

Annie Camp Junior High School Acceptable Laptop Use Agreement

The Jonesboro Public School District agrees to allow the student identified below (“Student”) to use the district’s technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Student’s use of the district’s access to the Internet is a privilege conditioned on the Student’s abiding to this agreement. **No student may use the district’s access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.**
2. Acceptable Use: The Student agrees that he/she will use the District’s Internet access during the instructional day for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. **The Student also agrees to abide by any Internet use rules instituted at the Student’s school or class, whether those rules are written or oral.**
3. Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.
4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
 - a. using the Internet during the instructional day for other than educational purposes;
 - b. gaining intentional access or maintaining access to materials which are “harmful to minors” as defined by Arkansas law;
 - c. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - d. making unauthorized copies of computer software;
 - e. accessing “chat lines” unless authorized by the instructor for a class activity directly supervised by a staff member;
 - f. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others; **Cyber-bullying in any form is unacceptable.** Students will not engage in any cyber-bullying activity, which may include efforts to harass, embarrass or intimidate students or school staff through the use of a computer. In situations where this originates from off-campus conduct, but is brought to the attention of school officials, any disciplinary action will be based on whether the conduct is determined to be materially and substantially disruptive to the school environment or have a direct and immediate effect on school safety or on maintaining order and discipline in the school. Discipline for this will be handled on a case-by-case basis as deemed appropriate by the principal. In addition, if a criminal act has been committed, it will be also reported to local law enforcement.
 - g. posting anonymous messages on the system;
 - h. using encryption software;
 - i. wasteful use of limited resources provided by the school including paper;
 - j. causing congestion of the network through lengthy downloads of files;
 - k. vandalizing data of another user;
 - l. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - m. gaining or attempting to gain unauthorized access to resources or files;
 - n. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
 - o. invading the privacy of individuals;
 - p. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
 - q. using the network for financial or commercial gain without district permission;
 - r. theft or vandalism of data, equipment, or intellectual property;

- s. attempting to gain access or gaining access to student records, grades, or files;
 - t. introducing a virus to, or otherwise improperly tampering with the system;
 - u. degrading or disrupting equipment or system performance;
 - v. creating a web page or associating a web page with the school or school district without proper authorization;
 - w. providing access to the District's Internet Access to unauthorized individuals;
 - x. failing to obey school or classroom Internet use rules; or
 - y. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools.
 - z. Installing or downloading software on district computers without prior approval of technology director or his/her designee.
2. Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet including penalties for copyright violations.
 3. No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians.
 4. No Guarantees: The District will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the District makes no guarantees about preventing improper access to such materials on the part of the Student.

General Laptop Agreement

Jonesboro Public School District is pleased and proud to offer our students and staff at Annie Camp Junior High School access to an Apple MacBook Air Laptop computer and the Internet. Use of the wireless network will provide Annie Camp Junior High School students access to numerous software programs and the Internet for educational purposes. Jonesboro Public School District believes that using 21st Century tools will improve the educational opportunities for our students.

Internet connection at home will be beneficial to students. The laptop computers will have many uses at home without Internet Access, but the students' ability to get full benefit from their assigned computer will be much greater if they have Internet access. Many local businesses and public locations offer free Wi-Fi access for after school internet availability as well such as the Public Library, numerous local churches, many restaurants and local bookstores.

We hope that you share our excitement of being able to offer the laptop computers as an instructional resource to our students and teachers at Annie Camp Junior High School. The impact on teaching and learning will be enormous. Our students will gain access to up to date information and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any new initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students. We are committed to that goal.

This Agreement represents an outline of the Laptop Policies and Procedures. By signing this agreement, students and parents/guardians agree to follow the Policies and Procedures. Students and parents/guardians are encouraged to read and understand these Policies and Procedures prior to signing this Agreement.

Access to the Jonesboro Public School District computers and systems is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to the Jonesboro Public School District computers and systems, and/or may result in more serious disciplinary action(s) and/or financial obligations.

Jonesboro Public School District has insured the laptops for the current year. The following charges will be incurred for each occurrence if the laptop or accessories are damaged:

First Breakage: If the damage was not deliberate, the laptop will be repaired at no charge to the student or parent. If the damage was deliberate, the student/guardian will be responsible for the full cost of the repair. At this time, the guardian may elect to pay \$50.00 to insure any further accidental damage to the laptop. If this insurance is not elected by the guardian, they will be fully responsible for any and all damage and repairs if there is a second incident.

Second Breakage: If the damage was not deliberate, and the guardian has insured the laptop after the first incident, the damage will be repaired at no additional cost. Any further damage will not be insured, rather student/parent will be responsible for the full amount of the repairs. If this damage was deliberate, the parent/guardian will be responsible for the full cost of repair and the student will become a day user only.

Third Breakage: Student/Guardian are responsible for the full cost of the repair and the student will automatically become a day user only. Computers will be checked out from the media center/library each morning and checked into the media center/library at the end of the day.

Intentional damage: The actual cost of repair. Student loses laptop privileges until the financial obligations are taken care of and a campus committee devises a plan for the student's possible further use of the equipment. The principal shall determine whether damage to the computer was intentional.

Repossession: If you do not timely and fully comply with all the terms of this agreement and the Parent/Student Technology Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residency, or other location of the property to take possession of the property.

General Care of the Laptops

- Treat the laptop with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- Honor your family's values when using the Internet. Parents will discuss family values and expectations regarding the use of the Internet at home. Parents will supervise their child's use of the laptop at home.
- If the computer is damaged or not working properly, it must be turned in to the office for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
- Keep your laptop closed when transporting it and inside your approved backpack.
- Do not leave your laptop in an unsecured area.
- Do not loan the laptop to anyone not in your immediate family.
- Protect the laptop by unplugging the power supply and other peripherals when transporting the laptop.
- Protect the display by carefully closing the lid when moving the laptop.
- When transporting their laptop to and from school, students should always be sure the computer is fully closed. Students are expected to treat their laptop with care and respect. The computer and case are the property of Jonesboro Public School District, and should be kept clean and free of marks at all times.
- Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
- Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in their power cord or phone cord.

- Computers should never be placed in their carrying case while they are turned on. The computer should either be turned off or in “sleep” mode. In addition, computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.

General Use of the Laptops and the JPS Network System

Jonesboro Public School District fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working within our computers or computer system:

1. Follow the Jonesboro Public School District Acceptable Use Policy when using the Internet at home or at school.
2. Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
3. Students must immediately report theft or damage to a teacher and to the media center. For hardware and software problems, students must take their laptop to the media center.
4. Do not load software from CD's or the Internet unless you have permission from a teacher.
5. Do not remove programs or files from the laptop.
6. Do not give personal information when using the Internet.
7. During school hours the school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the Annie Camp Junior High School faculty.
8. During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity.
9. E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
10. Students should access only those files that belong to them or which they are certain they have permission to use. Students are expected to follow all copyright laws.
- 11. Students will not download copyrighted material to a school-owned computer unless part of a class project and under the supervision of the teacher.**
- 12. Files stored within the school computer systems (both laptop and file servers) shall be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.**
13. Students are expected to only access teacher authorized sites at the appropriate times.
14. Students shall notify their teacher immediately if they accidentally access an inappropriate site.
15. Students shall only use their assigned Jonesboroschools.net Gmail accounts and Google drive to store school related files only.
16. Students shall always protect their user account by logging off when not at their computer.
17. Each computer is coded and assigned to an individual student. Students shall never “swap” or “share” their computer with another student. Laptops should be in a student's possession or secured at all times.
18. Students shall never share their password with another student. Passwords should always be kept confidential.
19. Students are responsible for saving or backing up their documents to their assigned Google Drive accounts. Anything that is saved directly on to the desktop or hard drive of the laptop will not be saved if the computer must be reset.
20. Students shall never attempt to “Hack” into any computer system or engage in unauthorized use of the network.
21. All users must never maliciously damage or steal school computer equipment or electronic data.
22. All users must never change the settings of school-supplied software.
23. If the computer is stolen while at home, parents/guardians should immediately report the theft to the local police. This information should also be conveyed to the appropriate grade level assigned assistant

principal of Annie Camp at the first opportunity available. A copy of the police report is to be turned in to the principal within 48 hours of the occurrence.

24. The use of chat rooms or instant messaging systems or free email on the Internet is prohibited. The students may only use the email account and chat software that is set up by Annie Camp Junior High School.
25. Students shall keep the computer in the school provided case at all times. The computer shall not be placed in a backpack with books or other heavy items.
26. **Placing stickers or anything with an adhesive, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and will result in loss of privileges and disciplinary consequences.**

Daily Preparation Tasks

- Recharge the laptop battery every night. If you are unable to recharge it yourself, check the laptop into the media center/library for recharging before leaving school for the day.
- Bring the laptop to school every day and have it ready to work at the beginning of each class. Students will not be provided a loaner laptop if theirs is left at home. In addition, this will not constitute a reason for late work or incomplete work for grades. If this becomes a repetitive problem, discipline action may ensue.
- If a student fails to bring their fully charged laptop to school each day, consequences outlined in the student code of conduct will be applied.
- Students who do not have permission to take their laptop home may pick up their laptop in the media center/library each morning, and are required to return their laptop to the media center/library at the end of each day.
- Students will be allowed to recharge their laptops each day during classes that are conducive to this.

Using the Computer for Internet and E-mail

Students and parents/guardians understand that Jonesboro Public School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.

Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

No Expectation of Privacy:

The Student and parent/guardian signing below agree that if the Student uses the Internet through the District's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the district may monitor the Student's use of the District's Internet Access and may also examine all system activities the Student participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The District may share such transmissions with the Student's parents/guardians

Internet Safety:

As a part of the Jonesboro Public Schools curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms. Lessons will also be provided to create an environment free of cyberbullying in compliance with Arkansas State Law.

STUDENTS MUST:

1. Immediately report any unauthorized activity on the network or internet.
2. Notify a teacher immediately if you accidentally access an inappropriate site.

3. Never read someone else's email or open their files or folders without permission.
4. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit or inflammatory content.
5. Never arrange to meet an internet contact in person.
6. Observe all copyright laws; do not claim authorship of work copied from a website, or from any other source; accurately cite sources of information used in your work.
7. Protect your user account by keeping your password secure and logging off or locking when not at your computer. All email, network and internet activity is the responsibility of the individual whose account is logged in to the computer at the time of the activity. If your account is logged in, you are responsible. Keep your passwords a secret!!
8. Protect all personal information. Never give a full name, addresses, phone numbers, passwords and social security numbers for yourself or others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
9. Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in consequences, as determined by the staff and administration of Jonesboro Public School District.

In addition to any disciplinary consequences the following consequences shall apply to violations of this agreement:

1. Compromising the security of any school-owned computer or the school network will result in the loss of the use of any school computer or network for the rest of the school year.
2. Deliberately damaging any school-owned computer or the school network will result in the loss of the use of any school computer or network for the rest of the school year.
3. Violating the school's acceptable use policy or this agreement may result in the loss of computer or network privileges for a period of five days up to the remainder of the school year depending on the severity of the infraction and the frequency of the offense.

Students transferring to another school will turn in their laptop and chargers. ***Students who leave the District and fail to check in their laptops and related equipment will have felony theft charges filed against them immediately upon the District's knowledge of such an event. The District will prosecute the occurrence to the fullest extent of the law.***

Annie Camp Junior High School Student/ Guardian Laptop Agreement

****Return this form to school****

A signed copy of this agreement must be turned into a school designee and kept on file.

1. I understand the laptop is the property of Jonesboro Public Schools and is assigned to me.
2. I will use the laptop appropriately for school purposes.
3. I will care for the laptop assigned to me and not leave it unsupervised or in unsecure locations.

4. I will not loan the laptop to another individual.
5. I will charge the laptop battery each day before school
6. I will not use the laptop near food or drinks.
7. I will not disassemble any part of the laptop or attempt any repairs.
8. I will carry the laptop closed and keep the black cover on it at all times.
9. I will not deface the laptop in any way including stickers, drawings, markings, etc.... I will not deface the serial number or the inventory sticker on the laptop.
10. I understand that the laptop and its contents may be inspected at any time because it is school property. This includes random inspections throughout the year.
11. I agree to return the laptop, power cord, charger, and any other accessories assigned to me when requested in good working condition.
12. I will follow all policies, procedures, and guidelines outlined in the Jonesboro Student/Guardian Laptop Handbook and the Appropriate Use of Technology and Internet Safety agreement at all times.
13. I understand if I am changing schools it is my responsibility to return my computer and charger to the Annie Camp Junior High office. Otherwise, it will be considered stolen property.

(Student Printed Name)

(Student Signature)

(Student Computer Number - to be filled out by school personnel)

(Parent/Guardian Printed Name)

(Date)

(Parent/Guardian Signature)

If you would like your student to be a Day-User and only get the laptop during the school day, mark here ____.
(Note: Students who are Day-Users may NOT take their computer home for any reason.)