

Dillingham City School District

Student Computer User Agreement

Students in 6th -12th grade in Dillingham City School District are eligible to have a laptop computer assigned to them for their schoolwork. Computers are the property of the Dillingham City School District and are provided for the exclusive use of Dillingham City School District students and staff. Assigned computers, once in the student's possession, are the student's responsibility. Any computer use must follow the Student Computer User Agreement and computer/internet use is a privilege not a right. In the event that a student demonstrates unacceptable use/activity, it may result in suspension or cancellation of computer privileges for the remainder of the school year.

There are NO user fees to receive a computer.

Each school year, students must submit a signed Student Computer User Agreement BEFORE receiving a computer.

Computers must be returned to the Technology Department at the end of each school year. At this point, the Technology Department will update software and check the condition of the computer. If damages are found, repairs will be made.

Repairs/Damage/Loss:

Users are responsible for the computer assigned to them. Any damage or loss of the computer, computer charger and/or computer case, will be accessed on a case-by-case basis.

Any time damage or loss occurs to the assigned computer, the Technology Department needs to be notified in a timely manner (within two school days of damage). Notifying the Technology Department allows the damage to be accessed so steps for repairs can take place. In most cases, repairs can take place within two business days as long as the Technology Department has the parts. In the event that repairs will take an extended amount of time, students will be issued a loaner computer.

In the event, of a missing/stolen computer, the Technology Department needs to be informed to take steps to locate the computer. The Technology Department will notify parents/guardians of the missing computer, and gather information necessary for police reports if the computer is not located within 72 hours of the first report of loss.

Computer Use:

All student computer use is governed by the terms of the district's Student Computer User Agreement.

The Technology Department regularly monitors use of any device connected to the school's network. Any use of school district property is not private. The school district reserves the right to access or monitor any and all activity and materials performed on or contained on school technology, including emails and internet activity. Any use of the computer or network must comply with the Student Computer User Agreement.

If a student believes inappropriate content has been sent to them or they have accessed inappropriate content, it is the student responsibility to inform a school adult. Once a school district adult is aware of the issue, consequences, if any, will be less than if the student does not tell an adult within a responsible timeframe.

Each student is responsible for the care of his/her computer.

Guidelines for taking care of computers:

1. All computer labels must be visible. If an ID sticker is falling off, the Technology Department needs to be notified to replace it.
2. Students will not take apart their computers. No stickers or adhesives may be applied to computers, unless applied by the Technology Department.
3. Computers are sensitive to cold. Computers should not be left outside overnight. Prolonged exposure to cold, especially in Alaska, can greatly shorten the lifespan of a computer.
4. Use only the charger assigned to you. The district has four different types of computer chargers currently issued to students. Using the wrong type of charger can permanently fry a computer.
5. When using a charger, always plug the charger into the wall first and then into the computer. This reduces the risk of shocking your computer.
6. Computers should be shut down and restarted once a week to cycle the battery life and rest the computer's memory.

General Rules of Computer Use:

1. School issued computers are to be used for school related work. Non-school related use of the computers is not permitted.
2. All activity on a school issued device is not private and can be accessed by school district personnel.
3. User should not share log in information or passwords with other users unless directly asked by a school district adult.
4. Students must use school district issued email accounts. All other email accounts, unless permission is given, are not permitted during school hours.
5. Students will not try to access accounts they do not have permission to access. This includes accessing someone else's computer and any content on that computer, including email accounts.
6. If a student is sent inappropriate content or accesses inappropriate content, accidental or not, the student must inform an adult immediately.
7. Students must use technology in a responsible, ethical and legal manner in accordance with Federal, State or District laws, rules and policies.
8. Computers are not to be used for illegal activities; including installing, distributing, modifying or reproducing copyrighted materials.
9. Students will not transmit hate mail, discriminatory remarks, profane or inappropriate language, offensive or inflammatory communication. Any messages promoting hate are not appropriate.
10. Students will not access obscene or pornographic materials.

If students, guardians or community have questions about student computer use, please contact the Technology Department. Further clarifications on appropriate use are also listed in Board Policy 6161.4.

Consequences for Misuse:

Any use that violates these agreements will result in disciplinary action.

1st offense: Warning/Student Education (Staff will have a discussion with the student to discuss the misuse of technology and direct the student to fix this issue.

2nd offense: Principal will contact parent/guardian of student computer issue. All parties will reach agreement for better use moving forward.

3rd offense: Student's computer will be removed from his/her possession. Principal, parents/guardians will be notified. Computer will not be re-issued until principal's approval.

In some cases, student misuse of technology may warrant immediate loss of internet and/or computer privileges that cannot be regained. This will be determined on a case-by-case basis.

Student Computer User Agreement: Signature Page

All students must have this agreement signed and on file with the Technology Department each school year to receive a computer and access to the Internet.

It is important that students and guardians carefully read the Student Computer User Agreement. If there are any questions about the contents of the agreement, ask the Technology Department before signing this agreement.

Student:

I have read, understand, and agree to comply with the rules stated in the DCSD Student Computer User Agreement. I further understand that I am responsible for reading and complying with any changes made to this policy. Should I commit any violation of this agreement, I understand that my access privileges may be revoked, denied, suspended and, further appropriate school disciplinary or legal action may be taken.

First Name _____ Last Name _____

Signature _____ Date _____

Parent/Guardian:

As the parent or guardian of this student, I have read the Student Computer User Agreement. The student and I have discussed this policy and understand the guidelines for computer use and internet use. I understand that it is the student's responsibility to use the district's computers and network resources in accordance with the Student Computer User Agreement policy. I understand that, despite the district's best efforts materials inconsistent with the educational goals of the district and otherwise inappropriate might be accessed by the student. I agree to take full responsibility for supervision of this student's use of the computer while he/she has it at home. Nevertheless, I hereby give permission to allow the above named student access to the Dillingham City School District network under the terms of this policy.

First Name _____ Last Name _____

Signature _____ Date _____

My student may NOT be checked out a Laptop computer.