

HOPKINS PUBLIC SCHOOLS

Acceptable Use of Technology and Portable Technology Devices (PTD)

Middle and High School Students

Student and Parent Contract

Privacy Release Form:

- Students enrolled in **Hopkins Public Schools** (HPS) may have photo(s) and/or video images, as well as student projects, that are displayed:
 - In the media,
 - On their school network/website,
 - On the HPS Network/website,
- Students' home addresses or telephone numbers will not appear on the website.
- The HPS website is accessible to the worldwide web and any photo published on the website will be accessible to anyone with access to the worldwide web.

Username and Passwords:

- Usernames and Passwords are used to protect you and your documents. While you are logged into the network, you are responsible for what occurs. Those caught using another user's account will be disciplined.

Internet and Email Information:

- Internet and email access are now available to students and staff in HPS.
- Some materials accessible via the internet are controversial and, by some standards, offensive.
- Users are expected to behave in an ethical, responsible, legal manner, accessing information and engaging in activities consistent with the educational goals of the school.
- Users must follow federal copyright law that states it is illegal to duplicate copyrighted materials and will comply by:
 - Not installing or copying any software on any device without prior consent from the system administrator
 - Not copying others' work without prior consent, and giving credit to all sources of information.
- Responsible users may:
 - Use the internet for educational research purposes.
 - Use the email function to collaborate with others for educational purposes.
- Responsible users should:
 - Recognize that email is not guaranteed to be private
- Responsible users should not:
 - Reveal personal information (age, phone number, address, etc.) about themselves or others.
- Responsible users may *not*:
 - Purposefully access, send or display offensive or inappropriate messages or pictures,
 - Engage in commercial for-profit activities,
 - Give their password to another person,

- Use another's password or seek unauthorized access to files or networks,
- Disrupt or modify any network, software or hardware,
- Engage in any illegal activity including copyright infringement, harassment or discrimination,
- Use obscene or threatening language.

Online Services:

- HPS will have access to all user accounts, including email. Network administrators may review files and communications to maintain system integrity.
- Use of the Internet, email and other online services through HPS is a privilege; therefore, violations of this agreement may result in the loss of access as well as other disciplinary measures per Board Policy 5500 and 5600, "*Discipline and Conduct*", or legal action.

Parent Portable Technology Device Responsibilities:

- HPS students will be loaned a **Portable Technology Device (PTD)** to improve and personalize his/her education this year. It is essential that the HPS Acceptable Use Policy be followed to ensure safe, efficient and ethical operation of HPS's computer.
- In order for HPS students to use the PTD in class and take it home, parents/guardians must be willing to accept the following terms and responsibilities:
 - Report any problems, damage, or theft/loss of the laptop to my child's school within 24 hours,
 - Read and sign the HPS Technology Acceptable Use Policy
 - Discuss the appropriate use of the Internet and supervise my child's use of the Internet,
 - Not attempt to repair the laptop
 - Not change or attempt to change the configuration of the software,
 - Not download any programs or files from the internet or other sources
 - Not attempt to remove any program or files on the laptop except personal documents,
 - Understand the laptop is for my child's education,
 - Make sure the laptop is returned to my child's school when requested and upon my child's withdrawal from the school.

Student Portable Technology Device Responsibilities:

- Students are to use the PTD for educational purposes. In order to use the laptop in class and to take it home, each student must be willing to accept the following terms and responsibilities:
 - Adhere to the terms of the HPS Online Acceptance Use Policy,
 - If applicable, charge the PTD each night and bring it to school each day,
 - Keep the PTD in its protective case or school-approved case or pack when not in use,
 - Treat the PTD with care by not marking on it, dropping it, getting it wet, leaving it outdoors or in a car, or using it with food or drink nearby,
 - Adhere to the guidelines each time the Internet is used while at school and home,
 - Make the PTD available for inspection by an adult upon request,
 - Use appropriate language in all communications,
 - Abide by copyright laws,
 - Use my legal name in all educational activities,

- Not give out personal information online
- Not change or attempt to change the configuration of the software
- Report all problems and damages immediately to the office
- Not download any programs from the Internet or other sources without permission of your teacher or the Hopkins Public Schools Technology Department
- Not attempt to remove any programs or files on the PTD except personal documents
- Not attempt to repair, alter or make additions to the PTD
- Regularly back up all files
- Be a good online citizen (no harassing, bullying, derogatory remarks, intimidating, and/or profanity)
- Return the PTD and accessories (power adapter/charger, backpack, etc.) to HPS when requested and upon withdrawal from the school
- Report any problems, damage, or theft/loss of the laptop to HPS within 24 hours.

Portable Technology Device Use Agreement

1. It is the responsibility of the parent/guardian as well as the student to take the best possible care of the **Portable Technology Device (PTD)**. The PTD will be utilized for classroom instruction and provide maximum opportunities for extended learning outside of the classroom. We agree to follow appropriate use guidelines as outlined in this HPS Technology Acceptable Use Policy.
2. The PTD and accessories (power adapter/charger, backpack, etc.) will be returned to the school for maintenance at the end of the year and will be reissued to the student at the beginning of the school year. This PTD is the student's responsibility and will serve you for your time at your school. Random maintenance checks may be necessary throughout the school year. If a PTD needs repair, every effort will be made to provide a loaner for use until the PTD is returned.
3. If stolen, the student shall file a police report within 24 hours. This may be taken care of through the technology office. Gross negligence or vandalism will be at the expense of the student. Payment in full is expected unless other arrangements are made through an administrator.
4. Remember **YOU are responsible** for your PTD. Appropriate sharing may be deemed necessary within the classroom setting; however, sharing outside the classroom is unacceptable. **Keep your PTD with you or in a secure place at all times. Be mindful of leaving it unattended, in your car, around school, locker room, etc.**

Damage, Theft, Loss, or Vandalism- Financial Obligation Agreement

1. We understand that it is our responsibility to take the best possible care of the PTD, power adapter, power extension cords, and all other accessories issued.
2. We accept the obligation to pay the repair/replacement cost each time that my/our child's loaned PTD has been damaged, lost or stolen due to negligence or intentional acts. This includes, but is not limited to the following: intentionally smashing screen, throwing the device, and modifying hardware.
3. We understand that refusal to sign this agreement may result in the student not being able to take home the loaned PTD. He/she may have restricted use within the school. Regardless of the student's take-home privileges, he/she is still responsible for any negligence or intentional acts to school property including Portable Technology Devices.

District Information Technology (IT) Responsibilities

- HPS limits technical support for the PTD and Internet to district equipment and district premises.
- Issues including, but not limited to, home Internet access and printer compatibility will NOT be the responsibility of HPS IT. Parents and/or students may attempt to address these issues within the parameters of this Agreement.

At Home Internet Use Policy

1. The internet links thousands of computer networks around the world, giving students access to a wide variety of computer and information resources. Some sites accessible via the Internet may contain material that is inappropriate for educational use. HPS does not condone the use of such materials and does not permit usage of such materials in the school environment.
2. Internet access at home will not be mandatory. Software will be installed on all laptops to download Internet web pages and links at school to view offline when the PTDs are used off campus.
3. The PTDs are capable of connecting to the Internet.
4. If parents have a subscription with an Internet Service Provider, they will be able to connect to the Internet at home using the PTD.
5. Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, inaccurate, or potentially offensive to some people.
6. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which the student's parents or guardian would be liable.
7. For this reason, it is important that parents discuss proper use of the Internet with your child.
8. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources.
9. Outside of school, parents and guardians of students are encouraged to exercise the same guidance of Internet use with all information sources, such as television, telephones, radio, movies, and other possible offensive media.
10. Parents will be responsible for monitoring student Internet access at home.
11. As the parent or legal guardian, understand that the HPS's computing resources are designed for educational purposes. Understand that the PTD loaned to your child has limited Internet filtering software installed, and that HPS reserves the right to change internet filter settings as needed throughout the school year.
12. Furthermore, accept full responsibility for supervision when your child's Internet use is not in a school setting.

Online Safety Pledge:

1. I will be responsible in my use of email and the Internet.
2. I will be a good online citizen and not do anything that hurts other people, is against school policy, or is against the law.
3. I will not bully or engage in behavior that is harassing, intimidating, or threatening to others.
4. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents/guardians or HPS staff right away.
5. I will not use any articles, stories or other works I find online and present it as my own work.
6. I will obey copyright laws.
7. I will not use inappropriate language online.
8. I will practice safe computing by not clicking on emails from people I do not know or clicking on attachments I do not recognize
9. I will not give out personal information such as my address, telephone number, parents'/guardians' work addresses/telephone numbers, pictures, video or the name and location of my school to anyone I meet on the Internet.
10. I will tell an adult right away if I see inappropriate language or pictures on the Internet or if I come across any information that makes me feel uncomfortable.
11. I understand that violating this pledge may lead to a loss of email and/or Internet privilege and other consequences as my school and/or parent/guardian(s) sees fit.
12. As a parent/guardian, I will do my best to support my student's access to Hopkins Public Schools' communication system. I will do my best in supporting acceptable use of this tool.

Hopkins Public Schools



"Committed to Quality Education for Our Children's Future"

400 Clark Street · Hopkins, MI · 49328 · 269-793-7621 · FAX 269-793-3154 · www.hpsvikings.org

PARENT/GUARDIAN AND STUDENT AGREEMENT FOR LOAN OF HOPKINS PUBLIC SCHOOL DISTRICT (HPS) PORTABLE TECHNOLOGY DEVICE 2013-2014 SCHOOL YEAR

PARENT(S)/GUARDIAN AGREEMENT

I am the parent/guardian of a Hopkins Public Schools student who is being loaned a Hopkins Public Schools Portable Technology Device (PTD) for the current school year. Should my student have ten or more consecutive absences, or within the last ten days of school, whichever is earlier (the "Return Date"), I agree to immediately return the PTD and its accessories to school authorities in their original condition (good and fully operable). If damages or loss of the PTD accessories occur, I acknowledge and agree that I may face action in civil court. I understand that if I do not return the PTD and its accessories as agreed in this document, legal actions may result. HPS has the right to demand immediate return of the PTD and accessories to HPS at any time. Failure to return the PTD to HPS upon demand may result in civil and/or criminal penalties under the laws of the State of Michigan.

STUDENT AGREEMENT

I am a Hopkins Public School District who is being loaned a Portable Technology Device (PTD) by HPS for the current school year. I agree to return the PTD and its accessories in their original condition (good and fully operable) to school authorities should I have ten or more consecutive absences or within ten days of the last day of school, whichever is earlier (the "Return Date"). If damages or loss of the PTD or accessories occur, I acknowledge and agree that I may face action in civil court. I understand that if I do not return the PTD and accessories as agreed in this document, criminal charges and/or civil legal action may result. HPS has the right to demand immediate return of the PTD and its accessories to HPS at any time. Failure to return the PTD to HPS upon demand may result in civil and/or criminal penalties under the laws of the State of Michigan.

PARENT(S)/GUARDIAN AND STUDENT

We understand and agree that in exchange for the loan of the PTD for educational purposes, it is our responsibility to take the best possible care of the PTD loaned to this student by the Hopkins Public School District and to return the PTD and all accessories on time and in good, fully operable condition. By signing this agreement, we accept the obligation to pay for the full repair/replacement cost with ten days of notice each time that this student's HPS PTD is lost, stolen, destroyed or damaged by negligence. If a PTD is lost or stolen we agree to make a police report within twenty four hours to activate the investigation. This report may be made at the Hopkins Technology Office or Allegan County Sheriff's Office during holidays or extended breaks. We understand and agree that refusal to sign this agreement may result in the student not being able to take the PTD home, although the student may be allowed restricted use within the school. By signing this agreement we acknowledge that both parent/guardian and student have read and agree to the attached information regarding use and care of this device.

ADDITIONAL NOTICE ABOUT FINANCIAL RESPONSIBILITY AND OTHER LEGAL ISSUES INCLUDING CRIMINAL PENALTIES

For purposes of these notices 'you' and 'your' refer to the persons who sign this agreement. Your signatures on the Parent/Guardian and Student Agreement for Loan of Hopkins Public School District (HPS) Portable Technology Device (PTD) constitute your acknowledgement that you have read and understood each of the following notices:

You are responsible for loss or damage by negligence to the PTD even if someone else is at fault or the cause is unknown. You are responsible for the cost of repair or full cost of replacement up to the value of the device. Your Return Date is the date agreed upon in the Parent(s)/Guardian Agreement and the Student Agreement above. If you wish to extend the period beyond the return date shown, you must go to an HPS facility and obtain a new Agreement. Extensions are not automatic and may be refused by HPS at its sole discretion. In addition, any extension is subject to availability. **YOU ARE HEREBY NOTIFIED THAT HPS shall have the right to make periodic checks on the location and condition of device and its accessories. If HPS determines in its sole discretion that the PTD is missing or is not in the student's possession, or is not returned to HPS on demand, HPS shall have the right, without further notice to you, to file a report with law enforcement officials. You may be subject to prosecution, and/or to civil action under the laws of the State of Michigan.**

Parent/Guardian: Please keep this copy for your records. The following page is a duplicate contract to be signed and returned to HPS before any Portable Technology Device will be issued to your student.

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Student's PRINTED name

Student Signature

Grade

Date

Parent/Guardian PRINTED name

Parent/Guardian Signature

Date