



Anderson School District Two Responsible Use Procedures

Dear Parent or Guardian:

Anderson School District Two encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's Acceptable Use Policy is available on the district web site, <http://www.anderson2.org/userpolicy>.

Students must:

1. Respect and protect their own privacy and the privacy of others.
 - a. Use only assigned accounts.
 - b. Keep personal information such as name, address, phone number, etc., offline.
 - c. Keep passwords secret.
 - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Conserve, protect, and share these resources with other students and Internet users.
 - c. Anderson School District Two is not responsible for damages, loss, theft, or any cost incurred to personal digital technologies or electronic communication devices.
 - d. Treat digital technologies with care, report any damages, security risks, or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind, responsible, respectful, and lawful.
 - b. Use electronic communication devices for schoolwork only.
 - c. Anderson School District Two email should only be used for school-related email and projects.
 - d. Report threatening or offensive materials to a teacher or administrator.

Terms and Conditions for Device Usage

- A prepaid, nonrefundable device protection premium of \$30 is required annually for all middle, high school, and virtual students. The premium is required, and, if not paid, the student is assessed the full cost of repair or replacement for all incidents. It is strongly recommended that students in Grades K-5 participate in paying the nonrefundable premium as well.
- It is imperative that the device the student is issued be maintained and handled in a responsible way. While the device protection plan can help cover incidents of damages, dependent upon the circumstance surrounding the damages, students may be responsible for these damages. If a power cord, case, or other accessory is damaged or lost the student is responsible for the full cost of replacement. Anderson Two or its representative will determine the nature of any damages.
- Each Chromebook should only be used by the student it is issued to.
- The device and power cord must be returned at the end of the school year or prior to transferring to another school.

My child and I have read, discussed, and agree to **Anderson School District Two Responsible Use Procedures (RUP) and Terms and Conditions for Device Usage**.

Student Name (print): _____ Student ID# _____

Homeroom/Advisory Teacher _____ Room # _____

Student Signature: _____ Date: _____



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Parent/Guardian Signature: _____ Date: _____