



United States Department of the Interior

BUREAU OF INDIAN EDUCATION

Flandreau Indian School

1132 N. Crescent Street

Flandreau, SD 57028

Telephone: (605) 997-3773 Fax: (605) 997-2601

August 25, 2020

Dear Parents & Guardians,

You have expressed a need for equipment for your student(s) to be able to continue Distance Learning. This equipment is BIA/BIE property, therefore must be accounted for.

Here is the Property Receipt form for you to sign and return to Flandreau Indian School.

Notice the statement... "It is understood that I am personally responsible for the property listed hereon and that if any of the property is lost, stolen, damaged or destroyed through my simple or ordinary neglect or negligence or gross negligence I can be held financially liable as determined by a Board of Survey." The Parent or Guardian of the student will print his/her name in the Received By: (Name & Title) box, and sign in the Signature and Date: box

Once the signed form is received at Flandreau Indian School the equipment will be packed for delivery/sending USPS (United States Postal Service).

Please remind your student(s) that you are responsible for this equipment. The equipment will be returned to Flandreau Indian School upon completion of online courses.

If your address is different than what is listed in our student information system, please provide the correct address for delivery of your equipment.

Sign the DI-105 Receipt for Property as indicated and return to Flandreau Indian School using the return envelope.

We are looking forward to working with you to succeed in your studies.

Sincerely,

Overall Fox, Chief School Administrator

Please review all documents and complete in full. You may either return them in enclosed postage paid envelope email to info@Flandreauindianeducation.com or fax to 605-997-2601. NO EQUIPMENT WILL BE ISSUED UNTIL THESE ARE RECEIVED AT OUR OFFICE.



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BUREAU OF INDIAN EDUCATION STUDENT IT CHECK OUT FORM

The Bureau of Indian Education (BIE) authorizes students to use technology devices and/or equipment owned or otherwise provided by BIE as necessary for instructional purposes. The use of BIE technology is subject to the conditions and restrictions set forth in applicable BIE policies, administrative regulations, BIE's Internet Safe and Responsible Use Policy, and this Information Technology (IT) Property Agreement.

BIE expects all students to use technology responsibly in order to avoid potential problems and liability. BIE may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Student Obligations and Responsibilities

Students are expected to use BIE technology safely, responsibly, and for educational purposes only. The student in whose name BIE technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Students are prohibited from using BIE technology for improper purposes, including, but not limited to, use of BIE technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm BIE technology or other BIE operations (such as destroying BIE equipment, placing a virus on computers, adding or removing a computer program

without permission from a teacher or other BIE personnel, changing settings on shared computers).

6. Install unauthorized software.
7. Manipulate data of the BIE or other users.
8. Engage in or promote any practice that is unethical or violates any law, policy, administrative regulation, or BIE practice.

Distribution

All IT equipment is Federal Property. Students must return the same IT equipment that they were issued. In the event of any issues including damaged, lost, or stolen IT equipment, the student and/or guardian must immediately report such information to the school principal and appropriate school personnel. The Student and a parent/guardian must sign the Bureau of Indian Education Property Agreement prior to receiving the IT Property.

Consequences for Violation

Violations of the law, BIE policy, or this agreement may result in revocation of a student's access to BIE technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, BIE policy, or this agreement may be reported to law enforcement agencies as appropriate.

This Information Technology (IT) Property Agreement must be signed BEFORE IT Equipment will be issued to the student.

IT Equipment is being issued to: _____ on _____
Student Name Date

Returning Your IT Equipment

By 02/01/2021 students are to return their IT Equipment to Flandreau Indian School. To return the device at an earlier time please email your school principal for further instructions. Failure to turn in the same IT Equipment issued as identified below, with the charger that was issued, will result in the student being charged the amount identified below. The school may also file a report of stolen property and withhold academic records if IT equipment is not properly returned.

Laptop Property Number:	Cost:
Chromebook Property Number:	Cost:
hot spot/jet pack (circle one) Property Number:	Cost: \$400.00
iPad Property Number:	Cost: \$329.00

Transferring/Withdrawing

Students that transfer or withdraw prior to the end of school, must turn in all IT equipment issued to student prior to the student's date of withdrawal. Failure to turn in the IT Equipment may result in the student being charged the full equipment replacement cost. Flandreau Indian School may also file a report of stolen property and withhold academic records.

We, _____ and _____ have read and agree to the following:
(Parent's Name) (Student's Name)

- The IT Equipment will only be used for school related activities.
- The student is responsible for the safekeeping of the IT Equipment.
- The IT Equipment will not be used to access inappropriate websites, for personal business, or for any malicious purpose like bullying.
- Use of the IT Equipment, including websites and documents, can be monitored.
- The parent/guardian by signing this form assumes all responsibility for the return of the IT Equipment in good working condition. IT Equipment that is not returned in good working order may result in revocation of a student's access to BIE technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, BIE policy, or this agreement may be reported to law enforcement agencies as appropriate.
- The parent/guardian by signing this form agree that they have also reviewed and agree to comply with following policies:
 - BIE's Internet Safe and Responsible Use Policy

Student Name: Print _____ Date: _____

Student Signature _____ Date: _____

Parent/Guardian Name: Print _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Enclosure 2 (Student Internet Use Policy and Agreement) to BIE Policy for Internet Protection and Appropriate Use

This document sets forth the rights and responsibilities for students under the Bureau of Indian Education's (the BIE's) Internet Safe and Responsible Use Policy.

Educational Purpose

1. The BIE Internet system has been established for limited educational purposes. Educational purposes include classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
2. The BIE Internet system has not been established as a public access service or a public forum. The BIE has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in this policy, the student disciplinary code, and the law in your use of the BIE Internet system. The student disciplinary code will govern any violations of this policy.
3. You may not use the BIE Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the BIE Internet system.

Access to Online Materials

1. The material you access through the BIE's Internet system should be for class assignments or for personal research on subjects similar to what you might study in a class or in the school library. Internet usage also includes appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and responses. The Internet is a vast ocean of information, valuable and accessible to the good and evil of people. As a student, please be aware of this and report all suspicious behavior to your teacher and principal.
2. Do not use the BIE Internet system to access or transmit the following:
 - a. Material that is obscene.
 - b. Child pornography.
 - c. Material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions.
 - d. Material that has been designated as for adults only.
 - e. Material that promotes or advocates illegal activities.
 - f. Material that promotes the use of alcohol or tobacco, school cheating, or weapons.
 - g. Material that advocates participation in hate groups or other potentially dangerous groups.
3. Students are allowed to use social networking media for research and collaboration with others for the purposes of educational need and access to real-time information. Be aware that social networking sites may contain inappropriate material or instances of cyberbullying – you are to immediately report these instances to your teacher and principal and discontinue your connection and use of the particular site until directed otherwise.
4. If you mistakenly access inappropriate information, you should immediately report this access in the manner specified by your school or to your teacher and principal. This will protect you against a claim that you have intentionally violated this policy.
5. The BIE has installed filtering software to protect against access to inappropriate material.
 - a. If you feel that the filtering software is blocking your access to an appropriate site, report this to a school librarian, computer lab coordinator, principal, or teacher. You

may also submit an anonymous request to have the site unblocked.

- b. Do not seek to bypass the filtering software by using a proxy site or some other technology.

Privacy and Communication Safety Requirements

1. "Personal contact information" includes your full name, together with other information that would allow an individual to locate you, including your family name, your home address or location, your work address or location, or your phone number.
2. If you are an elementary or middle school student, do not disclose your full name or any other personal contact information online for any reason.
3. If you are a high school student, you may disclose personal contact information to educational institutions, companies or other entities for career development purposes, or with specific staff approval.
4. Do not disclose names, personal contact information, or any other private or personal information about other students. You must never forward a message that was sent to you privately without permission of the person who sent you the message.
5. You must promptly disclose to your teacher or other school staff member any message you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

Unlawful, Unauthorized, and Inappropriate Uses and Activities

1. Unlawful activities
 - a. Do not attempt to gain unauthorized access to the BIE Internet system or to any other computer system through the BIE Internet system or go beyond your authorized access. This includes attempting to log in through another person's account or to access another person's files.
 - b. Do not attempt to disrupt the BIE Internet system or any other computer system or to destroy data by spreading computer viruses or by any other means.
 - c. Do not use the BIE Internet system to engage in any other unlawful act, including arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of any person.
2. Inappropriate language
 - a. Restrictions against inappropriate language apply to all speech communicated through the BIE Internet system, including public messages, private messages, and material posted on Web pages.
 - b. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Do not post information that could cause damage or a danger of disruption to your school or any other organization or person.
 - d. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. Do not harass or bully another person.
 - f. Do not post false or defamatory information about a person or organization.
 - g. You must promptly disclose to your teacher or another school staff member any message you receive from any other student that is in violation of the restrictions on inappropriate language.

3. Plagiarism and copyright infringement

- a. Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.

System Security and Resource Limits

1. System security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. Immediately notify a teacher or the system administrator if you have identified a possible security problem. However, do not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- c. Avoid the inadvertent spread of computer viruses by following the BIE virus protection procedures.

2. Resource limits

- a. Use the system only for educational and career development activities and limited, high-quality personal research.
- b. Do not download large files unless absolutely necessary. If necessary to do so, download the files at a time when the system is not being heavily used and immediately remove the files from the system computer.
- c. Do not misuse BIE, school, or personal distribution lists or discussion groups for sending irrelevant messages.

Your Rights and Expectations

1. Free speech. Your right to free speech and access to information applies to your use of the Internet. The BIE may restrict access to materials for valid educational reasons. The BIE will not restrict your access to information and ideas based on a disagreement with the views expressed. The BIE may restrict your speech for valid educational reasons. The BIE will not restrict your speech on the basis of a disagreement with the opinions you are expressing.
2. Copyright. You own the copyright to works that you create in school or for a class assignment. If the work is created by a group, each student will share joint ownership of the copyright. You and your parent or guardian must agree before your work will be posted on the BIE Website. Your work should be posted with your copyright notice.
3. Privacy
 - a. You should expect only limited privacy for the contents of your personal files on the BIE Internet system and for records of your online activity. All student use of the Internet will be supervised and monitored. The BIE's monitoring of Internet usage can reveal all activities you engage in using the BIE Internet system.
 - b. Routine maintenance and monitoring of the BIE Internet system may lead to discovery that you have violated this policy, the student disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the student disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
 - c. Your parents have the right to see the contents of your computer files at any time.

4. Due process

- a. The BIE will cooperate fully with local, state, or federal officials in any investigation related to any unlawful activities conducted through the BIE Internet system.
- b. In the event there is a claim that you have violated this policy or student disciplinary code in your use of the BIE Internet system, you will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- c. If the violation also involves a violation of other provisions of the student disciplinary code, it will be handled in a manner described in the code. Additional restrictions may be placed on your use of the Internet.

Limitation of Liability

The BIE will not guarantee that the functions or services provided through the BIE Internet service will be without error. The BIE will not be responsible for any damage you may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The BIE will not be responsible for the accuracy or quality of the information obtained through the system. The BIE will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm that may result from your intentional misuse of the system. You may use the system only if your parents have signed a disclaimer of claims for damages against the BIE.

Student Internet Account Agreement

Student Section

Student Name _____ Grade _____

School Flandreau Indian School

I have read the BIE's Student Internet Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the BIE's Student Internet Use Policy.

I hereby release the BIE, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the BIE system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the BIE policy. I will emphasize to my child the importance of following the rules for personal safety.

For Parents or Guardians of Elementary School Students

I hereby give do not give permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the World Wide Web, receive e-mail communications through a class account, and engage in other educationally relevant electronic communication activities.

I hereby give do not give permission for the school to post the following information and material on the Internet: Students will use a limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All student-posted work will contain the student's copyright notice using the limited student identification (for example, © 2007, jjwill, Student at Adams Elementary School).

For Parents or Guardians of Middle School Students

I hereby give do not give permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the World Wide Web, receive an individual e-mail account, and engage in other education-related electronic communication activities.

I hereby give do not give permission for the school to post the following information and material on the Internet: Students will use a limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All student-posted work will contain the student's copyright notice using the limited student identification (for example, © 2007, jjwill, Student at Adams Middle School).

For Parents or Guardians of High School Students

I hereby give do not give permission for my child to use the Internet. I understand that includes permission for my child to access information through the World Wide Web, receive an individual e-mail account, engage in other education-related electronic communication activities, and provide personal information to others for education or career development reasons or as approved by school staff.

I hereby give permission for the school to post the following information and material on the Internet:

Option 1: Students will use a limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All student-posted work will contain the student’s copyright notice, using the limited student identification (for example, © 2007, jjwill, Student at Adams High School).

Option 2: Students may be identified by their full names. Group or individual pictures of students with student identification are permitted. Student work may be posted with student name. All student-posted work will contain the student’s copyright notice, including the student’s name.

Option 3: No information or material may be posted.

Parent Signature _____ Date _____

Parent Name _____

Home Address _____ Phone _____

Space Reserved for System Administrator

Assigned Username _____ None _____

Assigned Temporary Password _____ None _____

For students in elementary and middle school, the following standards apply to any material posted on a publicly accessible site: Students will use a username that will disguise their full name. Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All student-posted work will contain the student’s copyright notice, including the student’s username.

For students in elementary and middle school using a password-protected site, parents may approve either the elementary/middle school’s publicly accessible site’s standards or the following standards: Students may be identified by their full name. Group or individual pictures of students with student identification are permitted. Student work may be posted with student name. All student-posted work will contain the student’s copyright notice, including the student’s name.

For students in high school on publicly accessible sites or password-protected sites, parents may approve either the elementary/middle school standards or the following standards: Students may be identified by their full names. Group or individual pictures of students with student identification are permitted. Student work may be posted with student name. All student-posted work will contain the student’s copyright notice, including the student’s name.