

St. Joseph County Schools Information Services

Sturgis Public Schools Acceptable Use Agreement

The purpose of this Acceptable Use Agreement is to give access to and define acceptable use of the technology resources made available to users through **Sturgis Public Schools** (herein referred to as the "District") and **St. Joseph County Schools Information Services** (SJCSIS) Network (herein referred to as the "Network").

The District and the Network do not guarantee that technology resources will be error free or that access will be uninterrupted. By signing this agreement you release the District and the Network of all claims and liabilities for use of the technology resources.

Any person using District and Network technology resources who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures the District's and Network's Information Systems, properties or facilities, as well as those owned by third-parties shall be subject to disciplinary action. Such action may include, but is not limited to: Warning, Revoked Privileges, Financial Restitution, Suspension/Termination, and/or Legal Action.

District and Network Safety Policies

- Never give out your last name, address, phone number, the school you attend, or personal identifying characteristics.
- Never agree to meet in person with anyone you have met online.
- Never assume that you are speaking to a person your own age.
- Never assume the personal information that you may receive from the Internet is correct.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates the Acceptable Use Policy.
- Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access.

District and Network Acceptable Uses

- The Network has been set up to allow internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work and the exchange of project related ideas, opinions and questions through email, message boards, and District-owned web-based software.
- Students will have access to the internet in all District-owned buildings.
- Student's use of the internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Agreement.

- Material created and/or stored on the Network is not guaranteed to be private. District and Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material used on personal web pages, and other work that is created on the network, may be viewed by a third party.
- District and Network users are expected to adhere to the Safety Guidelines found in this document and in the District's Code of Conduct and/or Student Handbook

District and Network Unacceptable Uses

- The Network may not be used to download, install, distribute, copy or store any application without prior permission from the Director of Technology and/or Network administrators. The Network may not be used for commercial purposes or to access illegal or malicious applications. Users may not buy or sell products or services through the system without prior permission from the Director of Technology and/or Network administrators.
- The Network may not be used for any activity or to transmit any materials that violate federal or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- Network users may not use vulgar, derogatory or obscene language. Users may not communicate through District-owned or personal devices to engage in bullying, perform personal attacks, harass another person, or post private information about another person. Such actions may be grounds for discipline under this Acceptable Use Agreement and the District's Code of Conduct and/or Student Handbook.
- Network users may not access web sites, newsgroups, chat areas, or any other content containing material that is obscene or that promotes illegal activity. If a user does accidentally access this type of information, he or she should immediately notify a teacher or parent.
- Use of a computer or mobile device for anything other than a teacher directed or approved activity is prohibited.
- User accounts shall only be used by the person authorized to use that account and users assume all responsibility for actions delivered through their account.
- Users may not make alterations to hardware/software systems or settings.

Web Page Policy and Permission

Identification of Students and Employees on the District Website Student pictures and projects may be displayed on District web pages for educational and informational purposes unless otherwise specified. Web pages will not contain a student's address, phone number or full name, except in instances when such a listing might also appear in public documents such as

newspaper articles.

District-Provided Web Pages User created content on District-provided web pages must be consistent with the educational mission, goals and objectives of the District and with the letter and spirit of the District's School Board policies. Material placed on web pages is expected to meet academic standards for proper spelling, grammar and accuracy of information. Students may create content on Google Sites or other web applications under their instructor's supervision, but will not include pages containing personal details such as address or phone number. Linking to a student's or staff member's *personal* web page on an external site is not permitted.

Policy and Permission--Google Apps for Education, Email, and other online accounts

The District and Network follow the policies outlined in the Children's Online Privacy Protection Act (COPPA) in providing technology resources, Google Apps for Education accounts, email accounts, and access to any other online accounts used for educational purposes. Students grades K -12 will be supplied with their own Google Apps for Education accounts hosted by Google but managed by District and Network administrators. Students will also be assigned District email accounts, intended for educational use. By signing this agreement parents give their permission to the District and the Network to create online accounts for students under age 13. All policies outlined by Google and the following email policies apply to students as well. Student email is not considered private.

- **Bulk mailing:** Bulk mailing (mailing to a large list of people) should be done for educational purposes only. For example, a memo to the entire school etc. Please do not forward jokes, memes, etc.
- **Unsolicited email:** Unsolicited bulk email, which is defined as sending advertisements, chain letters or other such junk mail to users or a large list of users is NOT ALLOWED!
- **Personal mail:** You may not use your District provided email account for personal accounts. For example, Spotify, Amazon, Netflix, Facebook, Snapchat, etc.
- **Illegal activities:** Simply put this is not allowed and the proper authorities will be notified.
- **Account sharing:** If you share your account with another student, your account will be suspended from the Network.

BYOD: Bring Your Own Device

Student owned devices such as mobile phones, tablets, laptops, or personal Chromebooks. are not to be used during the school day or to be connected to the Network. If a personal device is found to be connected to the Network, it will be confiscated and banned from connection.

1 to 1 Chromebook Program

Overview

The following information refers to the use of a student computing device (Chromebook). Students are also required to follow all of the guidelines outlined in the school's current "Technology Acceptable Use Agreement" listed above and in the handbook.

Care and Maintenance of Devices

- Do not attempt to gain access to the internal electronics to repair your device. If your device fails to work or is damaged, report the problem to the school's repair kiosk as soon as possible. Repair/replacement options will be determined by the Director of Technology.
- Never leave electronic devices unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended devices will be collected and stored in the school's Main Office.
- If a Chromebook is lost or stolen, the student must immediately report to the Main Office and speak with the Assistant Principal for further instruction. Students will be charged the full replacement cost of the lost/stolen device.
- Never expose a device to long term extremes in temperature or direct sunlight.
- No food or drink should be next to your device while it is in use.
- Electronic devices do not respond to liquids. The devices can be cleaned with a soft, dry, lint-free cloth. Use of unapproved cleaners may remove the protective film covering the face of the device.
- Avoid using any sharp object(s) on a device.
- The Chromebook will come with a case. You are required to keep the case on at all times.
- Avoid placing weight on any device. Never throw or slide a device.
- The Chromebook comes with ports for charging and possibly other accessories. Care must be exercised when plugging and unplugging accessories. Students will be issued a charger and must keep the Chromebook charged daily.
- Each Chromebook has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use agreement and grounds for disciplinary action and referral to Civil Authorities.
- Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed. Modifying, disabling or attempting to disable the identification number is a violation of the Acceptable Use Policy and is grounds for disciplinary action and referral to Civil Authorities.

- Do not lend your device to another person. Each device is assigned to an individual and the responsibility within the class period for the care of the device rests solely with that individual.

Cost of Chromebook and Accessories:

- Chromebook and Charger - **\$250**
- It is the parent/guardian responsibility to cover the cost of district issued accessories in the event of theft, loss or damage due to abuse or misuse.

Cost for accessory replacement includes, but is not limited to:

- Charger - **\$ 20.00**
- Case - **\$ 30.00**
- District issued software applications (apps) are needed for student learning and should not be deleted
- Modifying the settings of the device or deleting district issued software applications (apps) may result in student discipline and/or the need for reformatting at a cost to the student.

Damaged, Lost, or Stolen Electronics:

In the event that a district issued device is damaged, lost, or stolen, the student and parent/guardian should immediately notify the Building Administrator. The filing of a police report by the parent/guardian may be advised at that time.

Student Use of Electronic Devices:

- The devices are the property of the District and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on any electronic device supplied by the school.
- The Chromebook has a front facing camera. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students must obtain permission to publish a photograph or video of any school related activity.
- Students who are assigned school devices are responsible for their assigned device from check out time to check in time either during that class period or if taking home during the school year.
- The devices will be charged nightly in their cases.
- *No personalized screensavers or backgrounds are permitted.*

- A student *may NOT download any music, games or apps.*
- Videos and sound use will be at the discretion of the classroom teacher and building administrator.
- The devices afford limited electronic storage space. As with all electronic files, it is good practice to backup, duplicate, or archive files to an independent storage space.
- The district-issued device is designed as a tool for learning; misuse of the device will result in disciplinary action.
- Students should lock the screen on the device when they walk away.
- Student issued devices are expected to be fully charged every day and brought to all classes unless specifically advised not to do so by the teacher.

For Students in Grades 9 - 12: Taking Chromebooks Home

Receiving your Device:

1. **Distribution** - Students will receive their devices and related peripherals during the start of the school year. Students and parents must sign the Chromebook Agreement prior to taking their device home.
2. **Transfer/New Student Distribution** - All transfers/new students will be able to pick up their device from the Main Office after signing the Acceptable Use Policy and Chromebook Agreement.

Damages:

Students are responsible for all damage to Chromebooks, chargers, and cases. Repairs will be billed by the Main Office.

Repair Costs:

- Screen - **\$ 65**
- Keyboard - **\$ 40**
- Replacement Screen Hinges - **\$ 45**
- Full Device Replacement - **\$250**

Returning your Device:

1. **Transferring/Withdrawal Students** - Students who transfer out of or withdraw from (District) must turn in their Device and peripherals to the office on their last day of attendance. Failure to turn in your device will result in the parent/guardian being charged the full replacement cost. Unpaid fines and fees of students leaving the (District) may be turned over to a collection agency. The district may also file a report of stolen property with law enforcement.
2. **Graduating Seniors** - Seniors who have successfully completed graduation requirements will be allowed to keep their Chromebook, charger, and case. Any outstanding fines or fees will be invoiced from the Main Office

Loaner Devices for High School Students:

If a student does not bring his/her Device to school or their Device is being repaired a loaner Device MAY be available for use following these conditions:

1. Students may stop in the Media Center and check out a loaner for the day, if available.
2. A student borrowing a device must check out a device with the Media Center Specialist and will be responsible for any damage to or loss of the issued device.
3. District personnel will document the number of times a loaner is issued to each student and the reason why a loaner was used. A report will be sent to administration for students who have excessive occurrences during the school year.
4. The administration will treat such occurrences as insubordination offenses, which may result in disciplinary action.

5. The students that obtains a loaner will be responsible for returning the borrowed device to the Media Center before the end of the day.
6. If a loaner is not turned in by the end of the day, a report will be filed with the Main Office and the student will be charged the full replacement cost of the device.

Acceptable Use Agreement Permission Form (Digital)

I have read and understand all of the information in this document and understand that this form will be kept on file at school. I have reviewed and discussed this policy with my child. I give my child permission to access the Network as outlined above and use of a school email account. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and may be accessible to the public unless I have specified otherwise.

Portable Device Permission

- A parent and student must digitally sign this agreement prior to the student being issued a device
- Signature of this digital form indicates your willingness to abide by the guidelines set-forth in this document
- All guidelines set forth in this document apply to all school accounts. Failure to abide by guidelines may result in student discipline &/or losing the privilege of the device

Click link below to complete digital form:

[Digital Student Acceptable Use Agreement](#)

or

Scan QR code below to complete digital form:

