

# Bremen Public Schools

## Student/Parent Responsible Use Agreement and Contract

### GENERAL GUIDELINES:

All 4th-12th grade students at Bremen Public Schools are issued an electronic device for their educational use. It is our belief that if reasonable precautions and care are taken in the use of the device, the device should not experience physical damage. Each student and parent is asked to read this document carefully. Once completed with reviewing the document, the student and parent/guardian should sign on the last page indicating their understanding of the guidelines and procedures that will be in place for the use of the electronic devices.

### EDUCATIONAL PURPOSE:

The use of the Bremen Public School's technology resources is subject to the following terms and conditions:

- The district Internet system has been established for a limited "educational purpose". The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high quality educationally enriching personal research. In compliance with federal law, the school district shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the online activities, as reasonably able, of the end users in the school environment.
- The district Internet system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material the student accesses or posts through the system. Students are also expected to follow the rules set forth in this agreement, the student disciplinary code, and the law, when utilizing the district Internet system.
- Students may not use the district Internet system for commercial purposes. A user may not offer, provide, or purchase products or services through the district Internet system.

### STUDENT/PARENT RESPONSIBILITY:

#### General Responsibilities of Students and Parents:

- I/We understand and agree to abide by the rules and regulations of the Bremen Public Schools Responsible Use Agreement and Contract. Failure to abide by this agreement will result in disciplinary action as set out herein.
- I/We understand that the device and its accessory equipment are the property of Bremen Public Schools.
- I/We understand that I/we must report all device damages or the theft/loss of the device to the school administration or technical support staff located in the Technology Department (K-8 Students). High school students must report to the technical support staff located in the media center.
- I/we understand that I/we will be responsible for all repair/replacement charges associated with device damages caused through a lack of reasonable precautions. Cost will be set by repair professionals authorized to act in such capacity.
- I /We will take good care of the device and know that I/we will be issued the same device each year.
- I will never loan out the device to other individuals. Misuse of the computer or electronic resources provided on the device by family, friends, or other individuals will ultimately be the responsibility of the student that the device was issued.
- I understand that my device is subject to inspection at any time without notice and remains the property of Bremen Public Schools.

- I/We agree to file a police report and then provide a copy to school administration in the case of theft.
- I agree to pay for the replacement of my power cords, battery, stylus (if applicable), or device case in the event any of these items are lost or stolen.
- I agree to return the device, power cords, and the issued carrying case in good working condition as determined by the Bremen Public Schools Technology Department.
- I will abide by all rules and policies outlined in the Student/Parent Handbook, Bremen Public School Acceptable Use Internet/Technology Policy, and the Student/Parent Responsible Use Agreement and Contract while using electronic information resources.
- I/we understand that any information shared, researched, or saved on the school owned device is subject to search without notice and is not private.
- The District reserves the right to log the use of all systems and monitor file-server space utilization. Should it become necessary, files may be deleted.
- The District is not responsible for any internet or network connections interruptions, changes, or consequences arising there from, even if these arise from circumstances under the control of the District.
- The District makes no warranties of any kind, whether expressed or implied. Service is provided on an "as-is, as-available" basis.
- The District reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

#### Device Care:

- I/We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the device.
- I/We understand that the device will be returned at the corporation's discretion for upgrades and maintenance.
- I/We understand that the device must be in its approved and provided case when being transported as a reasonable precaution against damage, theft, or loss.
- Items transported in the same backpack or carrying case should be kept to a minimum to avoid placing too much pressure and weight on the device screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- I/We will keep food and beverages away from my device since these items may cause damage to the computer.
- I/We will not disassemble any part of my device or attempt any repairs.
- I will not place decorations (such as stickers) on the device.
- I will not attempt to harm, modify, or destroy hardware or software, or interfere with system security.
- Devices must never be left in a car, bus or any unsupervised area.
- Students should never carry their devices while the screen is open.

#### Digital Citizenship:

- I will accept personal responsibility in reporting any misuse of the network to the school administration. Misuse can come in many forms, but it is commonly viewed as any material sent or received that indicates or suggests pornography, unethical or illegal behavior, racism, sexism, inappropriate language, bullying, or violation of other issues described below.
- I/We understand that the use of electronic information resources must be in support of education, research, and the educational mission and core values of the Bremen Public Schools.
- I will use electronic information resources for educational purposes only.
- I agree not to submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, cyber bullying/bullying, or illegal material.

- I will abide by all copyright regulations.
- I will not reveal home addresses, personal phone numbers, or network passwords of others or myself.
- I will not use the network in any way that disrupts the use of the network by others.
- I will not use the network for commercial purposes.
- I understand that many services and products are available for a fee and acknowledge that I am responsible for any expenses incurred.

Additional Parental Responsibilities:

- Parent's failure to execute all required Responsible Use requirements and Student/ Parent Responsibilities within the Device Use documents will result in the student being provided a device for school use only. The student will not be allowed to take the device home and will only have access of the device during school hours.
- Parents will be responsible for monitoring the student's use of the device outside the school setting.
- Parents will be responsible for reviewing the Acceptable Use Agreement and the Student/Parent Responsibilities for Device Use Agreement with their students.
- Parents are asked to monitor their student's activities on the device/Internet on a regular basis. Remember, parents are responsible for overseeing their student's use of the Internet while the student is at home.
- Parents are responsible to make sure the school owned devices and accessories are returned to Bremen Public Schools at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at BPS for any other reason must return their individual school device on the date of termination.

Where does my son/daughter go if technical support is needed?

- If the problem originates while in class, the student should report all issues to his/her teacher. The teacher will then refer them to the Technology Department (K-8 Building). High school students will be referred to the Technology Help Desk in the Media Center.
- If the problem originates at home or when not in class, the student should report all issues to the Technology Department (K-8 building). (High School Students), If the Technology Help Desk is not available or closed at the time of the problem, you should report all incidents at the next available time that the help desk is open.
- All technical or mechanical issues with the device must be reported immediately to school personnel, preferably the technical support team located in the Technology Department (K-8 building). High school students should report technical or mechanical issues to the technical support team in the Media Center. If a student fails to report it immediately, it may result in additional damage and an increased responsibility on the student for such damages.

Additional Device Scenarios to Remember:

- If a student leaves his/her device at home, he/she will be asked to call home and have a parent bring the device to the school. If this scenario is not possible, he/she may be issued a loaner computer, if available, for the remainder of the school day. (Repeated violations will result in disciplinary action as set out herein.)
- If a student has his/her device confiscated for any period of time, he/she will be issued a loaner device on a day-by-day basis, but only while at school.
- If a student's device is undergoing repair, the school will issue a loaner device to the student during this period of time.
- Students will have access to a personal file "H-Drive" on the Bremen Public School network. The content saved in the school-designated folder shall be specific to education. The space allowed

in this file is limited and is subject to review at any time. Items deemed as unnecessary for education will be deleted following a conversation with the student. Unnecessary items include, but are not limited to media files, mp3/music, and pictures. If any material is found and considered inappropriate, not only will the material be deleted, but also disciplinary action could be taken as set out herein.

- The software originally installed on the devices must remain on them in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Some licenses for this software require that the software be deleted from devices at the completion of the course. If deletion is required, students will be informed and periodic checks of devices will be made to ensure that software is in fact deleted once it is no longer required in the course. This is done to ensure that the school does not exceed license limitations for specific software.
- Students are not allowed to install software on their devices other than what is installed by Bremen Public Schools. This includes, but is not limited to, applications such as music downloading utilities, other media downloading utilities, and games. Unless directed by a teacher for a specific purpose for a class.
- Students may be selected at random to provide their device for inspection. Students may also be selected for inspection of their device if a staff member suspects that inappropriate material resides on the device or the student has violated the Bremen Public Schools Responsible Use Agreement and Contract.
- When devices are not in use during the school day, they should be stored in the approved carrying case and in the student-issued locker. Students should not place other items on the devices while they are in the locker and need to be taken home each night after school or extracurricular events.
- Students will no longer have the option to "set" their lockers. In order to keep the students' devices and other personal items safe, students are prohibited from "setting" their lockers.
- If a student is participating in an extra-curricular event after school hours and does not have the opportunity to take the device home or secure it in a safe place, he or she will be able to keep the device secured in their school issued locker until the conclusion of the event. The hallways will be accessible late enough to accommodate students needing to retrieve their devices.

#### **POSSIBLE INFRACTIONS AND CONSEQUENCES FOR MISUSE:**

The use of electronic information resources and the electronic device is a privilege, not a right, and may be revoked or limited at any time. The school administration reserves the right to address any incidents involving the use of the electronic device on a case-by-case basis.

- Possible infractions include but are not limited to the following;
  - Anything illegal or against local, state, or federal laws
  - Viewing, storing, sharing, accepting pornographic material
  - P2P file sharing of any sort (LimeWire, BearShare, BitTorrent)
  - Changing the configuration of the device, installing or removing software or hardware without consent
  - Physically altering the device or attempting self-repair
  - Using inappropriate material including, but not limited to, guns, weapons, pornographic material, inappropriate language, alcohol, drugs, and gang related symbols or pictures as screensavers
  - Cheating through the use of the device
  - Cyber bullying or harming others through the use of the device or the school's network
  - Recording (audio or video) others without their permission
  - Using another person's password, login, or computer without consent/"hacking"

- Vandalizing, damaging, or disabling property of the school or another individual or organization. Failing to report such incidents in a timely manner will also be considered a violation.
- Repetitive classroom or out of the classroom infractions involving the devices as established by the school administration or classroom teacher
- Possible consequences include, but are not limited to the following:
  - Loss of use of the device completely or limited to use only during the regularly scheduled school day
  - Re-imaging of the device
  - Detentions
  - Suspension or Expulsion
  - Reporting of the incident to local law enforcement and/or probation
  - Parent Conference
  - The administration holds the right to issue disciplinary consequences based on school/corporation rule and/or policies.
  - Some violations, as a result of misuse of the electronic device, could result in a possible fine (removing identification tags/labels, cleaning fees, lost/damaged power cords, etc.).

**INSURANCE:**

- I/We understand that each device includes insurance coverage for accidental damage, liquid submersion, theft, fire & flood damage, vandalism, natural disasters and power surge due to lightning.
- I/We understand that I/we will be responsible for the annual premium payment. For the 2013-2014 school year, this premium payment will be \$60.00 per device (Laptops), and \$36.00 (IPad). This charge of \$60.00 or \$36.00 (per device) must be paid in full before the device is issued to the student/parent.
- I/We understand that there is a \$100.00 deductible that must be paid by the family for each incident.
- I/We understand that the damages must result from the perils listed above. Details of each incident must be submitted with every claim to the Technology Department (K-8 building), Technology Help Desk (HighSchool).
- I/We understand that if, in the opinion of the building administration and the Technology Department, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage or loss/theft of the device, the cost/replacement of the repair will be the responsibility of the student/parent.
- I/We understand that in the event there are repeated "accidents" of a similar nature, the school administration and the Technology Department staff may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions. In the event this should be the case, the cost of the repair/replacement will become the responsibility of the student/parent.
- I/We understand that in the event my device is stolen, I/we must contact the school administration immediately, file a police report, and then supply the school administration with a copy of the police report.
- If a student transfers or moves to Bremen Public Schools, the insurance premium of \$60.00 (laptop) or \$36.00 (IPad) will be prorated by the number of terms in attendance. If a student transfers from Bremen or moves to another school district, the insurance premium of \$60.00 (laptop) or \$36.00 (IPad) will be reimbursed to the family based on the number of terms in attendance.

## Student/Parent Responsible Use Agreement and Contract

I/We have read and understand the Student/Parent Responsible Use Agreement and Contract.
I/We have read and understand the expectations for taking care of the device.
I/We have read and understand the expectations for maintaining good digital citizenship.
I/We have read and understand that insurance will be a required purchase before devices are issued.
I/We have read and understand the possible violations to the agreement and consequences (although not limited to those identified).

*Please read this document carefully. When signed by you and your parent or guardian, it becomes an agreement between you and Bremen Public Schools. Your signature indicates that you agree to abide by the conditions and guidelines established herein. This signature page also confirms that you are aware that insurance must be purchased through the school provided agency and payment has been received in full.*

Student Name (Please Print): \_\_\_\_\_

Grade: 4    5    6    7    8    9    10    11    12

Parent(s)/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### STUDENT AGREEMENT

I have read, understand, and agree to abide by all of the provisions of the *Responsible Use Agreement and Contract*.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

### PARENT AGREEMENT

As the parent or guardian of this student, I have read the *Responsible Use Agreement and Contract*. I understand that this access is designed for educational purposes. I also accept full responsibility for supervision if and when my student's use is not in a school setting. I hereby give permission for my student to use electronic information resources. If a student user is under the age of 18 and resides in the home of a parent or is over the age of 18 but is under a legal guardianship, the parent(s) agree(s) to be responsible for all costs associated with participation and for all costs of lost equipment as indicated by the signing of the Student/Parent Responsible Use Agreement and Contract documents. I also understand that I will be responsible for any attorney fees or other related costs by Bremen Public Schools in the enforcement of this agreement and the Student/Parent Responsible Use Agreement and Contract as set out hereinbefore.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_