

Sumter District Schools

Student Technology Device 1:1 Program

Assigned to Student Terms and Use Conditions

August, 2016



Introduction

The District is expanding the 1:1 Digital Device Program that provides students in selected courses and grade levels with District technology devices for use. Depending on the grade level, subject and school option, the devices may be made available in the classroom, at school or as a take home device. These devices are being provided to access digital resources for the specific purpose of assisting you to succeed in your studies. While parent and student responsibilities are similar with the use of any other tool or instructional material loaned, such as print textbooks, the costs are substantially higher and the tool is considerably more fragile. It is important you and your parents are aware of the extra care expected.

General Terms & Conditions

District guidelines are provided here so that students and parents are aware of the responsibilities they accept when they use District owned computer devices, digital system and technology resources.

In addition to following these guidelines, students are required to follow the Student Code of Conduct, the Acceptable Use Policy (AUP) and all applicable District and school rules. Each student in the 1:1 Digital Device Program must have a signed Student Acceptable Use Policy and Agreement (PP-SR-059) and a Student Technology Responsibility Form (PP-SS-110) on file at their school. Parents may opt out of their child taking home a District device as part of the 1:1 Digital Device Program (if applicable).

Students are also expected to use common sense and good judgment in order to protect their technology device both on and off (if applicable) campus. Failure to follow these terms and conditions may result in disciplinary action, loss of technology device privileges, and/or financial responsibility for loss or damage.

Termination of Agreement and Return of Device:

The use of the device is a privilege, not a right. The privilege of using the technology resources provided by the Sumter District Schools is not transferable or extendible by students to people or groups outside the district and terminates no later than the last of the school year or when a student is no longer enrolled at the school where the device was assigned; unless terminated earlier by the principal, District or upon student withdrawal from the participating school. You are required to return the device to the school upon termination of this agreement. Failure to return the device will be considered theft and the District reserves the right to use all legal means allowed to recover the device and/or payment.

Terms and Conditions

1. The technology device is property of the District and school/district officials reserve the right to review all data stored on the device.
2. The District may require visible inventory and condition review of the device with or without prior notice. Additionally, the device can be recalled, or have additional restrictions placed on its use, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any District teacher or administrator, the student or the student's parent/guardian will immediately surrender the device.
3. Under no circumstances will the student use the technology device, or permit the technology device to be used, to access any networks, websites, or online resources that would violate the Acceptable Use Policy, whether at home or at school.
4. Under no circumstances will the technology device be used for instant messaging ("IM") or visiting chat rooms or non-school social networking websites, such as WhatsApp, Facebook, Twitter, Snapchat or Instagram, etc. unless access has been specifically approved for instructional purposes.
5. Students' school email correspondence is expected to use the assigned account through Office 365.
6. The student and the student's parent/guardian acknowledge that they are responsible for ensuring that the student's use of the technology device to access the Internet meets the following requirements:
 - a. The District cannot guarantee the security of the asset when it is not on the District network. Use of the device to access other networks (home network, public Wi-Fi, etc.) may result in unwanted exposure to material that is not appropriate for students. Students should be supervised by a parent or guardian when using the system outside of the District network.
 - b. The student and student's parent/guardian will hold the District and its employees harmless for any occurrence that may come to the student or any other person as a result of the student's off-campus internet activities or use of this device.
 - c. The District employs Internet filtering and other forms of device management to minimize each student's exposure to inappropriate content or applications while on district grounds. It is the student's and parent's responsibility to comply with the AUP regarding Internet use whether on or off school grounds.
6. Should the student inadvertently gain access through the technology device to any confidential information about other students or District staff members, including but not limited to course work or grade information, the student will immediately report the incident to the school administrator or the District IT department.
7. Students may seek assistance of their parents/guardians, siblings and friends in the use of the technology device. Otherwise, for devices assigned specifically to the student, the student will not share the device with any other person including family and friends unless expressly authorized to do so by a District/school teacher or administrator. The student will not loan the technology device to any other person, including another District student, without prior written authorization from the principal.
9. All 1-to-1 devices will be assigned and accounted within the **Destiny** Library and Textbook management system. All devices will be checked out to the individual (student for out of classroom provided devices and teacher for in-classroom only programs).

Technology Device Care and Maintenance

General Care:

1. Do not attempt to modify or repair your technology device or its operating system or installed software in any way.
2. Do not “decorate” your device in any way (e.g. stickers, markers, or paint).
3. Do not open the device housing, as doing so may void the warranty.
4. Do not circumvent or change any security or management system on the device, including but not limited to: antivirus software, domain membership, computer name, etc.
5. Do not install software unless pre-approved and supervised by the school or District.
6. Do report performance issues to the school or District technical support individuals.
7. Do allow updates to run and install without restriction. This may occasionally require a longer than expected shutdown period.

Carrying the Computer:

1. Always close the lid before moving your technology device.
2. Closing the lid sends the technology device into standby. To prevent permanent damage to the hard drive, you should wait for your system to enter standby before moving it.
3. For longer periods of inactivity, you should shut down completely before closing the lid. This will help to conserve battery life, allow updates to install and will help keep your device running trouble free.
4. A student/parent provided protective bag, sleeve or case is strongly recommended to store and transport the device. In lieu of a case we would suggest wrapping your device in a towel and carry the device in a carefully filled backpack or handbag. Do not overfill your bag or put items in it that may scratch or otherwise damage the technology device.
5. Always place your technology device gently on surfaces (table, counter, desk, etc.).

Taking Care of the Screen:

1. Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. In particular avoid grasping the technology device by the screen with any force especially the top of the screen.
2. You may clean the screen as you would a camera lens or a good pair of glasses. In particular, you may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes.
3. Do not use glass cleaners, sprays, soaps, or anything else to clean your screen unless approved in advance in writing by the IT Department.
4. Never sit on your technology device. Technology device screens are easy to break and do not bend.

Maintaining your Battery:

1. For students authorized to take home a District 1:1 computer device, you are expected to come to school with a fully charged battery. Each night when you go to sleep, so does your technology device. Plug it in for a full charge at night. This is also a good time to power the device down so you start the day with a freshly booted device. Keep in mind that there are limited numbers of charging ports available at school and it is your responsibility to arrive each day with a fully charged battery.
2. To protect the hardware, technology devices should not be used on school buses or other transportation.
3. When you plug your technology device in at school, be mindful not to cause a tripping hazard.
4. Once a month it is a good idea to allow your battery to completely drain and then fully recharge.

Daily Logistics:

1. Leaving a student 1:1 device at school or taking it home should follow the individual school policy.
2. At school, the technology device should be in your immediate vicinity, in a secure locked location with a teacher or administrator's express permission.
3. For take home devices, you remain responsible for the security of your technology device during After-school activities.
4. Avoid using your technology device in areas which may lead to damage or theft.
5. Never leave your technology device in a public space.
6. Do not leave your technology device in an unlocked and unoccupied vehicle. Even when the vehicle is locked, the device should not be visible to others.
7. Do not leave your technology device in a vehicle overnight.
8. Do not leave your technology device in direct sun or in temperatures of 90 degrees Fahrenheit or above.
9. Do not place your technology device on the floor or in sitting areas such as couches or chairs.
10. Do not leave your technology device near any water source, such as a sink, bathtub, or pool.
11. Do not use the technology device while at potential hazardous locations including the cafeteria, gym, or sports field.

For the technology device 1:1 program to be a success, we all need to be conscientious of our surroundings. If you see an "unattended" technology device, be a good citizen and take it to main office or nearby classroom. Avoid rough-housing as this may lead to someone's technology device being damaged.

General Technology Rules & Guidelines:

1. Data should be stored in the student's school user folder or One Drive folder. When at school the user folder is available as a normal drive, when at home it is accessible through *MyFiles* at <https://myfiles.sumter.k12.fl.us>. One Drive is available at school or off campus by logging into the Office 365 portal at <https://login.microsoftonline.com/>
2. You may receive email updates applicable to all technology device users. These are important. Read them and follow up on them.
3. Do not share passwords or attempt to discover others' passwords.
4. Do not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the Technology device by the Sumter District Schools.
5. Do not tamper with computer hardware or software, attempt to override or bypass Internet filters, change network profiles or configurations, or "hack" or otherwise obtain unauthorized access to any networks, computers, files, or programs.
6. Do not use your technology device for any illegal purpose or in violation of the District AUP.

Expectations:

1. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
2. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
3. Systems provided for student use are provided as-is. The District cannot be held responsible for lost productivity or data loss that may occur if the system is improperly used or if the software or hardware malfunctions.

Technology device Repairs/Troubleshooting:

If device issues occur, the student should report the issue that needs repair to his/her teacher who will in turn submit a work order and/or contact the school's technical contact(s). The student will be notified when the device is to be turned in for repair. **(Students and parents/guardians are not authorized to repair or reconfigure the technology device.)**

Turn-In Policy:

Students will be required to turn in their assigned technology devices prior to the end of school. The school Principal will establish the student device turn-in date each year or term. Technology devices may be re-imaged during the summer. Students should be aware any data on the device will be removed and cannot be recovered. All District technology items provided to students, including but not limited to the laptop /tablet, power cords, etc. will be required to be returned in the same condition as they were when received.

Lost, Stolen or Damaged Devices:

Students should report immediately to their school teacher or administrator when their assigned technology device becomes damaged, lost or stolen. The student's parent or guardian will be responsible to refund the District the value of the device or the cost of the repair the device (as applicable).

Schools will be responsible to recoup payment for lost, stolen or damaged technology devices that are provided to students assigned to their school.

Schools conduct two scheduled inventories of property each year. Student devices are included and will need to be made available during said inventory periods, regardless if the student devices are going home with students or remaining in the classroom.

Student Device Insurance

The school district does not offer or endorse any insurance offerings for 1 to 1 take home devices but families may find it is a route they wish to investigate. We encourage families to also check with their homeowner or renter policies to see if such devices are covered or if coverage is available through a rider.

Replacement / Repair Costs

Parents/Guardians/Students will not be liable for device defects that are covered by the device warranty.

Eligible Student 1:1 Devices (that are property of the District) and their respective book value and replacement costs are listed below:

Device	Device Net Book Value (2015-16)(includes Power Adapter)	Replace Cracked or Broken Screen	Reconfiguration of device software or Replacement of Property Decal due to removal or misuse	Replacement cost for the Power Adapter / cord
Lenovo x140e laptop	\$450		\$20	\$50
HP 215 laptop	\$490	\$191	\$20	\$50

Due to the wide variation in repair cost due to the damage, repair cost quotations will be prepared for the student/parent. Repairs may be made in-house or outsourced. The District reserves the right to identify the device as “not economical to repair” based on the cost, labor and age of the device.

If a Student Device is lost or stolen:

- a. The Parent/Guardian must notify the school within 5 business days following the loss and submit a completed a District device damage/loss form to their school.
- b. The Parent/Guardian must file a police report for the loss (lost or stolen) within 5 business days of the occurrence.
- c. The Parent/Guardian must provide the school a copy of the Police report within 10 business days following the date of the police report.
- d. Students may be offered the use of another school device (when available) only for use at school. Students will not be authorized to take a district device home until the District is fully indemnified by the student’s parent(s) and/or guardian(s) or until such time the device is recovered.
- e. The school reserves the right to decide if a student will be assigned a replacement device for home use after lost theft or damage for any given school year.

If a Student Device is damaged:

- a. The Parent/Guardian must report the incident to the school within the first 5 business days following the damage and submit a completed District device damage/loss form to their school.
- b. The Parent/Guardian must deliver the damaged device to the school within the first 5 business days following the incident.
- c. Students may be offered the use of another school device (when available) only for use at school. Students will not be authorized to take a district device home until the District is fully indemnified by the student’s parent(s) and/or guardian(s) or until such time the device is repaired
- d. The school reserves the right to decide if a student will be assigned a replacement device for home use after lost theft or damage for any given school year.

If a student fails to return or loses the device case/cover or power adapter, the Parent or Guardian is responsible to reimburse the district for the replacement cost of those items. The cost of each is listed above.

SUMTER COUNTY SCHOOLS STUDENT ACCEPTABLE TECHNOLOGY USE POLICY and AGREEMENT

The Sumter County Schools provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources. Students may be granted access to the district's electronic communication system, which may include access to the Internet. The Internet is a worldwide network that provides access to thousands of libraries, databases, and other unique informational resources. A student's activities while using this system must be in support of education and research and be consistent with the educational objectives of the Sumter County Schools. Sumter County Schools utilize filtering services for Internet accessed material. Filtering limits the accessibility to inappropriate sites but cannot guarantee such sites will not be accessible, nor does it provide any guarantee to the authenticity or accuracy of any information accessed. Ultimately, parents of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, we support and respect each family's right to decide whether or not to apply for individual access.

Students are responsible for good behavior when using school technologies just as they are in a classroom or school hallway. All users are expected to use the computers and computer networks in a responsible, ethical and polite manner.

The use of the technology resources is a privilege, not a right. Students violating any of the provisions of this agreement, or the overall Acceptable Use Policy, may be subject to loss of user privileges and other disciplinary options, including criminal prosecution, where applicable.

Files stored on the district's technology resources and online activities are not private. Network storage areas will be treated like school lockers. School authorities have the right to review and monitor all information stored or transmitted on the network.

Teachers may use Internet resources in class. Teachers may use Internet resources as part of their classroom instruction. This document relates to individually controlled access and should not be interpreted as excusing the student from such class presentations where the teacher directs and controls the access or the use of managed online services under contract to the Sumter District Schools.

The Technology Resources Acceptable Use and Internet Safety Policy governs all use of these technological resources. The Technology Resources Acceptable Use and Internet Safety Policy, School Board Rule 8.62, is printed on the back of this form.

Responsible Use Includes:

- **Staying on Task** -Students will use such technology resources to meet the requirements and/or expectations of their teachers. Any activity outside this scope, such as accessing resources not related to the lesson or when other activities have been assigned, is unacceptable.
- **Being Polite and Not Offending Others** -The use or display of language, pictures or other forms of expression that would be considered obscene, offensive, harassing, insulting, abusive or harmful to others is not allowed.
- **Protecting Your Account and Not Sharing Passwords** - Students may not use the accounts of other people. You are always to login under your own account or through special class account as provided by your teacher or other school official.
- **Never Leaving a Computer Logged on Unattended**- Students must always close their account before leaving. Leaving a computer logged in is very similar to sharing your account because others could possibly use it.
- **Not Using Personal Internet Accounts While at School** – While students are at school they are not to use any personal network accounts, including email, social networking, etc. unless specifically approved and for school business. .
- **Never Giving Out Personal Information** – Students are not to give out personal information about themselves or others while using the technological resources.
- **Not Wasting Limited Resources** – Students should always be cautious not to monopolize the use of computers or use excessive materials such as printer paper or Internet bandwidth.
- **Respecting Copyright Laws and Not to Plagiarize** - It is important that students realize and respect the ownership of the works they use. Students must give credit to authors and not take credit for work they did not create.
- **Caring For Computer Files, Programs and Equipment**- It is everybody's responsibility to help keep the technology working smoothly. It is important to take care of the computer and all of its parts. It is also important to turn off the computers properly. Students are not to erase or change any computer files other than their own.
- **Not Using the School's Computers or Networks for Personal Business**- Students may not use the school's computers or network for financial gain or other personal business, including shopping.

USER AGREEMENT AND PARENTAL PERMISSION FORM SUMTER DISTRICT SCHOOLS

STUDENT AGREEMENT:

I have read the **Sumter County Schools Student Acceptable Technology Use Policy And Agreement** and I understand and agree to abide by it. I have read what responsible use is as well as examples of what is unacceptable. I agree to refrain from any unacceptable uses of the system and will report any violations to a teacher or other school official. I also understand that if I fail to use the technological resources responsibly, it may result in cancellation of this privilege and/or disciplinary action.

Student Name (Print) _____

Student Signature _____ Date _____

PARENT or GUARDIAN:

As the parent or legal guardian of the student signing above, I have read and understand the **Sumter County Schools Student Acceptable Technology Use Policy And Agreement** and discussed it with the student. I understand that even though the school employs filtering technology, it may not be able to restrict access to all inappropriate and controversial materials on the Internet, and will not hold the Sumter County Schools responsible for materials my son or daughter may acquire as a result of the use of the Internet from school facilities. I hereby release the district and its personnel from any and all claims and damages arising out of my student's use of the district's system.

Name of Parent/Guardian (Print) _____

Parent/Guardian Signature _____ Date _____

TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY

8.62

The data network system of the District is available for use by employees and students of the District in order to provide them with equal access to the computing resources which serve public education. The data network system is an electronic highway that connects thousands of computers all over the world and millions of individual subscribers. All personnel having authorization to use the network will have access to a variety of information sources. The District's technological resources are components of the data network system. This policy is in effect whether the district owned resource is connected to the district network or in use outside the network.

I. The use of these technology resources is a privilege, not a right.

II. No expectation of privacy or confidentiality in the content of electronic communications including, but not limited to, computer files, electronic messaging, facsimile or other transmissions sent, received through or stored on the communication resources of the Sumter District Schools should be expected by users. Such information is subject to review, monitoring and archiving. The District reserves the right to remove them and report any violation of rules to school and/or District administration and/or law enforcement. For the safety and security of students, District supported electronic communications for students will be monitored and filtered.

III. Access to material on the worldwide interconnected network, does not provide for the use of the same selection procedures as the School District follows in regard to other instructional materials, such as textbooks. Similar to broadcast and other current event media, the material available is vast and ever changing. With such access, comes the potential availability of material that may be harmful to minors or not be considered to be of educational value in the context of the school setting. Specifically, the District supports those which will enhance the research and inquiry of the learner with directed guidance from faculty and staff. At each school, each student's access to use the network will be under the teacher's direction and monitored as a regular instructional activity.

IV. The District will maintain technology protection measures to limit student's access to prohibited material. While the District uses Internet content filters, any filtering of information should not be considered all inclusive. The District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the District. This is particularly possible since access to the Internet may be obtained at sites other than school or on devices outside the authority of the school. The Sumter District Schools reserves the right to limit the content of material students access due to legitimate pedagogical, safety and system integrity concerns.

V. At each school and facility owned or operated by the District, notices shall be conspicuously posted that state the following:

"Users of the data network system of the Sumter County School District are responsible for their activity on the network. The School District has developed a technology resources acceptable use policy. All users of the network are bound by that policy. Any violation of the policy may result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal."

VI. The use of the network and technological tools shall be consistent with the mission, goals, policies, and priorities of the District. Successful participation in the network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical and legal manner while using the network.

Any use of the network or technological tools for illegal, inappropriate or obscene purposes, or in support of such activities, will not be tolerated. Examples of unacceptable uses of the network or technological tools include, but are not limited to:

- A. Violating the conditions of the Education Code dealing with student's rights to privacy;
- B. Using, transmitting or accessing profane, obscene, lewd/indecent (which includes what is commonly referred to as sexting) or other materials harmful to minors;
- C. Copying commercial software or other content in violation of copyright law or other copyright protected material;
- D. Using the network or technological tools for financial gain or for any commercial or illegal activity;
- E. Using the network or technological tools for the advancement or disparagement of any particular candidate or political party;
- F. Taking any actions that affect the ability of the District to retrieve or retain a record of any use of the computer equipment or data network system, including but not limited to, adding or modifying the existing software without specific permission; creating, uploading and/or intentionally accessing computer viruses or material blocked by the District's technology protection measures; intentional damage to technological equipment or any other action for the purpose of limiting the usability of the network or technological tools.
- G. Taking any actions that affect other students' ability to use the technological resources, including but not limited to, vandalism or "hacking".
- H. Transmitting student identifying information over the data network system, except as part of the approved educational program as permitted by law; and
- I. Other actions that are not in accordance with the *Code of Ethics and Principles of Professional Conduct of the Education Professional of Florida* for staff and *The Code of Student Conduct* for students.

VII. Schools and Departments in the Sumter School District may have additional guidelines for appropriate use. These policies will be developed and enforced in consort with this District policy.

VIII. Schools are required to educate their students about appropriate online behaviors including but not limited to interactions with other individuals through communication methods or social networking. Instruction will include cyber bullying awareness and response.

IX. The District recognizes the use of social media for communication and e-learning; however, only those networks sponsored by the District may be used for classroom instruction or school sponsored activities without the approval of the Superintendent or his designee.

X. Failure to adhere to this policy may result in suspending or revoking the offender's privilege of access to the network and other disciplinary action up to and including, termination of the employee or expulsion in the case of a student, and possible criminal prosecution if applicable. Any possible illegal acts discovered by students or employees shall be reported to the appropriate legal authority.

XI. Any student shall be exempt from instruction on accessing the data network upon request in writing from the parents, as defined by Florida Statutes, to the principal. The request for exemption shall expire at the end of each school year. It shall be the responsibility of the parent to renew the request yearly.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, F.S.

HISTORY: ADOPTED: 11/16/2004 REVISION DATE(S): 3/7/2006, 8/7/2007, 4/3/12, 9/4/2012

FORMERLY: 2.52

Materials and Technology Agreement Acknowledgement and Responsibility Form

WE WISH TO PARTICIPATE in the Sumter District Schools Technology Device 1:1 Program and request authorization for the student below to be issued a device and be allowed to take it from class to class while at school and to take home after school hours

WE DO NOT WISH TO PARTICIPATE in the Sumter District Schools Technology Device 1:1 Program for a take home device. The student will still have the opportunity to access technology in the assigned class(es) as appropriate.

By signing this form, the undersigned acknowledges full responsibility for all information listed.

Student and Parent/Guardian will:

1. Abide by the Sumter County School District Acceptable Use Policy (AUP) for Students and Visitors.
2. Be responsible for the asset's physical condition and will safeguard the device from unauthorized use
3. Agree to the program rules contained in this Terms and Use Conditions document (PP-SS-110)
4. Acknowledge the importance of protecting the device from damage and understand the financial responsibility for loss and damage.
5. It is clearly understood that the device is provided for the purpose of supporting your student's educational program and curriculum while attending courses through the Sumter District Schools
6. It is clearly understood that use of the device and access to materials are the student and parent's responsibility to be in compliance with the Acceptable Use Policy at all times. .

Student Signature: _____ Date: _____

Student Name (Please Print) _____

Student 10-digit Identification Number: _____

Parent Signature: _____ Date: _____

Parent Name (Please Print) _____

School Use Only

Assigned Property Asset Number: _____

Teacher Assigning: _____