

## **EDUCATIONAL PROGRAM - Series 600**

### **603 Instructional Arrangements**

#### **603.16 Appropriate Use - Computers**

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The primary goal of the West Branch Community School District’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. Academic work for courses always takes priority over any other use of the computer and other electronic equipment.

The following is a list of rules and guidelines that govern the use of the WBCSD’s computers and network resources.

#### **LAPTOP USE AND POLICIES FOR STUDENTS (Grades 4-12)**

##### **Bringing the Computer to School**

- It is imperative that students bring their computers and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer.
- The computer must be kept in the carrying bag at all times when it is not being used.
- Students who accidentally leave their computers at home may have access to a limited amount of computers (loaners) that are available in the library. Students will be able to “sign-in” to their account on the server but will not be able to take this computer home with them.

##### **Charging the Computers**

- It is the student’s responsibility to have their computers charged each day when they come to school. During a normal school day a typical computer, fully charged (through a normal electrical outlet), can be used the entire day for classes with no additional charging required. Students must be responsible and charge their computers before coming to school. If a student comes to class with a computer that is not charged, specific consequences may occur for the student.
- Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to

the charging of a cell phone.

- It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. It is recommended that students NOT use the prongs on the charger to wrap the cord, as over time, this has proven to damage the cord.

### **Loss or Theft of Computers**

- Computers that are lost or stolen need to be reported to the school office immediately.
- If a computer is lost the student will be financially responsible for its replacement.
- If a computer is stolen or vandalized while not at a WBCSD sponsored event, the parent shall file a police report.

### **Ear Buds**

- The uses of ear buds in class and/or during study times are at the teacher/supervisor's discretion.
- Ear buds will not be provided by the WBCSD.

### **LAPTOP CARE REMINDERS (Grades 4-12)**

You are expected to follow all the specific guidelines listed in this document and take any additional **common sense** precautions to protect your assigned computer. **Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.**

#### **General Care**

- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. If these actions are taken, families will be responsible for 100% of the repair or replacement cost. Here are some examples:
  - Keys are ripped off
  - Charging port is pulled back out after it has been pushed in, not allowing the laptop to take a charge.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean. For example, don't eat or drink while using the computer.
- **Do not do anything to the computer that will permanently alter it in any way.**
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the computer.
- DO NOT charge your computer while it is in the bag. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.

- Do not walk from one location to another with an open computer. This is applicable at school and at home.

### **Keep Your Computer in a Safe Place**

- The computer bag, with the computer and other equipment, must be stored in a safe place (a locker, when locked, is considered a safe place). Don't leave the computer on the floor where it might be stepped on, or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures.
- Laptops left in bags in unattended classrooms or other areas are considered "unattended" and will 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, along with other potentially appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- If on an athletic team, never leave computers in school vans, in the gym, in a locker room, on a playing field or in other areas where it could be damaged or stolen. Coaches/sponsors will designate a secure area for laptops during activities.

### **Computer Bags**

- Each student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. This is the only bag that is approved for the computer to be placed in. It is specially designed for the computer that students are using. It is important to keep the bag clean and take time to remove any items like paper clips that can scratch the exterior of your computer. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep your bag smelling fresher is to put a dryer sheet in your bag.

### **Keep Your Laptop Away From All Liquids**

- Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, pop, juice, power drinks, coffee, etc. will all ruin your computer completely. Keep your friends' food and liquid away from your laptop. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with your laptop – even it is sealed.

### **Computer Problems**

- It is a student's responsibility to maintain a 100% working computer at all times.
- If the student's computer is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, take the computer to the building library where it can be examined. If the computer cannot be fixed immediately,

the student will be issued a loaner computer to use on a temporary basis.

- 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 the student/family will be responsible for 100% of the repair or replacement cost.
- When in doubt, ask for help.

### **Only One User**

- Do not allow anyone else to use your computer other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.

### **Cleaning the Computer**

- Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia.
- Read and follow any maintenance alerts from the school technology personnel or the administration office.

### **Shutting Down the Computer**

- Shut down the computer when it won't be used for an extended duration.
- Putting your computer to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

### **Closing the Computer**

- Please be sure there are no objects (pencils, flash drives, ...) on your laptop before closing the lid/screen.
- Cracked screens are a common problem.
- The laptop lid/screen needs to be completely closed when moving it from one point to another.

### **Carrying the Computer**

- Always store the computer in the laptop bag.
- Bring the provided laptop bag to classes and use the laptop bag whenever transporting.
- Note: do not store anything (e.g. cords, papers or disks) in the area within the case designed for the computer other than the computer itself as this may damage the screen.
- We recommend that you carry the laptop bag to and from school 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 the case within the school pack. Do not overstuff your pack – extreme pressure on the

laptop can cause permanent damage to the screen and other components. No books should be placed on your laptop.

- 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.

### **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 or devices made specifically for this purpose – when working on your 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 as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. 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 Lenovo N22 user guide, which can be found and downloaded at

[https://download.lenovo.com/consumer/mobiles\\_pub/lenovo\\_n22-20\\_ug\\_en\\_201603.pdf?linkTrack=PSP:ProductInfo:UserGuide](https://download.lenovo.com/consumer/mobiles_pub/lenovo_n22-20_ug_en_201603.pdf?linkTrack=PSP:ProductInfo:UserGuide)

## **ACCEPTABLE USE POLICY**

The following statement of acceptable use of West Branch Community School District technology resources applies to all West Branch Community School District (WBCSD) faculty, staff, administration, students, parents, other employees and guests using school district information resources.

The West Branch Community School District offers a variety of technology resources for staff, student, and parent use. Access to these resources is a privilege and not a right. Privileges can and will be taken away for violation of the policy and regulations. All students and their parents or guardians must read and understand the acceptable use policies, then sign and turn in the form to their building office.

When using district-supplied information technology facilities and resources, individuals agree to abide by all policies and procedures adopted by the West Branch Community School District as well as all current federal, state, and local laws. These include District policies and procedures against harassment, plagiarism, and unethical conduct; as well as local, state and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, vandalism, and other unlawful intrusions. In the event of violation of any these policies, procedures or laws, current district disciplinary policies and practices will be followed, including those regulating the provision of information to law enforcement authorities.

Internet access is available through a complex association of agencies, regional and state networks and commercial organizations. To ensure the smooth operation of the network, end users must adhere to established guidelines regarding proper conduct and efficient, ethical and legal usage.

### **MONITORING**

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. On a global network it is impossible to control access to all materials; an industrious user may discover inappropriate information. While West Branch Schools prohibit access to such material, it is not possible for us to totally prevent that access. The West Branch Community School District firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet activities will be monitored by the school district to ensure that users are not accessing inappropriate sites that have visual depictions that include obscenity, pornography, or are harmful to minors. The school district will use technology protection measures to protect users from inappropriate use.

The district's filter allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or if they are connected to

the Internet at other locations. This software also allows for screen monitoring, which makes it possible for appointed district personnel to monitor student laptop screens.

Internet and technology resources must be used in support of education and research, and consistent with WBCSD educational objectives. Specifically prohibited are violations of copyright, threatening or obscene material, commercial activities, product advertisement, or unsolicited political lobbying.

### **HARDWARE/SOFTWARE/DATA**

Damage due to carelessness may result in disciplinary action including, but not limited to suspension of privileges.

Vandalism will result in a suspension of privileges and payment for damages. Other district disciplinary policies and practices may also apply. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user or interference with network operation. This includes, but is not limited to the uploading or creation of viruses, removing keys from keyboards, removing any parts from equipment and hacking.

To maintain consistency and licensing, the technology coordinator will regulate installation of software on computers. Only software owned by the district may be installed. The district takes precautions to avoid data loss, but the potential for loss always exists. The district will not be held responsible for any loss of data. The user is responsible for backing up his/her data in a second, secure location.

### **INTERNET AND NETWORK USE**

Appropriate use of the network is critical for stability and smooth operation. Bypassing the content filter by using proxy servers and any other means is not allowed.

Social networking sites and instant messaging are prohibited, except those provided by WBCSD for curricular purposes. Instructional activities using social networking sites and instant messaging will be designed and supervised by teachers and pre-approved by administrators.

Do not use the network in a way that would disrupt the use of the network by others.

### **EMAIL**

Email accounts may be provided for all staff. Student email access will be determined at the building level. Students will not be permitted to use personal email addresses to send and receive mail at school. Users will check their e-mail frequently and stay within their e-mail quota.

All emails that reside on the district servers are not confidential. The public under the Open Records Act may request email messages.

- Others may be able to read or access the mail, so private messages should not be sent.
- Do not email personal items for sale or to give away. Ask your building administrator where these items may be posted.
- Do not forward email to the school mailing lists unless it specifically relates to school

business.

- Do not engage in “spamming” or participate in chain letters.
  - Chain letter definition: a letter to be circulated among many people by being copied, or,
  - Sometimes, added to, and then passed to others with a request to do the same.
  - Spamming definition: To send (a message) indiscriminately to multiple mailing lists, individuals, or newsgroups.
- Do not send large email attachments to building mailing lists or a large number of users at once. (General rule - less than 3 MB)
- Student names should not be included in the subject line of an email.
- Never reply to spam email.
- Use of objectionable language, bullying and harassment will not be tolerated.

## **PERSONAL DEVICES**

Personal computers are prohibited.

Personal devices should not be used at school to take pictures or record video without permission of a teacher or administrator. See building level student handbooks for additional building policies on personal handheld devices.

## **EXAMPLES OF UNACCEPTABLE USES**

*This list is by no means exhaustive, but an attempt to provide examples of activities which fall into the category of unacceptable use.*

1. Users should not download, copy or store any software applications in their server space unless approved by the Technology Coordinator.
2. The network may not be used for commercial purposes. Users may not give away or sell products or services through the system.
3. Use of the network for advertising or unsolicited political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Network users may not log on to someone else’s account or attempt to access another user’s files. “Hacking” or otherwise trying to gain access to another person’s or organization’s computer system is prohibited. Never share your password with anyone.
7. Users may not access material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately get out of the site, then notify a teacher, librarian, and/or network administrator.
8. Network users may not engage in “spamming” or participate in chain letters. Any email forwarded to mailing lists should be directly related to school business.
9. Social network sites, chat rooms and instant messaging are prohibited except those provided by WBCSD for curricular purposes. Instructional activities using these technologies will be designed and supervised by teachers and pre-approved by administrators.
10. Users may not bypass the school’s internet filter. This includes the use of proxy servers.
11. Do not copy or download large files during the school day.



12. Users will abide by regulations (possible restricted use rules) related to social networks (Facebook, Twitter,...)

### **SAFETY GUIDELINES FOR STUDENTS**

1. Never give out your last name, address, phone number, age, school, or where you hang out. Tell your parents or an adult if someone online asks for this information.
2. Choose a nickname/username that does not include your real name and is not inappropriate.
3. Never share your password with anyone.
4. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
5. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates the Acceptable Use Policy.
6. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The West Branch Community School District expects you to follow your parent's wishes in this matter.
7. Remember that everything you read online may not be true.
8. Never respond to messages that are obscene, threatening, or make you feel uncomfortable. If you receive a threatening email, do not delete it. Tell an adult and they can contact your service provider for assistance in tracing it.
9. Don't say anything in text or other electronic communication that you wouldn't want the public to know.
10. If someone in a chat room says or does something inappropriate, block them and do not respond.
11. Do not pretend to be someone you are not.
12. Do not cyber bully. Do not say mean and rude things.

### **DIGITAL CITIZENSHIP**

**Technology makes it easy and fast to access and post information online. Stop and think before you type. Are you being a good digital citizen?**

- Be polite; Use appropriate language at all times.
- Don't search for illegal, crude, rude or inappropriate things.
- Don't harass other students through blogs.
- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- If you ever have to think if the site you want to use is appropriate, it probably is not. Err on the side of caution.
- Never post personal information, such as your full name, phone number, address, where you work, etc.
- Think before you type. Would you say it to their face?
- Evaluate web content. Everything on the internet is not true.
- Know when it is appropriate to play online games or access non-educational sites.

### **WEB PAGES**

The purpose of the District sponsored web site is: to make parents, students, and the community aware of school, classroom, and student activities, and to support communication among those groups.

When publishing, you should remember visitors to your site may include students and their families, prospective students and their families, staff, alumni, the community, and anyone in the world with Internet access.

Teacher created web pages (whether located on the district/school web server or not) that are used in the classroom or to support instruction must follow the procedures outlined in this document.

## **CONTENT**

Teacher web sites must be instructional in content.

Personal information should be kept to a minimum. Only school phone numbers and email addresses should be posted on web sites.

All subject matter on web pages must relate to curriculum, instruction, school activities, or general information that is relevant and appropriate. Web pages for individuals or organizations not directly affiliated with the District are not allowed.

Any links to external web sites must be checked regularly by you to make sure they are still valid and do not contain inappropriate language, images, or links to inappropriate sites.

Spelling, grammar, and information must be accurately presented. All content must be appropriate, decent, in good taste, and not intended to harass or demean individuals and/or groups.

Content should not reveal students' disabilities by labeling such as "Ms. Paul's Special education class", etc.

Web pages that are linked from, or stored on the school or district web server should not be used for personal business. (No items should be sold or given away on the web site.)

Commercial use is prohibited (advertisements, business logos, ad banners, etc.) A listing of school partners may use the partner's business logo. However, there can be no links associated with the use of the logo.

Student work may be published when it relates to a class project, course, or other school-related activity. No personal information, such as full name, home phone numbers or addresses, should be included for any student. For student publishers, the sponsoring staff member's email must be included as the responsible person.

Only school sponsored fund raising may be placed on District web pages.

## **CONFIDENTIALITY**

Web pages may contain photos of people, but will not identify by name the individuals in the

photo. Any student included in a photo must have a photo release signature on file. Staff may opt to have their photo on their own web page, but written permission will be needed to use another staff member's photo on a page. If student names are listed on a web page, only first names with a last initial may be used. Students who have graduated may have their names listed on the web site as full names. An example of this would be in school athletic records.

Web pages shall not contain the personal address or phone number of students. No student email addresses, whether a personal or district account, may be listed on any web page.

### **QUALITY**

The building administrator will approve all web pages created for use in the district before being uploaded to the site for the first time. Student web page lessons must be pre-approved by the building principal. The teacher must approve student web pages before being uploaded to a web server.

The District reserves the right to remove any web pages deemed inappropriate or contrary to District policies.

### **COPYRIGHT**

Videos from United Streaming/Discovery or other sites should be linked to from their original site, not from a file on our server. Only original works may be linked to a file directly from our web server.

Music cannot be made available for download, unless it was an original piece created by yourself. This includes music in student presentations that are on the web as well.

All pages and content are the property of the West Branch Community School District.

### **REQUIREMENTS**

Schools, teachers and staff members, must provide email and work telephone contact information on their web pages as a convenient means of communication for their web site visitors. Student web pages must contain the email address of the supervising teacher.

### **RELATED BOARD POLICIES**

502.01 Student Conduct  
502.08 Harassment  
503.03 Student Publications  
602.02 Curriculum Development  
602.08 Career Education  
603.04 Selection, Inspection & Objection of Learning Materials.  
603.07 Outside resource People  
603.08A Teaching Controversial Issues  
603.12 Technology and Instructional Materials.  
603.13 Media Centers  
603.17 Use of Informational Resources

### West Branch School District Employee AUP

I have read and understand the information provided about appropriate use of the technology resources at the West Branch Community School District. I agree to abide by these provisions and I understand that violations will have disciplinary actions and may lead to dismissal.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

I understand that this form will be kept on file at the school.

\_\_\_\_\_  
Employee name (print)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Building:    ☐ Elementary        ☐ Middle School        ☐ High School  
                 ☐ Bus Barn            ☐ Maint. Shop        ☐ Central Office

Position:    ☐ Teacher            ☐ Assoc./Sec.        ☐ Nurse  
                 ☐ Admin/Director    ☐ Cust./Maint.       ☐ Bus  
                 ☐ Food Service       ☐ Other \_\_\_\_\_

For Office Use Only:

Date Received: \_\_\_\_\_ Account Created: \_\_\_\_\_

## **WEST BRANCH COMMUNITY SCHOOL DISTRICT CHILDREN'S INTERNET PROTECTION ACT POLICY**

The Board of Directors of the West Branch Community School District is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the internet.

The goal in providing this technology and access is to support the educational objectives and mission of the West Branch Community School District and to promote resource sharing, innovation, problem solving, and communication.

The District's computers, computer network, and/or internet connection is not a public access service or a public forum. The District has a right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer network, and/or internet connection.

Access to District technology resources is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer network systems, and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology.

Even if students have not been given access to and/or use of the District's computers, computer network systems, and the internet, they may still be exposed to information from the District's computers, computer network systems, and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software/hardware).

The District will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors. CIPA (Children's Internet Protection Act) requires our District to adopt and enforce a policy to monitor and filter online activities of minors.

The District will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyber-bullying, including awareness and response. Employees will provide age appropriate training for students who use the internet. The training provided will be designed to promote the District's commitment to the standards and acceptable use of internet services as set forth in the Internet Safety Policy (606.02).

Students' safety with regards to:

- Safety on the internet
- Appropriate behavior while online, on social networking websites, and in chat rooms
- Cyber-bullying awareness and response
- Compliance with the E-Rate requirements of the Children's Internet Protection Act

In compliance with federal law, this policy will be maintained at least five years beyond termination of funding under the Children's Internet Protection Act (CIPA) or E-Rate.

The use of the District's computers, computer network systems, and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical and legal utilization of the District's computers, computer network systems, and internet access. Students' and staff members' use of the District's computers, computer network systems, and internet access shall also comply with all district policies and regulations. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final.

The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer network systems, and the internet.

Adoption Date: January 11, 2016

Legal References: Iowa Code 279.8 (2011).

## **West Branch Community School District Computer Deposit**

**This form must be completed before the computer will be provided to the student.**

### **Deposit**

The total deposit is 30.00 per computer per school year with a maximum of \$90 per family. (3 student maximum deposit)

*\*A reduction in the "Deposit Fee" may be approved upon a family request of economic situation or circumstances. Please see your building administrator.*

### **It is agreed and understood that:**

- The West Branch Community School District will provide coverage to all students to repair (or replace) unintentional computer damage due to accidental breakage or reasonable use.
- A separate deposit will be needed for each student computer covered.

### **Parent Responsibility**

- Accessories (charger and battery) are not covered. Replacement of these items will be the responsibility of the parent.
- Intentional damage/vandalism will be the responsibility of the student and/or parent or guardian.
- WBCSD 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.
  - Lending equipment to others other than one's parents/guardians.
  - Using equipment in an unsafe environment.
  - Using the equipment in an unsafe manner.

All deposit(s) will be returned upon inspection of equipment at the assigned date at the end of the school year unless a family elects to carryover the deposit for the next year.

A maximum number of allowed occurrences in one school year will be 3 occurrences.

Damage/repair costs after the allowed 3 occurrences will be the responsibility of the student and/or parent or guardian.

**Please complete the following information and return this form and a check (*West Branch Community School District Computer Deposit*) for \$30.00 per 4<sup>th</sup> -12<sup>th</sup> grade student to the main office prior to the community being issued.**

**This deposit will be refunded when the computer is returned and has been evaluated by the technology team and deemed in satisfactory condition.**

**Date of Request** \_\_\_\_\_

**Name of Student(s):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

\_\_\_\_\_ **Grade:** \_\_\_\_\_

\_\_\_\_\_ **Grade:** \_\_\_\_\_

\_\_\_\_\_ **Grade:** \_\_\_\_\_

\_\_\_\_\_ **Grade:** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone number** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

***Parent Signature***

**Total Deposit \$** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Cash Paid \$** \_\_\_\_\_

- **Student computer which has been returned and found to be in satisfactory condition will have deposit rolled over.**
- **Student leaving the district will have the deposit refunded when the computer is returned and has been evaluated by the technology team and deemed in satisfactory condition.**



**Student Last name/First name** \_\_\_\_\_

School Year \_\_\_\_\_ Grade \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE**

Please check the following statements and print and sign below.

\_\_\_\_ I have read and understand the information provided about appropriate use of the technology at the West Branch Community School District. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet.

I understand that this form will be kept on file at the school.

\_\_\_\_\_  
Parent name (print)

\_\_\_\_\_  
Parent signature Date\_\_\_\_\_

Please review this policy with your child and have them respond to the following:

I have read the Acceptable Use Policy and agree to abide by these provisions.  
I understand that violation of these provisions may constitute suspension or revocation of Internet and/or technology privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

\_\_\_\_\_  
Student name (print)

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

For Office Use Only:

Date Received: \_\_\_\_\_

Adoption Date: April 8, 1996

Review Date: July 16, 2012  
July 13, 2015  
September 12, 2016  
July 31, 2017  
July 16, 2018  
April 8, 2019  
April 13, 2020

Revision Date: July 16, 2012  
July 13, 2015  
September 12, 2016  
July 31, 2017  
July 16, 2018

Legal References: Iowa Code S279.8 (1995).

Cross References: 502 Student Behavior and Discipline  
505.06R1 Use of Student Records Regulations  
603.13 Media Centers  
603.04 Selection of Instructional Materials  
603.12 Technology and Instructional Materials