SOUTHOLD UNION FREE SCHOOL DISTRICT

POLICY 4526.E

STUDENT USE OVERVIEW & AGREEMENTS

The Southold Union Free School District appreciates the educational value of providing students and staff access to the District's Computer Network, including access to the Internet. Positive educational use of these resources has resulted in powerful learning experiences. The District considers access to these resources to be an important educational research tool for students and staff in the 21st Century. However, access to the District's Computer Network and Internet is a privilege, not a right. As such, certain responsibilities fall upon the user to ensure proper use of these resources.

1. The individual in whose name an account or a device is issued is responsible at all times for its proper use.
2. Any Computer Network user who is identified as a security risk, or as having a history of violations of District computer use guidelines, may be denied access to the Computer Network.
3. Computer Network users have no expectation of privacy with respect to any data stored or transmitted via the District's Computer Network, or used in conjunction with the Computer Network. School officials shall monitor the use of the District's Computer Network and can and will search, at any time, the account, e-mail, disks, files, or other data stored on the District's Computer Network.

Internet and Electronic Device Usage

1. Registered personal electronic devices (e.g. iPads, Chromebooks, notebook computers, cell phones), district owned devices, and peripherals (e.g. headphones, speakers) may be used on school grounds as long as such use does not cause a disturbance or hazard.
2. The district is not responsible for securing personally-owned devices & peripherals nor their repair, upkeep, or replacement. The District is not responsible for securing District owned devices and peripherals that have been assigned to individuals.
3. All devices that access the Internet must be registered with the District.
4. All access to the Internet or any outside servers must go through the District servers. No outside Internet providers may be accessed (e.g. 3G, 4G, satellite, or cable provider wifi networks).
5. An administrator or teacher has the absolute right to ask a student to put such devices away at any time.
6. In hallways or common areas, any staff member has the absolute right to ask a student to put such devices away at any time.
7. Devices are not to be used in areas where privacy is expected (e.g. bathrooms, locker rooms).
8. Audio and visual recording devices are permitted with the following restrictions:

A. No visual or audio recording should be made without the consent of the individuals being recorded.
B. If in the classroom, permission from the teacher must be given prior to making the recording.

All users of the District's Computer Network and Internet must comply with the following policies:

#4526- Computer Resources & Internet Access
#4526-R- Computer Use In Instruction Regulation
#4526.1- Internet Safety
#4526.1-R- Internet Safety Regulation

Failure to comply may result in disciplinary action, as well as the suspension, restriction, and/or revocation of access privileges.

Proposed: 10/9/13
Adopted: 10/23/13

District Technology Agreement (REQUIRED)

When using the District Network, including personal devices connected to the District Network, I promise to use all resources, applications, software, and equipment with:

- courtesy and respect of the rights and privacy of others;
- responsibility, cleanliness, and care;
- respect for all laws, school policies, and the District Acceptable Use Policy;
- honor and respect for the property of others and for copyright laws.

I agree to the above statement.

Student Full Name:_____

Student Signature:_____

Grade: _____ Date:_____

BYOD Device Registration & Agreement (OPTIONAL)

Students issued a school owned electronic device may register one (1) personal electronic device. Other students may register <u>two</u> personally owned electronic devices or a District device has been issued to them. Any parent who wishes that their child use a personally owned electronic device while on campus, must complete the following:

I ▢ **ALLOW** ▢ **DO NOT ALLOW** my child to bring a personally owned electronic device to school. I understand that the District is not responsible for the connectivity, repair, or security of this device.

Device Type:	▢ Android Smartphone	▢ iPhone	▢ BlackBerry Smartphone
	▢ Android Tablet	▢ iPad	▢ BlackBerry PlayBook
	▢ eReader (Kindle, Nook, etc.)	▢ iTouch	▢ PC Laptop
		▢ MacBook	▢ Other: _____

Device MAC Address: _____

Directions to find this your MAC address are on the District website.

Parent Full Name: _____

Parent Signature: _____

Grade: _____ Date:_____

Chromebook User Agreement and Parent Permission Form

- I have read and agree with the Student Chromebook Contact.
- I will take good care of my Chromebook. I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food & liquids away from my Chromebook. They may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Southold School District.
- I will follow the policies outlined in the Student Chromebook Manual, District Technology Agreement, and the District Acceptable Use Policy while on campus or off.
- I will file a police report in case of theft or damage caused by fire.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or damaged.

Device	**Screen** (1st offense)	**Screen**	**Charger**	**Carrying Sleeve**
$230	$20	$40	$50	$11

- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Student Name: *(Please Print)*_____

Student ID:_____ Grade Level:_____

Student Google Username/Email Address _____ @southoldufsd.com

Student Signature _____

Parent Signature _____