

Philipsburg School District #1 (GHS)
Technology Services Division
Mobil Device Usage: Granite High School
Rules and Conditions (“Agreement”)

This Agreement sets forth the rules and conditions under which an Educational Mobile Device (“**EMD**”) is lent to _____ (“Student”), who is enrolled at GHS. This Agreement is for the 2019-2020 school year and subsequent school years, unless it is modified or terminated earlier by GHS. The Student and his/her parents/guardians must read, understand, agree to, and sign this entire Agreement before a student can use a **EMD**. If the Student or parent/guardian does not understand or cannot read any part of the Agreement, he/she should ask for an explanation or clarification.

General

1. GHS lends an **EMD** to the Student during the school day and checkout to home in a relatively open, unlocked state, trusting that the **EMD** is able to operate the **EMD** in a responsible manner at all times and to treat it as valuable property of GHS.
2. All use of **EMD**, software, networks, and other technology must adhere to existing GHS and school policies.
3. For the purposes of this Agreement, the term “authorized GHS staff member” refers to a GHS school teacher, a GHS Technical Support staff member, or any GHS administrator.
4. A \$80.00 deposit is required before GHS will issue Students the **EMD**. Checks will be returned at the end of the school year as long as the **EMD** is free of any damages.

Student Usage Responsibilities

5. The **EMD’S** primary intended purpose is to support instruction and teacher-directed educational purposes. Other *responsible* uses of the **EMD** are permitted based on teacher approval, provided that such uses or actions do not violate any other part of this Agreement, are lawful, and do not interfere with the educational process or the proper operation of the **EMD** or of any network.
6. Printing at school or any other **GHS** locations shall be performed only for valid educational purposes, to specific permitted printers, and under the general direction of authorized **GHS** staff members.
7. Protection of the Student’s documents, data, and any personal applications is solely the responsibility of the Student. **GHS** provides server-based data storage, to which the **EMD** will attempt to automatically synchronize Student data (the *Documents* folder and *Desktop* only) when possible, or manually by the Student. **GHS** will perform nightly tape backups of the server-based data. In the event of a loss of data on the **EMD**, data from the last sync will normally be available, but the recovery of previous tape-based data may or may not be possible. **GHS** technical staff shall attempt a “best effort” to restore tape-based data within 5 school days of a restoration request by the Student, but restoration is *not* guaranteed. While **GHS** does not provide media or devices other than those included with the **EMD**, assistance with implementing personal backup procedures is available. This topic will be further covered in the Student orientation session.
8. It is the responsibility of the Student to maintain proper file management. Music, pictures, and videos should remain in the respective folders (Music, Photos, Movies) and not placed in the Documents or Desktop folders. Server-based storage is provided for school related files only. More information about this topic will be covered in your classrooms based on the teacher’s directions and discretion.
9. **The Student and authorized GHS staff are the only authorized users of the Student’s EMD.**
10. The Student and parents/guardians shall report to an authorized **GHS** staff member any violation of this agreement by anyone.

Student Usage Prohibitions

11. During the school day, **except as part of a staff-directed educational activity**, the Student is prohibited from:
 - a. **Sending or receiving personal email**
 - b. **Using instant messaging applications or websites**
 - c. **Using chat applications or websites**
 - d. **Using “blogging” or online-journaling applications or websites**
 - e. **Playing games other than those specifically allowed by, and at times designated by, the GHS instructional staff**
 - f. **Using the EMD in any way prohibited by a GHS staff member**
12. Irresponsible or unlawful use of the **EMD** will result in escalating disciplinary actions based on the seriousness of the violation. Possible irresponsible or unlawful behaviors that will result in disciplinary actions include, but are not limited to, those described in this Agreement, in the **GHS Acceptable Use Policy**, in other **GHS Board Policies**, in school procedures and policies, and in applicable local, state, and federal laws.
13. The Student shall know only his or her own password. No other passwords may be known or sought in any way. If a student notices or obtains a password that is not his/hers, the student shall immediately notify a **GHS Technical Support** staff member.
14. The Student shall **not bypass or attempt to bypass any form of electronic security built into the EMD’s operating system or of any network. All forms of “hacking” and “cracking” are prohibited, including both active and passive methods. Stealth information gathering is prohibited, both locally and on the network. If the Student has any question regarding what may be considered prohibited activity, he/she will ask a GHS staff member for guidance.**
15. The Student shall **not view, or attempt to view, inappropriate websites or other similar media/materials.** The Student shall report accidental viewing of inappropriate materials to his/her teacher or to other **GHS** staff. **GHS** provides network-based filtering compliant with the Child Internet Protection Act to block inappropriate websites and materials on **GHS** networks.
16. The **EMD** may not be used to host personal web pages, and may not be used as a server in any way other than those specifically permitted by authorized **GHS** staff.
17. The Student is **prohibited from providing personal information about himself/herself or others on the Internet, unless specifically permitted by authorized GHS staff and with an approved consent form signed by the parents/guardians.** This includes, but is not limited to, photographs, drawn likenesses, phone numbers, dates of birth, mailing or email addresses, names, nicknames, credit card information, social security numbers, and other personally identifiable numbers or descriptors.
18. The Student is prohibited from using the **EMD** iSight camera during school hours unless specifically permitted by authorized **GHS** staff. Any images or videos of students, **GHS** staff members, and/or school visitors created during school hours must be part of an educational activity supervised by a staff member.
19. **Illegal file sharing or other misuse of copyrighted materials or media is prohibited.** Downloading or uploading music, video, applications, or other files or media that violates copyrights is prohibited. *If the Student has any question about what may or may not be copyrighted material or its proper use, he/she will ask for guidance from authorized **GHS** staff.*
20. The Student shall not connect to any wired Ethernet jacks in the school or other **GHS** building without permission from an authorized **GHS** staff member.

EMD Security and Care

21. The Student is responsible for the physical and electronic security of the **EMD**. Any physical or electronic damage to a **EMD** must be reported immediately to an authorized **GHS** staff member.
22. The Student shall not remove, deface, or otherwise modify any **EMD** part, label, tag, or component. The **EMD** shall remain free of markings, drawings, stickers, or intentional marring of the surfaces. Exceptions may be made by the school for **GHS**-provided materials, if such materials are provided specifically for use with the **EMD**.
23. The Student will not disassemble or remove (or attempt to do so) any part of the **EMD**.

24. The Student shall not eat or drink near the **EMD** to prevent liquid or food crumbs from contaminating the keyboard or other part of the **EMD**. The Student is responsible for keeping the **EMD** clean and to observe reasonable caution to avoid damage or destruction of the **EMD**.

Rights of GHS Staff

- 25. Authorized **GHS** staff members have broad discretion to halt any activity, mandate any changes to the **EMD**, or physically remove the **EMD**, if in their judgment there is a disruption to the educational process.
- 26. **GHS** staff is responsible for maintaining administrative control of the **EMD**. Therefore, with or without notice to the Student, authorized **GHS** staff may observe the use of the **EMD** at any time using any lawful means. This means that authorized **GHS** staff may view the **EMD** without knowledge of the Student. The Student may not interfere in any way with this process. **GHS** staff may modify the **EMD** settings and software at any time.
- 27. The Student will make his/her **EMD** available to any authorized **GHS** staff member immediately, upon demand. The **EMD** is the property of **GHS** and was lent for instructional purposes. The Student has no expectation of privacy when using the **EMD**, nor shall any data on the **EMD** be considered private. The Student will provide the password to any encrypted or password-protected document upon demand
- 28. **This Agreement may be modified in whole or in part by GHS at any time when it is in the interest of GHS to make modifications to ensure that the EMD is primarily being used for instruction, to prevent disruption to the educational process, or to ensure the safety and welfare of the Student, other students and GHS staff. This agreement between the Student and GHS may be terminated by GHS without notice.**

I/We have read this agreement and understand the rules and conditions set forth in the agreement. I/We agree to the rules and conditions governing the loan of the **EMD** computer that my student will receive from the Philipsburg School District No. 1. I/We understand fully that the purpose of this computer loan is for his/her instruction.

The Student, his/her parents/guardians, and authorized GHS staff are the only authorized users of the Student's EMD.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____

I have read this agreement and understand the rules and conditions set forth in the agreement. I agree to the rules and conditions governing the use of a **EMD** computer to me from the Philipsburg School District No. 1. I understand fully that the purpose of this computer loan is for my instruction.

Student Signature _____ Date _____

Student Printed Name _____