

Holland Patent Central School District Device Acceptable Use Policy

Device Purpose:

Holland Patent Central School District is supplying students with a District issued electronic device. This device is the property of Holland Patent Central School District. The supplied device will provide each student access to educational materials needed for each student to be successful. The device will allow student access to Google Apps for Education, BUZZ, SeeSaw, Zoom and other web-based tools, and many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

Distribution and Retrieval of District Devices:

- A. There will be District identification tags on each device. Students may not remove any tags from the device.
- B. Devices will be distributed to students at the beginning of the academic school year and returned to the district at the end of the aforementioned academic school year. .
- C. Any student that leaves HPCSD prior to the end of school closure must return the device immediately.
- D. Any device not returned when the student is no longer enrolled at Holland Patent Central School District will be considered stolen property.
- E. Devices will be examined for damage and fees may be issued if damage is found beyond normal wear and tear.

Care of your Device:

Students are responsible for the general care of the electronic devices issued to them by the District. In the event of damage to or malfunctioning of a District device, the student **must submit the device back to the District as detailed more completely in Section VII of this policy**. Under no circumstances should a student take the device to an outside computer service for any type of repairs or maintenance, and the District will not be responsible for any costs or charges that arise from taking the device for repair or service to anyone other than the District.

Acceptable Use Guidelines:

- A. General Guidelines:

Students will have access to all necessary forms of electronic media and communication, which is to support education and research goals and objectives of HPCSD.

- All users of the HPCSD network and equipment must comply at all times with PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION SYSTEMS, BOE Policy 5071.

- Students are responsible for their ethical and educational use of the technology resources of HPCSD.
- Academic dishonesty by use of technology will result in disciplinary action.
- Access to HPCSD technology resources is a privilege that can be revoked at any time.
- Transmission of any material that violates any federal or state law is prohibited. This includes, but is not limited to: Confidential information, copyrighted material, threatening or obscene material.
- Any attempt to alter data, the configuration of the District issued devices, or the files of another user, school administration, or technology department, will be considered an act of vandalism and subject to disciplinary action in accordance with the PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION SYSTEMS, BOE Policy 5071, and any other applicable school policies.

Privacy & Safety:

- If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Students should not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- File storage is not guaranteed to be private or confidential as all devices, equipment and HPCSD accounts are the property of HPCSD.
- If you inadvertently access a website that would violate the acceptable use policy, exit the site immediately. Note that web history accessed via the device is monitored and audited.

Legal Property:

- Students using the District issued devices must comply with all trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure of whether the use of an image or other material found on the internet could present such a violation, ask a teacher, principal or a parent or guardian.
- The device must not be used to engage in plagiarism, which is a violation of the HPCSD student code of conduct. Plagiarism includes uncited use of all forms of media on the Internet, such as graphics, movies, music and text.
- Use of or possession of hacking software with the device is strictly prohibited and violators will be subject to school discipline. HPCSD may also notify appropriate authorities of activity which could result in criminal prosecution in addition to disciplinary action taken by HPCSD.
- Peer to peer software and illegal file sharing programs are prohibited and the use of these services on this device will be grounds for disciplinary actions

Email, Electronic Communications:

- Always use appropriate and proper language in your communication.

- Do not transmit language or material that may be considered profane, obscene, abusive or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email and communications should be related to educational needs and/or school business.
- Email and communications are subject to school inspection at any time.
- If asked for personal information or harassed or bullied in any way, I agree to report it immediately to my parents, teacher/HPCSD staff member.

Repairing/ Replacing your District Device:

A. District issued device repair costs:

If the device is lost or stolen or the need arises to replace certain parts, the cost of repair or replacement shall be the responsibility of the student and/or student's family, including power cord replacement. All replacement power cords must be purchased through the district.

B. District Devices Needing Repair:

- Students and families should never attempt to fix a broken District device nor should they have anyone else attempt to fix their District issued device.
- Students will be required to reimburse HPCSD if a District issued device is lost or stolen. In case of theft, an official police report will be required.
- If you have any questions or concerns regarding the device please email district administration.:

HPCSD DISTRICT DEVICE AGREEMENT PLAN

Please review this District issued device User Policy, Agreement and Protection Plan (collectively, the “Agreement”) carefully and sign.

1. Distribution. The Holland Patent Central School District (the “District”) will distribute District issued devices to students at the beginning of the academic school year and collect them at the end of the academic school year..
2. Ownership. All District issued devices and any accessories provided by the District are the sole property of Holland Patent Central School District.
3. Term of Agreement. Students will be able to use the requested District issued device throughout the entire academic school year. District issued devices and any school accessories shall be immediately returned by the student to the District (a) upon the District’s request; (b) the end of the academic school year; (c) if the student withdraws from the District or otherwise leaves the District.
4. Students, with support from parents, are expected to manage and handle their District issued devices in a way that minimizes the likelihood of damage, loss, and theft.

All use of the District issued devices must be consistent with District policies.

5. Cost of Use. Prior to receiving the requested District issued device, parents and students must review and sign this Agreement.

Your signature indicates that you agree to abide by all responsibilities listed in this form. All students must submit this form each year in order to receive a District issued device.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (printed): _____

Student Name (printed): _____

HP Tag Number: _____

Device Serial Number: _____