following:
 - The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
 - The user shall not use or try to discover another's password or another person's email or other files.
 - The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
 - The user shall not let other persons use his/her name, logon, password, or files for any reason.

- The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.
- The laptop is not to be left in a vehicle during extreme hot or cold temperatures.
- Inappropriate screen savers or inappropriate pictures on your computer will not be allowed at anytime.
- Computers are not to be taken to school activities unless approved by the administration.
- Students are responsible for having their computer and adapter at school each day fully charged.
- Cleaning the screen is to be done with an approved cloth.

II. Student Expectations in the Use of the Internet

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of

any school policy or directive.

4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

III. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

IV. Children's Online Privacy Protection Act (COPPA)

- A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Adopted on: 12/9/2012
Revised on: 6/11/2018
Reviewed on: _____