



Greater Jasper

CONSOLIDATED SCHOOLS

Device Acceptable Use Contract

Introduction and Expectations of Technology/digital footprint

At the Greater Jasper Consolidated Schools, each student bears responsibility for a student device. The use of a device can create a learning environment unlike any other, allowing students to reach all corners of the globe while providing the ultimate personalized learning experience.

As our society becomes more digital overall, recognizing the significance of digital safety and a “digital footprint” becomes paramount when receiving a personal electronic device. Each action someone performs on a device can be traced back to them and understanding that frames what type of usage is appropriate and inappropriate.

The following describes many of the actions that the Greater Jasper Consolidated Schools deems acceptable and unacceptable. **This list is not exhaustive but highlights actions that can either: jeopardize the safety of the student or community, negatively impact the bandwidth or technology itself within the network, and/or minimize the educational purposes the student device is supposed to provide.** *In general, students should always consider the implications of their actions on any electronic device and how it aligns with the Student Handbook.* Please read this document with your student.

Acceptable Use

The following are some acceptable uses for the school-issued device:

- Completing research for assigned projects from scholarly sources
- Accessing web-based features to complete homework (eg: content videos, digital textbooks, etc.)
- Writing assignments through Google Drive applications or Microsoft Office Suite
- Checking email and accessing Canvas, PowerSchool, and other school-based sites
- Using any teacher-issued applications or collaborative tools within academic confines (such as using Google Hangouts to discuss a project)
- Carrying your device in your hands or a personal device-carrying bag

Unacceptable Use

The following are some unacceptable uses for the school-issued device:

- Surfing the internet for topics unrelated to school or deemed inappropriate (eg: social networking, shopping, accessing dark web sites, etc.)
- Posting negative/derogatory comments which constitute or promote cyber-bullying (which shouldn't be done on personal computers either!)
- Giving your passwords to anybody other than your parents/guardians/Tech department
- Adding or changing the username associated with the device.
- Taping over the webcam or using other items that can damage the webcam.
- Downloading programs not provided by Greater Jasper Consolidated Schools (ie: games or malware)
- Downloading software without the express prior written consent of Greater Jasper Consolidated Schools

Suggestions of use

When using your device, some things to consider to maximize your experience:

- Make sure your device is fully charged when entering school.
- Save all of your documents onto the Google Drive or OneDrive icon located on your device
- Understand your teacher's policy, such as when technology use is acceptable in his/her classroom and what the consequences are for not having your device for a class period.
- Watch your device- they can be easy targets for theft and should be treated as such.
- If your device experiences technical difficulties or physical damages, take it to the Help Desk, classroom teacher, or office immediately. A damaged computer that receives further damage runs the risk of nullifying the warranty.
- You do not need to update any software or Operating Systems (OS) on the device unless it is impacting the performance of the computer. If an update is needed, RTI will complete it.

Damage or Loss of Equipment

Greater Jasper Consolidated Schools is loaning you a personal device with the expectation that you will make good decisions regarding your personal use of technology. Should you damage or lose your device or any accessories, please report this to the Help Desk, classroom teacher, or office within 24 hours of the incident.

- Device Warranty policy
 - All HP devices are covered by an extended or in-house warranty. The warranty covers the manufacturer's defects and normal wear and tear occurrences that are unavoidable if appropriate care is taken with the device.
 - The warranty covers instances of *accidental* damage from liquid spills, power surges, drops, falls, collisions, theft, and vandalism as well as damage to batteries and AC adapters.
 - The warranty does **not** cover neglect and abuse. For example, throwing the laptop or leaving it in an unsecured area from which the equipment is subsequently stolen would be considered examples of abuse or neglect. If the laptop is damaged by neglect or abuse, it is the family's financial responsibility to fund the cost of the replacement of the device. Below is the Device Neglect or Abuse Policy.

Device Neglect or Abuse Policy

	GJCS Policy
Occurrence #1	Call home to parents/guardians, issue a warning to the student, and in-school consequences determined by the Principal/Assistant Principal.
Occurrence #2 or more	Charge of \$50 for each occurrence, docking device in classroom cart unless being in use for school purposes determined by the teacher, and consequence determined by the Principal/Assistant Principal.

- The student and parent/guardian understands and agrees that upon departure from the school or upon request from a school official, the device and charger will be returned to the school in the same condition the device and charger were originally provided except for normal wear and tear as determined by the school. Any failure to return the device and charger to the school in a timely manner may be considered unlawful possession of school property and Greater Jasper Consolidated Schools may pursue legal remedies to obtain the device/charger or its value.
- Greater Jasper Consolidated Schools reserves the right to limit or prohibit the use of a device as a result of repeated violations of the terms of use in this contract.

By agreeing to the terms, you are acknowledging you have read and understood the material presented and reviewed with your student(s). Thank you for your understanding.