Nokomis School District
Home of the Redskins!

2015 - 2016
Computer Use Agreement for
Students and Parents
Plus Standards for Proper Computer Care
Your guide to using your 1:1 computer safely.

Nokomis Jr. High School, 511 Oberle St.   Nokomis, IL 62075

This agreement is made effective upon receipt of computer, between the Nokomis Community Unit School District #22 ("NCUSD"), the student receiving the computer ("student"), and his/her parent(s) or legal guardian ("parent"). The student and parent(s), in consideration of being provided with a computer, software, and related materials (the "computer") for use while a student is at Nokomis Community Unit School District #22, hereby agree as follows:

1 Equipment

1.1 Ownership: NCUSD 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 along with the NCUSD Acceptable Use Policy. Moreover, NCUSD 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 computer configurations the same. All computers include RAM and hard-disk space, a rugged design, software, and other miscellaneous items. NCUSD will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the computer is inoperable, NCUSD has a limited number of spare computers for use while the computer is repaired or replaced. Therefore, NCUSD 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. If the student forgets to bring the computer or power adapter to school ,the student will have the opportunity to check out a loaner a total of two times during a semester, if a loaner is available.

1.4 Responsibility for Electronic Data: The student is solely responsible for any non-NCUSD installed software and for any data stored on the computer. By using Google Drive/Docs to create data, all files will be stored in Google's Cloud.

1.5 Computers from Home: Students are not allowed to bring their own computers from home to use at school. Computers at NCUSD are formatted with the same software and hardware, some of which are not possible on other computers.

2 Damage or Loss of Equipment

2.1 Responsibility for Damage: 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 a description of proper care. In the event of damage not covered by the warranty or through the purchase of the Take Home Waiver, the student and the parent will be billed a fee according to Appendix Schedule A.

A student who does not have a computer due to a computer being damaged accidentally, will be allowed to use a computer from school, if one is available. A student who does not have a computer due to a computer being damaged intentionally or through gross negligence, may be allowed to use a loaner computer, but the student will not be allowed to take the computer off of school grounds without the permission of administration. Other discipline for intentional damage or gross negligence may be issued by the administrator.

NCUSD reserves the right to charge the student and parent the full cost of repair or replacement when damage occurs due to gross negligence as determined by administration.
Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the standards for Proper Care document for definitions of "attended", "unattended", and "locked".)
- Lending equipment to others other than one's parents/guardians.

- **Using the equipment in an unsafe manner or environment. (See the Standards for Proper Care document for guidelines of proper use.**

    2.2 Responsibility for Loss: In the event the computer is lost or stolen, the student and the 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 Coordinator. If the computer is stolen or vandalized while not at NCUSD or a NCUSD sponsored event, the parent shall file a police report.

    2.4 Technical Support and Repair: NCUSD will provide technical support and maintenance, when necessary. Students and parents are not allowed to have computer serviced or repaired privately.

3 Legal and Ethical Use Policies

    3.1 Monitoring: NCUSD will monitor computer use using a variety of methods including electronic remote access to assure compliance with NCUSD policies. Students should not have an expectation of privacy. Content monitoring can only be enforced on the NCUSD network. So when students use other networks to access the Internet they are expected to use such networks responsibly. Parents are encouraged to monitor when students use the computer away from school.

    3.2 Legal and Ethical Use: All aspects of NCUSD Policy remain in effect, except as mentioned in this section.

    3.3 Allowable Customizations

• The student is permitted to alter or add files to customize the assigned computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).

• The student is permitted to add key rings or luggage tags to the exterior of their computer case for identification purposes.

• The student is not permitted to alter the computer case through any method that would cause permanent damage. (i.e., stickers, pins, or permanent marker on the case or strap)

• The student is not permitted to remove or alter any identification from the computer including, but not limited to the serial number.

STANDARDS FOR PROPER COMPUTER CARE

This document is an important addendum to the student Laptop Program Acknowledgement Form. Read it carefully prior to signing. 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 in failure to abide by the details below may result in full-financial responsibility.

Read the electronic manual that comes with the laptop. Following the advice and the standards below will lead to a computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities

• Use the computer assigned in a manner that promotes positive, respectful, and courteous interactions and communication between teachers, students, parents, and community members.

• Treat this equipment with as much care as if it were your own property.

• Bring the computer and charging unit to NCUSD during every school day. (If you forget them, substitutes will only be provided two times a semester, if a loaner is available.)

• Keep the computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the computer stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Computers left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen - even at school - will be your full financial responsibility.

• Avoid use in situations that are conducive to loss or damage. For example, never leave computers in school vans, in the gym, in a locker room, on playing fields, in the cafeteria during lunchtime, or in other areas where it could be damaged or stolen. Avoid storing the computer in a car other than in a locked trunk. Avoid leaving the computer in environments with excessively hot or cold temperatures.

• Do not let anyone use the computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.

• Adhere to NCUSD Schools' computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Teacher, Technology Coordinator, or Principal.

• Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

• Promptly report any problems to the Technology Coordinator.

• Don't force anything (e.g., connections, popped-off keys). Seek help instead.

• When in doubt, ask for help.

General Care

• **Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.**

• **Do not remove or interfere with the serial number or any identification placed on the computer.**

• **Do not use the computer while walking. The computer should be securely placed on a flat surface before being used.**

• **Do not do anything to the computer that will permanently alter it in any way.**

• **Do not eat or drink around the computer.**

• **Keep the equipment clean at all times.**

Carrying the Computer

• **Always completely close the lid and wait for the computer to enter Sleep mode before moving it and place in the district issued case, 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.**

• **Do not grab and squeeze the computer screen, as this can damage it and other components.**

Screen Care
• **The computer screen can be damaged if proper care is not taken.**

• **Broken screens are NOT covered by warranty and can be expensive to replace. Screens are particularly sensitive to damage from excessive pressure.**

• **Only used the attached stylus to touch the screen and not your finger or a pen/pencil.**

• **Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.**

• **Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.**

Battery Life and Charging

• **Arrive to 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 of the computer when it is not in use, in order to save battery life and protect the screen.**

Personal Health and Safety

• **Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate 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.**
• **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.

Damage or Loss

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.

I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

COMPUTER USE AND CONDUCT POLICY: The primary goal of NCUSD available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. The following is a list of rules and guidelines, which govern the use of NCUSD computers and network resources.

Network Resources refers to all aspects of NCUSD's owned or leased equipment, including computers, printers, and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of NCUSD's network resources, whether this access occurs while on or off campus.

In Addition, Students May Not:

• give out their personal identity information to anyone on the Internet);

• give password(s) to anyone;

• forward email commonly known as "SPAM," or "junk email."

Video and Audio Recording:

The NCUSD computers are capable of storing and/or transmitting and/or receiving images and audio, and therefore are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of NCUSD computers in school locker rooms or restrooms. At no time are students authorized to video capture, photograph, or audio record others in the school building, on school property (to include vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator. Students violating this rule shall be subject to reasonable discipline and the device shall be confiscated and may be returned following a parent/teacher/administrator conference.

Responsibility for Property:

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

• Not leaving equipment unattended or unlocked while at school or elsewhere.

• Not lending equipment to anyone except one's parents.

• Not using equipment in an unsafe environment.

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times.

Laptops left in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen - even at school - will be the student's responsibility.

Return of the Computer

• Before Christmas break and towards the end of the school year, a date will be announced on which the students will be asked to return the NCUSD's computer, accessories, and case. On this date, the school will inspect the computer for damage. The cost of any damages due to negligence will be the responsibility of the student and parents to whom the computer was loaned. If it is determined the computer is damaged beyond repair, the student and parent will be responsible for the replacement cost of the computer.

• If a student cannot or will not return a NCUSD's computer because of theft, loss, accident, or otherwise, NCUSD may pursue legal remedies to obtain the computer or computer's real value.

• Upon a student's dis-enrollment from NCUSD, the computer, accessories, and case must be promptly returned.

Discipline:

Any student who violates these rules will be subject to disciplinary action. Serious or repeated violations will result in the student's use of technology restricted and/or revoked.

Legal Issues and Jurisdiction:

Because the NCUSD owns and operates the equipment and software that compose our network resources, the district is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of NCUSD network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, to open, examine and/or delete electronic files that violate this computer Use Policy and or the Acceptable Use Policy.

Disclaimer:

Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the NCUSD. While NCUSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At NCUSD we expect students to obey the Acceptable Use Policy when using the Internet. In addition, NCUSD account holders take full responsibility for their access to NCUSD's network resources and the Internet. Specifically, NCUSD makes no warranties with respect to school network resources nor does it take responsibility for:

• the content of any advice or information received by an account holder;

• the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

Appendix Schedule A

Take Home Waiver - $40

Through purchase of the Take Home Waiver, students and parents are provided with insurance on the device. The $40 take home waiver covers:

Accidental Damage
Liquid Submersion
Theft
Fire/Flood Damage
Vandalism
Natural Disasters
Power Surge Due to Lightning

There is $0 deductible for damages under the Take Home Waiver for all year for 7th and 8th grade ChromeBooks. However, for the 6th grade Netbooks, the $0 deductible is only available for 2 occurrences – afterwards parents will be responsible for the actual cost of the damage or replacement.

Those students and families choosing to not pay the Take Home Waiver can still be held responsible for damages occurring to the devices while at school.

Chromebook Replacement Parts and their costs (7th and 8th Graders)

Screen   **$50**
Keyboard/touchpad $50
Charger   **$25**

All other issues will be looked at and determined on a case by case basis

Netbook Replacement Parts and their costs (6th Graders)

Screen   **$60**
Keyboard   **$30**
Charger   **$40**
Stylus   **$20**
Battery   **$80**
All other issues will be looked at and determined on a case by case basis

Nokomis Community Unit School District

2015 -16 School Year Student Computer Program Acknowledgement Form

The following items reiterate some of the important points covered in the Laptop Computer Use Agreement & Standards for Proper Computer Care.	Student Initial	Parent Initial
I will not leave my laptop unattended, unless it's locked in a secure place. My family may be fully responsible for the replacement cost should my laptop become lost or stolen due to "gross negligence" as determined by administration.		
I understand that my family is responsible for damages that occur to the laptop without purchase of the Take Home Waiver. Please refer to the Computer Use agreement for details.		
I understand the hard-drive will be wiped and restored to original configuration for some repairs and my data should not be saved there.		
I will keep my laptop lid fully closed whenever it is moved from one point to another.		
I will not record pictures, audio, or video without consent of school personnel.		
I understand that permanently altering the computer will result in my family being responsible for repairs or replacement of damaged parts.		
I will report any problems with my computer to a teacher or Technology Coordinator in a timely manner and follow general maintenance alerts from school personnel.		

As a student and parent/guardian of a student at Nokomis CUSD #22, I understand that I am being issued a computer with a case and that I am responsible for the care and safekeeping of these items. I also understand that these items are for school use, and therefore will require me to abide by a certain set of rules and standards pertaining to these items. By signing below, I agree to abide by these rules and care for these items to the best of my ability. Questions and or accommodations regarding this agreement need to be directed to Superintendent Scott Doerr, Principal Eric Bruder, or Technology Coordinator Chris Franzen.

Student Name (printed clearly) _____

Student Signature _____ Date: _____

Parent Name (printed clearly) _____

Parent Signature _____ Date: _____

Computer Serial #_____

My signature below indicates that I have read and understand all of the technology policies at Nokomis Community Unit School District, but I choose **NOT** to receive a laptop at this time for my student to use **outside of the school setting**. By signing I understand the expectation will be for a laptop to be assigned and used at school and then checked in at the conclusion of each school day. All policies and guidelines will be in force while the laptop is in the student's possession.
Student Signature _____Date: _____
Parent / Guardian Signature _____ Date: _____
This completed and signed form is a mandatory requirement for the assigning and issuing of a NCUSD laptop computer.