



VB 1:1 | Van Buren Local Schools | One to One Program



Netbook Responsibilities & Acceptable Usage Policy Agreement

Listed below are the responsibilities of the three parties involved: The district and its employees, students, and parents. If you have further questions regarding this privilege we encourage you to contact our District Technology Coordinator.

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School Issued Netbook Computer

District Responsibilities

- In grades 4-12, provide students with a netbook computer to use during the academic year. Students will return the computer at the end of the school year.
- Provide students wireless, digital access to academic content and resources at school.
- Encourage students to use electronic resources to promote educational excellence through resource sharing, innovation, communication, and electronic tools.
- Initiate a claim and any follow through with the insurance carrier in regards to accidental loss or damage.

Student Responsibilities

Your netbook is an important learning tool to be used for educational purposes only. In order to take your netbook home each day, you must be willing to accept the following responsibilities:

- When using my netbook at home, school, or anywhere else, I will follow the policies of the Van Buren Local School District and abide by all local, state, and federal laws.
- I will treat my netbook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. I will always carry it in the netbook sleeve or bag in the proper manner.
- I will recharge the netbook battery each night.
- I will bring my netbook to school every day.
- I will not place decorations that will leave adhesive or permanent marks (stickers, markers, etc.) on my netbook.
- I understand that my netbook is the property of the school district. All accounts, programs, and files are subject to inspection and search at any time without notice.
- I will not lend my netbook to anyone.
- I will keep all accounts and passwords assigned to me secure.
- I will be responsible for all damage or loss caused by neglect or abuse. Accidental loss and damage insurance was purchased to cover **accidents** and cover replacement and/or repair. **Insurance does NOT cover negligence. I understand that additional fees (deductibles and/or bench fees) may apply when making a claim or requesting a repair that is not deemed accidental. See "Associated Fees" below. ALL CLAIMS MUST BE MADE WITHIN 72 HOURS OF LOSS or student may be responsible for the replacement value of the device.**
- I will not load any software onto the netbook without first receiving permission.
- I agree that e-mail or any other computer communication should be used only for appropriate, legitimate, and responsible communication.
- I agree not to share personal information about myself (full name, address, etc.) or about family, friends, or anyone else.
- I agree not to search for, download, display, post, or distribute vulgar, offensive material or images as described in applicable district policies (Acceptable Use, Internet Use, Rights and Responsibilities of Students).
- I will talk with my parent or guardian about their expectations and ground rules for going online when not at school.
- I agree to abide by all school rules that will identify netbook procedures when I am not in an academic class (assemblies, cafeteria, etc.).
- I will return the netbook computer when requested and upon my withdrawal from school.



Associated Fees

As with any item issued by the school, students are expected to keep the netbooks in excellent condition to extend the useful life of the device. Damage incurred to the machines may result in additional fees and charges.

- Accidental Damage and Theft Insurance is mandatory and will be issued as a school fee. That fee is determined by the insurance cost and is not known at the time this document was created.
- \$10 - Any insurance claim processed by the school will require a \$10 administration deductible. That fee will need to be paid prior to the netbook being returned to the student.
 - Broken LCD screens require an insurance claim unless a part is available in house. In house repairs still require a \$10 administration deductible. Students may be given a loaner/replacement netbook at the discretion of the district.
 - Repeat claims will result in higher administration deductibles. \$25 for the second claim in a year. \$50 for the third claim.
 - The district reserves the right to deny the issuance of a netbook to any student based on negligence.
- \$30 – Lost/Damaged AC adapter fee. Any chargers lost or damaged during the school year will need to be replaced at the cost of the student. Students may purchase one from the district at a cost of \$30 or purchase a school approved adapter on their own accord.
- \$10 – Bench fee for “in-house” repairable items. Students who have broken keyboards, missing switches, buttons or bezels etc. will be charged a bench fee to have those items repaired. Those items can be repaired during the school year. If the student turns the netbook in at the end of the school year still in need of repair, additional fees may apply.
- \$35 – Students are **REQUIRED** to transport netbooks in a school approved case/bag. Students who do not have a case or bag will be issued one at a cost of \$35. Students that transport netbooks without a protective covering are subject to netbook confiscation.

Bylaws and Policies

7540.03 - STUDENT NETWORK ACCESS AND E-MAIL ACCEPTABLE USE

The District is committed to delivering the tools and technologies to the students that will help them prepare for entry into the workforce or higher education. The District has assembled an advanced computer network that not only delivers time saving conveniences to the staff, but educational resources to the students. The network is a shared resource; each and every computer in the building is connected to the Internet. The District wants every child to have the opportunity to learn how to use that tool safely and correctly. But, because it is a shared resource, abuse by one can negatively impact all.

The e-mail and Internet system the students use will be filtered to the best of the District's ability by the NOACSC in Lima, Ohio to reduce the risk of viruses, malicious code, pornography, SPAM, or any other undesirable or objectionable content. However, no prevention methods are completely fool proof, and so with the use of these systems comes some inherent risk of encountering undesirable content. The intent of the District is to provide the students with a safe, fun, and educational means to communicate with staff, colleges, students, family, or anyone else in the world with an e-mail address, and/or a web presence.

The following form is an agreement between student, guardian, and school. The District agrees to provide the best resources the District can for students - and the parent in turn agrees that their student will not abuse those privileges. The entire acceptable use policy, put in place by the Board of Education is available on the web at <http://vbschools.net> under the Offices Menu->Board of Education.

Students are encouraged to use the Board's computers/network/e-mail and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network Access and E-mail Acceptable Usage Form ([Form 7540.03 F1](#)). Parent permission is required for minors.



7540.03 - STUDENT NETWORK ACCESS AND E-MAIL ACCEPTABLE USE (continued)

So that students are better prepared to work within the guidelines of this agreement, and so that the District can meet mandated guidelines of Internet safety required by the Federal Communications Commission, the District will provide instruction annually to 3rd, 6th, and 9th grade students in the following areas: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; (e) measures restricting minors' access to materials harmful to them; (f) cyber bullying; and (g) proper use and interaction with others on social networking websites.

In addition, the District has found some other specific notes, situations, and activities that we remind students of. They are as follows:

- A. All computer equipment, machines, e-mail systems, software, servers, and messages are the property of the Board. Messages transmitted via e-mail may be obtained, read, or duplicated as needed. Students are to expect no level of privacy in regards to the usage of the student e-mail. Although there will be no constant monitoring, the ability to do so is for the safety of the student.
- B. Students are reminded that email is to be used appropriately.
- C. Spamming or using e-mail for any type of mass e-mailing is thoroughly prohibited.
- D. Students found to be using e-mail with harmful intent will be prosecuted. This includes, but is not limited to, the intentional propagation of viruses or other malicious code, the threatening or harassment of another individual, or the transmission of any illegal/confidential information or documentation.
- E. Students are expected to conduct themselves in a professional manner when conversing with anyone, especially persons outside of the District. Students are representing the District, even in digital communication. Vulgarities, sexual slang, or any other terminology deemed inappropriate in school - is inappropriate out of school. Language of this type will not be tolerated.
- F. Any activity that would be considered abuse of bandwidth is prohibited.

Noncompliance with Board usage policies, participation in above activities, or general insubordination surrounding computer use will result in the following:

- A. First Offense - student warned. Complete account restriction for sixty (60) days. Student account restriction lifted to specific machine and time of day if deemed necessary by teacher. Guardian notified. Netbook may be reclaimed depending on the nature of the offense.
- B. Second Offense - Student account restricted for ninety (90) days. No restriction lifts. Guardian notified. (This restriction may mean the student will have to change study habits due to the inability to use a computer at the school.) Netbook reclaimed for the remainder of the account restriction.
- C. Third Offense - Suspension due to insubordination. Term to be determined by school principal. Guardian notified. Netbook reclaimed indefinitely.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 2256, 18 U.S.C. 1460, 18 U.S.C. 2246, 20 U.S.C. 6777, 9134 (2003) - Adopted 8/9/01, Revised 2/8/06, Revised 1/14/10



Frequently-Asked Questions



When will my child receive a device?

Generally within the first few days of school the devices are distributed to the students.



Will students keep the device over the summer?

Like a textbook, students will return their device before summer break. Students get the same device back in the fall.



During the school day, where will students keep their devices?

During most classes, students will have their devices with them. Otherwise, they will be stored in the student lockers.



What happens if the device is somehow broken or not working properly?

First, the student should work with the teacher to problem-solve. If the issue is not corrected, the student should bring the device to the network administrator. If the issue is a software problem, the machine will be re-imaged. If the student was neglectful, then the student/parents will be responsible for equipment replacement or repair and any administrative fees or shipping. Accidental damage or loss will be covered by the insurance program.



Are there any costs to the students and parents for this program?

See information provided above in the "Associated Fees" section.



What if I have a question about how the device works?

If parents have specific questions about the device operation, they are encouraged to contact the school's technology department.



Will students learn how to use the device?

We have recognized that the students possess a better working knowledge of technology than adults. However, prior to students receiving their devices, we will teach them how to use the equipment and software in addition to "digital citizenship" – how to appropriately use technology.



As a parent, how will I access my child's work if it is on the device?

Parents are encouraged to ask students to see their work for their classes. Our school uses Moodle, an online course management system. Through Moodle, parents will be able to see assignments and students will have a Moodle portfolio for their work.



Will my child have access to the internet outside of school?

The device is wifi-capable and thus, students can access wireless internet service in their homes (provided the parents subscribe to high-speed internet service) and where public wireless internet is available (i.e. Panera, McDonald's, etc.).



Is the Internet filtered on the device?

When using the internet at school, the filtering will occur just as in our computer labs. However, when the device is used to access the internet at home or other public "hot spots", the internet will not be filtered. Despite the fact that internet service may not be filtered, students should still abide by expectations outlined in the district acceptable-use policy.



What are the expectations of my child in backing-up his/her work and files?

Students will be taught to back up their files daily using their USB thumb drives and/or cloud storage. This will be expected – if a device has a software issue, the entire hard drive will be cleared.



As a parent, what are my responsibilities for the device?

Just like with our text books, students are expected to care for them. Charges for any damage or loss due to neglect will be billed to the student and parent. If the equipment is damaged beyond repair, students and parents will be assessed a minimum of \$275.00 for replacement, administrative, and shipping costs.



I'm worried that my child already spends too much time using technology. Is there going to be any human interaction during classes?

The purpose of the device is to enhance group discussions and projects. This is a tool to make that time more productive while engaging students using what they know and thrive upon: technology.



Do we need to purchase a bag to carry the net book?

Yes. All students will need an appropriate protective sleeve or bag in which to store their device between classes, etc. The device should fit in a typical carry case outside of school hours. It is expected that, when not in use, devices will always be stored in a protective sleeve or bag.



What if a student engages in inappropriate behavior using his/her school device (i.e. pornography, cyber-bullying, etc.)?

Please read the Bylaws and Policies section above.



Please read and sign the following Netbook Responsibilities & Acceptable Usage Policy Agreement.
After signing, please return to school office.

Student (printed name): _____

Parent/Guardian Responsibilities

The student named above is being issued a netbook computer and being granted access to Van Buren Schools computer network to improve and personalize his/her education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. In order for the student named above to take the netbook home each day, the parent/guardian must be willing to accept the following responsibilities:

- I will review materials provided by the school to ensure that I understand the school's responsibility, the student's responsibility, and my responsibility. We will discuss, at home, acceptable and non-acceptable uses of the netbook according to district policies.
- I understand that the school district has made all reasonable attempts to provide a safe computing environment for students within the district's network. I also understand that the district cannot control student access to internet content when students are not within the district's network. Students using their district-assigned netbook are responsible and accountable for appropriate use of the internet regardless of where they are, or when internet access occurs.
- I will supervise the use of the netbook at home, making sure that it is used and stored appropriately.
- Beyond accidental loss or damage, which will be covered by the insurance purchase through school fees, my child and I will be responsible for all damage or loss caused by neglect or abuse.
- I will not load, delete programs, or attempt to repair the netbook unless those actions are approved by the district network administrator. (If deemed necessary, parents are welcome to load activity tracking software to monitor their child. However, in the event that software inhibits the functionality of the machine while at school, that device will be re-imaged.)
- I will monitor that the netbook battery is being recharged each night.
- I agree to make sure that the netbook computer is returned to the school in the condition that it was received when requested and upon withdrawal from school.

Parent: I give my permission for my child to be granted access to a netbook and the Internet through Van Buren School's network. I understand my responsibilities as outlined above. I understand that Internet filtering of objectionable content is in place and monitored to the extent that it can be. I have read the Student Network Access and E-mail Acceptable Usage Agreement and Acceptable Use Policy found in my child's agenda book or policy handbook. I agree to indemnify and/or reimburse the district and/or the NOACSC for any damage or losses incurred by my child's improper usage of the network. I agree to indemnify and/or reimburse the district for any neglectful damage or losses incurred to my child's netbook.

Print Parent/Guardian Name

Parent/Guardian Signature

Date

Student: By signing below, I agree to follow the rules as outlined by this form and the Student Network and Internet Acceptable Use and Safety policy as outlined in my agenda book and/or policy handbook. I understand that my use of the netbook and network is a privilege and may be revoked at any time for the misuse of either. I further agree to restrict my usage of the netbook, network and/or e-mail to purposes that are school appropriate.

Print Student Name

Grade Level

Student Signature

Date