Howard Winneshiek Community Schools

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

1. **Equipment**
   1.1. **Ownership:** Howard-Winn 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, Howard-Winn 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 a protective laptop case, software, and other miscellaneous items. Howard-Winn will retain records of the serial numbers of provided equipment.

   1.3. **Substitution of Equipment:** In the event the Computer is inoperable, Howard-Winn 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.

   1.4. **Responsibility for Electronic Data:** It is the sole responsibility of the Student to back-up such data as necessary. Howard-Winn will not provide a means for back-up along with directions.

2. **Damage/Loss or Inappropriate Use of Equipment**
   2.1. **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* document for description of expected care. The Student and Parent will be billed a fee according to the damage of the device.

   2.2 **Responsibility for Loss:** In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

   2.3. **Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Technology Department. If the Computer is stolen or vandalized while not at Howard-Winn or at a Howard-Winn-sponsored event, the Parent shall immediately contact Howard-Winn.

   2.4. **Technical Support and Repair:** Howard-Winn does not guarantee that the Computer will be operable, but will make technical support, maintenance, and repair available. Howard-Winn 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 the school administration.

Example 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 the equipment in an unsafe manner (See the *Standards for Proper Care* document for guidelines of proper use).

3. Acceptable Use Policy

3.1. **Monitoring:** Howard-Winn will monitor computer use using a variety of methods—including electronic remote access—to assure compliance with Howard-Winn's Acceptable Use Policy.

3.2. **Acceptable Use:** All aspects of Howard-Winn's Acceptable Use Policy 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 is 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 to use these tools may seek prior approval from the Technology Department.

3.4. **Allowable Customizations:**

3.4.1. 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)—as long as the customization is appropriate for school.

3.4.2. The Student *is permitted* to download music to iTunes but can not download or install any software without permission from the Howard-Winn Technology Department.

3.5. **Inappropriate Use and Consequences:** All computer services shall be used in a responsible, efficient, ethical, and legal manner. The following violations may lead to disciplinary action or loss of network use privilege, or both. This list is not complete and additions can be made without notice.

- Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about others or themselves.

- Respect and protect the integrity, availability, and security of all electronic resources.

- o Observe all network security practices, as posted.
  - o Report security risks or violations to a teacher or network administrator.
  - o Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - o Conserve, protect, and share these resources with other students and Internet users.
- Respect and protect the intellectual property of others.
  - o Not infringe copyrights (no making illegal copies of music, games, or movies).
  - o No plagiarism.
- Respect and practice the principles of community.
  - o Communicate only in ways that are kind and respectful.
  - o Report threatening or discomforting materials to a teacher.
  - o Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - o Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - o Not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - o Not send spam, chain letters, or other mass unsolicited mailings.
  - o Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

"Minor" Violations
- Internet Violations
  - o Communicating using email or network during class time.
  - o Game playing either on the local computer or on-line
  - o Viewing or participating in any 'Chat Room' activity
  - o Knowingly accessing inappropriate or non-educational websites, including but not limited MySpace and Facebook.
  - o Knowingly bypassing the schools' internet filter or proxy
  - o Conducting any kind of personal business transactions such as:
    - ▪ Solicitation or advertising for a business
    - ▪ Advertising, buying or selling of goods for sale
    - ▪ Bank or stock verification/transactions
    - ▪ Participating in gambling and/or lotteries
- Network Violations
  - o Student use of a computer when no staff member is present
  - o Game playing either on the local computer or on-line
  - o Installation of any programs not directly authorized by the technology staff
  - o Adjusting or changing computer setting without permission

"Major" Violations
- Use of another user's account
- Moving, deleting, or changing files or folders not your own
- Removing or damaging computer hardware

Consequences for violations of the Acceptable Use Agreement, these consequences outlined in the following sections are to be used as guidelines as possible consequences

and can be more severe than listed. The final decision regarding consequences is under the discretion of the building principal.

Discipline:
Any student who violates these rules will be subject to disciplinary action. Consequences may include, but are not limited to:
- verbal reprimand
- communication to home
- loss of internet access
- loss of ability to take laptop home
- detention
- in -school suspension
- out of school suspension
- expulsion

Howard Winneshiek Community Schools

Student Laptop Program Acknowledgement Form

Review and initial each statement below.

	Student Initials	Parent Initials
The following items reiterate some of the most important points covered in the *Laptop Computer Use Agreement* and the *Standards for Proper Care* addendum which you can read in the *Technology Learning Initiative Manual*.		
A. I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as the laptop, external hard drive, or flash-drive).		
B. I will not leave my laptop unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen due to *gross negligence* as determined by the administration.		
C. I understand that my family is financially responsible for **up to** full cost if damage occurs to the laptop. *Please refer to the Computer Use Agreement form for details.*		
D. I will not install or use file-sharing programs to download music, video, or other media.		
E. I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.		
F. I will keep the laptop lid fully closed whenever it is moved from one point to another.		
G. I will read and follow Standards for Proper Care of MacBook Air.		
H. In a timely manner, I will report any problem with my laptop to a member of the technology support staff.		

I have read the *Howard-Winn Laptop Computer Use Agreement* and the *Standards for Proper Care* addendum in the *Technology Learning Initiative Manual* and agree with their stated conditions. Questions and or accommodations regarding this assessment need be directed to the Building Principal, Technology Department, or Superintendent of Schools.

Student Name (printed clearly) _____

Student Signature & Date _____

Parent Name (printed clearly) _____

Parent/Guardian Signature & Date _____

If for some reason you choose not to receive a laptop for use at home, please sign below. My signature below indicates that I have read and understand all of the technology policies of Howard-Winn CSD, but I choose NOT to receive a laptop at this time.

Student Signature & Date _____

Parent/Guardian Signature & Date _____

This completed and signed form is a mandatory requirement for the assigning and issuing of a Howard-Winn CSD laptop computer. It must be filed prior to the issuing and assigning of a computer. Students will not receive their laptops until the Technology Department or its designee, has received a signed form.

Student/Borrower:_____ Student Username:_____

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Student Laptop Computer Loan Agreement

Parent Responsibilities

Your son/daughter has been issued a MacBook laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the MacBook at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/ daughter's use of the Internet and email.
- I will not attempt to repair the MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the MacBook.
- I will not load or delete any software from the MacBook.
- I will make sure my son/daughter recharges the MacBook battery nightly.
- I will make sure my son/daughter brings the MacBook to school every day.
- I understand that if my son/daughter comes to school without his/her computer I may be called to bring it to school.
- I agree to make sure that the MacBook is returned to the school when requested and upon my son's/daughter's withdrawal from Howard-Winn School.
- I agree to pay for any fines my son/daughter incurs due to loss of damage of school equipment.

Student Responsibilities

Your MacBook is an important learning tool and is for educational purposes only. In order to take your MacBook home each day, you must be willing to accept the following responsibilities.

- When using the MacBook at home, at school, and anywhere else I may take it, I will follow the policies of the Howard-Winn School—especially the Student Code of Conduct—and abide by all local, state, and federal laws.
- I will treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the MacBook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the MacBook.
- I will not remove programs or files from the MacBook.
- I will honor my family's values when using the MacBook.
- I will not give personal information when using the MacBook.
- I will bring the MacBook to school every day with the battery recharged.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will return the MacBook when requested and upon my withdrawal from Howard-Winn School

Parent's
Signature: _____

Student's
Signature: _____

Howard Winneshiek Community Schools

Standards for Proper Care of the MacBook

Users are responsible for the general care of the MacBook computers they have been issued by the school. MacBook computers that are broken or fail to work properly must be reported to the Technology Department or taken to the Technology Department Office for a loaner should the device have a serious malfunction.

General Precautions
- Users are responsible for keeping their MacBook laptop computer's battery charged for school each day.
- No food or drink is allowed next to your MacBook computer while it is in use. Do not eat or drink while using your MacBook.
- Cords, cables, and removable storage devices must be inserted carefully into the MacBook.
- Users should never carry their MacBooks while the screen is open, unless directed to do so by a teacher.
- MacBooks should be closed and put to *Sleep* before moving them to conserve battery life.
- MacBooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Howard-Winneshiek Community School District. Removable *Clings* are allowed.
- Do not attempt to remove or change the physical structure of the computer, including 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.
- MacBooks must never be left in a car or any unsupervised area.

Carrying MacBook Laptop Computers
The protective sleeve provided has sufficient padding to protect the MacBook from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:
- MacBooks should always be within the protective sleeve when carried.
- Do not place other objects (such as folders and books) within the sleeve to avoid causing too much pressure and weight on the mobile computer screen.
- 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 shut-down the laptop other than on an airplane or during extended days of inactivity.
- 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 while leaving the case within your school backpack. Do not overstuff your pack— extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not lift the MacBook while holding the edge with the disk drive. The plastic is thin here; it is a weak spot.
- Do not grab and squeeze the computer as this can damage the screen and other components.

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Standards for Proper Care of the MacBook

Screen Care

The mobile computer screens 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. Please care for your screen:

- Do not touch the computer screen with anything (e.g., your finger, pen, marker, etc.) other than approved computer screen cleaners.
- Do not leave anything on the keyboard before closing the lid (e.g. pens, pencils, or disks). A pen or pencil left on the keyboard will crack the screen when the lid is closed.
- Do not lean on the top of the mobile computer when it is closed.
- Do not place anything near the mobile computer that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Clean the screen with a soft, dry, anti-static, or microfiber cloth or with screen cleaner designed specifically for LCD-type screens. Do not use cleaning solutions.

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.
- 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 shut down if you are unable to connect to the charger.
- Close the lid on the computer when it is not in use in order to save battery life and protect the screen.

Using Your MacBook at School

- MacBooks are intended for use at school each day. School messages, announcements, calendars, and schedules will be accessed using the MacBooks in addition to routine instructional tasks.
- Sound should be muted at all times unless used for instructional purposes.

MacBooks at Home

- When users are not monitoring mobile computers, they should be stored in a safe location. Users are encouraged to take their mobile computers home every day after school, regardless of whether or not they are needed. Mobile computers should not be stored in a vehicle. When not in use, store your laptop in the bag in an upright position.
- Users may use printers anywhere within the building. Home printer software will not be installed; however, if at home you see your printer model listed in the "add printers" dialog it may be safely added to your computer.
- If Users leave their mobile computer at home, all means to have it brought to school should be sought prior to the start of school. Loaners under such conditions will be allowed for the term of one day should one be available and if absolutely necessary.

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Standards for Proper Care of the MacBook

Saving Data to Removable Storage Devices
- Users may choose to store personal items such as pictures or music using removable storage devices. Users may also choose to backup their other work using removable file storage.
- Removable memory cards may be purchased at a local retailer. The computer's 6-in-1 memory card reader will read the following types of memory cards:
  - Secure Digital™
  - Memory Stick®
  - Memory Stick Pro®
  - Mini Secure Digital®
  - MultiMedia Card™

Privacy and Safety
- Avoid chat rooms or sending chain letters without permission.
- Only open, use, or change computer files that belong to you.
- Never reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a staff member immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Online Communication
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Users should maintain high integrity with regard to their email or other communication content online. If you wouldn't want your teacher or parent to see the information; don't say it.
- No private chatting during class without permission.
- District email is subject to inspection and use of this email account should be school related.
- Personal email accounts not provided by the district are not allowed on the mobile computer.

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 when working on your lap.
- 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 alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- Maintain good physical posture while working at the computer.
- If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and the keyboard at lap-level.
- Read the safety warnings included in the Apple use guide.

Howard Winneshiek Community Schools

Standards for Proper Care of the MacBook

Etc.

- All mobile computers lock themselves with the active user account when not in use. Keep your password safe and do not share your password with others for any reason. Should your password become compromised contact the Tech Help Desk.
- Do not modify any files that you did not create. Deletion or changes to certain files can affect your mobile computers performance.
- Music and games are not allowed on the computer during school hours in the classroom. Do not save any games or programs (unless used for classroom purposes and approved by your classroom teacher). All software must be district provided.
- Users may be selected at random to provide their mobile computer for inspection.

How to Handle Problems

- Promptly report any problems to the Technology Department
- Don't force anything (e.g., popped-off keys). Seek help instead.
- When in doubt, ask for help.

Howard-Winneshiek Standards for Proper Computer Care

Use of the Howard-Winneshiek Community School District notebooks is a privilege. Therefore, I agree that I will:

- Be prepared and have my assigned notebook ready to work at the beginning of class;
- Use the notebook only for activities my teacher has allowed;
- Respect the notebooks of others;
- Secure notebooks appropriately;
- Report any loss or damage to any notebook immediately;
- Protect the notebook by keeping the notebook in a school approved case;
- Charge the batteries as directed;
- Protect the notebook by unplugging power and other peripherals when transporting the notebook; a
- Protect the display by carefully closing the lid when moving the notebook.

Use of the Howard-Winneshiek Community School District computer network as well as the Internet is a privilege. Therefore, I agree that I will:

- Act responsibly when accessing the Internet;
- Only access teacher authorized sites at the appropriate times;
- Use my assigned network drive to store school related files only;
- Notify my teacher immediately if I accidentally access an inappropriate site; and
- Protect my user account by logging off when not at my computer.

I agree that I will not:

- Send defamatory or harassing e-mail;
- Make unauthorized access ("Hack") into any computer system;
- Use copyrighted materials that exceed fair use guidelines without written permission of the author;
- Loan my notebook to another student or share passwords;
- Share personal information with anyone on the Internet or via e-mail;
- Engage in unauthorized use of the network;
- Maliciously damage or steal school computer equipment or electronic data; and
- Change the settings of school-supplied software.

Howard Winneshiek Community Schools

<u>PARENT/GUARDIAN CONSENT PERMISSION FORM</u>

To the parent/Legal Guardian/Caregiver

Please read this page carefully as it includes information about safety and security issues associated with privacy.
- Indicate your preference with regards to the sharing of your child's personal information.
- Complete and sign the form
- Return this form to the school.

In the interest of safety and security Howard-Winneshiek requires parent permission for the publishing of student's names or photographs on our website, and in our newsletters (which are handed/posted out only). We believe it is important to celebrate children's achievement, but are aware of the potential risks when such personal information or material is published on a global information system such as the Internet. We will share, if given permission, no more than a student's first name and/or photograph via the newsletter, or the wider online community via the school website.

To gain access to the Internet on an independent basis, all students under the age of 18 must obtain parental permission and must sign and return this form to the High School Office or other designee. Students 18 and over may sign their own forms.

As an independent user, I have read the **POLICY FOR ACCEPTABLE USE POLICY TO HOWARD-WINNESHIEK COMMUNITY SCHOOLS' DISTRICT TECHNOLOGY** and agree to abide by its regulations. I understand that violation of these regulations will constitute disciplinary actions outlines in the policy.
https://www.howard-winn.k12.ia.us/departments/technology

_____   _____

Student Signature   Date

Birth Date_____

INTERNET RELEASE FORM
In order for a student to access the Internet, a parent/guardian must sign and return this consent form by (date).
___   I GIVE my permission to Howard-Winneshiek Community Schools to allow my child computer access to the Internet or online services and my child agrees to the usage guideline listed herein.

__   I DO NOT GIVE permission to Howard-Winneshiek Community Schools to allow my child computer access to the Internet or online services. Since the school cannot always prevent student access to such services, I have directed my child not to access the Internet or online services.

ELECRONIC RELEASE FORM
__ I <u>GIVE</u> permission to display my child's image   __ I DO NOT want my child's image to be displayed

__ I <u>GIVE</u> permission to display my child's voice.   __ I DO NOT want my child's voice to be displayed

__ I <u>GIVE</u> permission to display my child's work   __ I DO NOT want my child's work to be displayed.

Howard Winneshiek Community Schools

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access HOWARD-WINNESHIEK COMMUNITY SCHOOLS' DISTRICT TECHNOLOGY, including the Internet on and independent basis. I understand the individuals and/or families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring electronic resources.

Parent Signature _____   **Date_____**

Name of Student_____   **Grade_____**

Street Address_____   **Home Telephone_____**

City, State, Zip_____

Individual users of the district technology are responsible for their behavior and communications using telecommunications services including the Internet. It is presumed that users will comply with district standards and will honor the agreements they have signed.