

## Rivendell Interstate School District One-to-one Laptop Agreement

The Rivendell Interstate School district may provide a laptop for students to use for educational purposes at school and at home. The laptops remain the property of the district. A student should consider use of technology a privilege that must be earned and kept. We expect that students will care for their device, keep it secure, and keep it in working order.

### We expect that students will:

1. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech.
2. Refrain from cyber-bullying and harassment including personal attacks, or threats.
3. Understand that users have no expectation of privacy in anything they create, store, send, receive, or display over the District's computers or network resources including personal files and electronic communications.
4. Bring the laptop computer to school fully charged every day.
5. Respect the Internet filtering and security measures on the device and the network.
6. Back up important data files regularly.
7. Use technology only for school-related purposes during the instructional day.
8. Follow copyright laws and fair use guidelines and download or import only music, video or other content that students are authorized and legally permitted to reproduce or use for school-related work.
9. Make available for inspection by an administrator or teacher the computer, files stored on the computer, and any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
10. Transport the computer turned off or in sleep mode with the screen closed and in their protective case.
11. Secure the device when it is unattended.
12. Report theft, loss, damage, or malfunctioning of the device to a school official immediately.
13. Return the laptop, charger, carrying case, and any other accessories at the end of each school year and upon transferring out of school.

### Students will not:

1. Mark or deface the device.
2. Reveal or post identifying personal information, files or communications to unknown persons through social media, email, or other means through the internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access.
5. Use another person's account and/or password.
6. Share passwords or attempt to discover passwords.
7. Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology.
8. This includes the intentional introduction of computer viruses and other malicious software.

9. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to obscene, pornographic, threatening, harassing, discriminatory, bullying, terroristic, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.

### Methods to protect equipment

In addition to the above requirements, students will be expected to care for their equipment in the following ways.

- Do not loan your laptop, charger, case, etc. to anyone else. You are responsible for the equipment issued to you.
- While the case offers some protection, the laptop can still easily be damaged by dropping, twisting or crushing the device.
- Do not eat or drink while using the laptop or have food or drinks near the computer. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your laptop away from precarious locations like table edges, floors, seats or around pets.
- Do not have your laptop in the gym, the playground, or other locations where there is a danger of the laptop getting stepped on or hit by a ball.
- Do not plug your computer in to a location where others can trip over the power cord.
- Do not stack objects on top of your laptop; leave outside or use near water such as a pool.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures, rain, or snow.
- Do not store or transport papers between the screen and keyboard.
- Follow other common-sense measures to keep your laptop safe, secure, and in working order.

### Enforcement and Consequences

The district reserves the right to revoke access privileges and administer appropriate disciplinary action for misuse of its technology resources. Please refer to the student handbook for additional policies regarding consequences. Furthermore, if a student damages a laptop computer the student/student's family may be responsible for paying repair costs as outlined below:

<b>Incident</b>	<b>What the student's family is responsible for.</b>
Damage or loss due to negligence	Repair cost up to replacement cost.
Deliberate damage	Repair cost up to replacement cost.
Lost computer or computer not returned upon withdrawal from the district	Replacement cost.
Stolen computer (with police report)	\$100
Accidental damage	First instance: \$0 Subsequent instances: 50% of the repair cost up to \$100
Damage due to normal use	\$0
Lost, stolen, damaged AC adapters	\$50

The repair charges, if any, are at the discretion of RISD.

Negligence includes, but is not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
2. Lending equipment to others other than one's parents/guardians.
3. Using equipment in an unsafe environment.
4. Using equipment in an unsafe manner.
5. Ignoring regulations and the common-sense guidelines delineated above.

Examples of negligence:

- A basketball hits a computer in the gym and breaks the screen. This is negligence because the computer shouldn't have been in the gym.
- A student trips over a power cord and pulls the laptop off the desk and onto to floor. This is negligence because the student should have plugged the computer into the outlet in such a way that the cord could not be easily kicked into.
- A laptop is stolen out of a backpack while the student is at a sports practice. This is negligence because the laptop should not have been left unsecured while unattended.

I have received, read, and agree to abide by this One-to-one Laptop Agreement.

Student Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_