

## TECHNOLOGY USAGE

### (Parent/Guardian Technology Agreement)

I understand that my child or ward's use of the district technology is not private and that the school district may monitor my child or ward's use of district technology including, but not limited to, accessing browser logs, email logs, and any other history of use. I consent to district interception of or access to all communications sent, received or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand that it is impossible for the district to control and restrict access to all controversial or inappropriate materials that may be accessible through the technology system. I agree to hold the district and its officers, agents, and employees harmless in the event my child obtains access to controversial or inappropriate materials while using the technology system. In consideration for the privilege of my child or ward using the district's technology system and being provided access to the Internet, I hereby release and hold harmless the North Andrew R-VI School District, its officers, board members, employees and agents, and any entity affiliated with the district, from and against any and all liability, loss, expense, or claim for injury or damages that I or my child or ward may incur arising out of use of the district's technology system.

I understand that I will be responsible for any unauthorized costs arising from use of the district's technology resources by my child/ward/child within my care. All damages incurred due to the misuse of the district's technology resources, including property and staff time, will be charged to the student. Any and all damages should be reported to the Technology Director immediately.

I have read the North Andrew R-VI School District Technology Usage policy, and, I understand that violation of these provisions may result in disciplinary action taken against my child/ward/child within my care including, but not limited to, suspension or revocation of my child or ward's access to district technology and suspension or expulsion from school.

#### HANDBOOK EXERPT

Chromebooks are provided to each student, but remain the property of the school. 6-12 students have the opportunity to take them home for school use. Other family members should not use devices. If a device is damaged or stolen it is the student's responsibility to report it to the Technology Director immediately. We will make every effort to fix the device and depending on the situation the student may be issued a loaner device until fixed. Students and parents will be encouraged to purchase insurance for the device following any damages being reported and fixed. Students may have to pay for damaged, lost, or stolen devices, pending an investigation of how the damage or loss occurred.

It is to your advantage to **take care of your devices.**

*\* Accidental damage insurance plans are available for Chromebooks. See the Technology Director for more details. \**

NEW STUDENT  
LOG IN INFO

#### Windows

Log in: full first name, period, full last name (ex: John Doe will be **john.doe**)

Password: NA lunch pin twice (ex: **45564556**)

#### Google

Log in: full first name, period, full last name @northandrew.org (ex: [john.doe@northandrew.org](mailto:john.doe@northandrew.org))

Password: NA lunch pin twice (ex: **45564556**)

Printed Full Name of Student: \_\_\_\_\_

Graduation Year/Current Grade of Student: \_\_\_\_\_

Student Lunch Pin (ask Secretary/Counselor): \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

*Please return a signed and completed Technology Usage Agreement form to the Technology Director to receive your school issued Google Chromebook.*

Access to computers, computer system, information networks, and to the information technology environment within the North Andrew School District system is a privilege, not a right, and must be treated as such by all students and staff. The North Andrew School District seeks to protect, encourage and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences of their peers, or can be considered as illegal, immoral and/or unprofessional conduct. The student is ultimately responsible for his/her actions in accessing technology. Failure to comply with the guidelines of technology use may result in the loss of access privileges and/or appropriate disciplinary action.

The North Andrew School District has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable, or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Attempts to disable, bypass or otherwise circumvent the content filter that has been installed in accordance with the federal Children's Internet Protection Act. This includes but is not limited to the use of proxy servers.
4. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
5. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
6. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.
7. Invades the privacy of individuals or entities.
8. Uses the network for commercial or political activity or personal or private gain.
9. Installs unauthorized software or material for use on District computers. This includes, but is not limited to, downloading music, pictures, images, games, and videos from either the Internet or via portable drives.
10. Uses the network to access inappropriate materials.
11. Uses the District system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of or alters restricted or confidential records or files.
12. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
13. Uses the District systems for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber-bullying and harassment are slurs, comments, jokes, innuendos, unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of unreasonably interfering with an individual's work or school performance; (b) interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.
14. Vandalism is defined as any attempt to harm or destroy the operating system, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards in the community for use of a publicly owned and operated communication device.

### **VIOLATIONS/CONSEQUENCES**

Students who violate this Policy will be subject to revocation of access up to and including permanent loss of privileges, and discipline up to and including expulsion.

Violations of law will be reported to law enforcement officials.

Disciplinary action may be appealed by parents and/or students in accordance with existing procedures for suspension or revocation of student privileges.

# North Andrew School District R-VI

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Dear Parent or Guardian of **“your student”**,

The 6<sup>th</sup>-12<sup>th</sup> grade educational program at the North Andrew School District includes a Chromebook that is issued to each student for educational use at school and home. We are very excited to make these powerful tools available to our students. We also understand that both students and parents are concerned about keeping these tools secure and in good working order. Like textbooks, team uniforms, and other school property issued to your student, there is a responsibility to take appropriate care of these valuable school resources. The Chromebook is no different, but it does represent an increased cost to the district and liability to students and parents. Although North Andrew does not cover intentional misuse, abuse, or neglect by any household members, we know that accidents will happen.

This letter has been sent to inform you that **“your student”** has broken their **first** Chromebook screen. They were... **“fill in the incident” and the screen was cracked.** They are currently using a loaner laptop, while a replacement screen ships.

Attached is an optional insurance form. There is no charge this time, but **“your student”** has been notified that any further damage to their Chromebook would at their cost, not the districts.

Total 2019-2020 replacement cost for the CTL NL6 Chromebook is \$269.00. Component costs are as follows:

*Chromebook	\$269.00	*Screen	\$52.00
*Keyboard	\$30.00	*Power Cord	\$25.00
*IPearl Protective Case	\$25.00	*Rubber bumpers/covers	Varies
*Headphones	\$10.00	*Mouse	\$10.00

Sincerely,  
Jeff Walker  
Technology Director  
[jwalker@northandrew.org](mailto:jwalker@northandrew.org)

**EXAMPLE INCIDENT REPORT MAILING**