

## **Commerce Public Schools One to One Chromebook User Agreement**

Commerce Public School District's technology and electronic services exists for the purpose of enhancing the educational opportunities and achievement of students. It is not possible to cover every situation, and this document should not be considered all-inclusive. Rather, it expresses the District's philosophy and sets forth general principles that all users should apply when using these electronic services. Electronic services are assets provided through taxes and other funding. The District is the custodian of that property and must ensure use of electronic resources serves to facilitate and support the District's educational goals. This document is intended to support existing District policies.

### **Terms**

The device (Chromebook) is legally the property of Commerce Public Schools. A yearly device fee must be paid for each device before it is distributed to the student. Additional financial obligation will be assumed by student/parent/guardian if loss or damage is a result of handling, transport, storage, use, or if reporting of loss/damage is not in complete compliance with the Device User Agreement. Failure to meet financial obligation will result in repossession of the device. Once a student is no longer attending Commerce Public Schools, the device must be immediately returned. All devices must be returned no later than the last day of school for that student. Any device not returned by the designated deadline will be considered stolen property.

### **User/Maintenance Fee**

The yearly device fee is \$25 per device, per year, to be paid to Commerce Public Schools. This fee is nonrefundable. Families with three or more children in the District will only pay for two device fees. Students will check out the same device and maintain its use each school year unless otherwise specified. Students will not be denied access to a device for failure to pay the usage fee. Failure to pay the usage fee will prohibit the student from taking the device home.

### **No Expectation of Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the District's technology resources including, but not limited to, internet usage, camera, email, and network drives. By using the District's Network and technology resources, all users are consenting to having their technology usage monitored.

All electronic communications and all data stored on the District's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by District administrators or their designees at any time. Any such search, access, or interception shall comply with all applicable laws. Users are required to return District technology resources to the District upon demand.

### **Damage, Loss, or Theft**

In the event of accidental damage, each student will have 1 instance where they can have their device repaired or replaced for a maximum fee of \$100.00. Students are only allowed 1 instance throughout their entire high school career. After the 1<sup>st</sup> instance, students and their guardian will be responsible for the full repair or replacement cost of the device.

Note: Special consideration will be given to those individuals that request a payment plan when having a device repaired or replaced. Request shall be made to the Superintendent of Schools in writing.

If the device is damaged, lost, or stolen, a report must be filed with the school administration within one school day. If the device has been stolen, a police report must be filed within 24 hours of the incident. Documentation of the police report must be submitted to the school office the next school day. If a stolen device is not reported in the

aforementioned fashion, it will be considered lost. Student is financially responsible for the total cost of a lost or carelessly-handled device.

Student is responsible for safely transporting, storing, and care of the device.

- Transport device in school-issued bag at all times.
- Use stable platform when working on the device
- Avoid extreme temperatures, especially in automobiles
- Do not eat or drink near device
- Use clean hands
- Insert/disconnect accessory devices and power cords carefully, and use the correct angle
- Store device in a secured area, as much out of sight as possible, to avoid theft

### **Repossession**

Non-compliance with user agreement will result in repossession of the device, which could involve District personnel coming to your place of residence. Not returning the device by the end of the year would be considered non-compliance with the user agreement.

### **Accommodations**

Any request to limit student use of this device must be submitted in written form to administration. Administration reserves the right to restrict student use of the device for non-compliance with terms of agreement.

### **Objectionable or Harmful Material Prohibited**

Users are prohibited from viewing, accessing, or downloading material that is unlawful, abusive, objectionable, pornographic, or otherwise prohibited by District policy or applicable laws.

### **“Hacking” and Vandalism Prohibited**

Users are prohibited from accessing restricted resources, defacing technology resources (both physical and electronic defacement), or circumventing any security or access control measures used to protect District resources.

### **Security and Safeguarding Accounts and Passwords**

The District recognizes that security of the network is an extremely high priority and poses challenges for collective and individual users. One fundamental need for acceptable use of the District’s electronic resources is respect for, and protection of, password security. Personal passwords may be created to protect students utilizing electronic resources. These passwords shall not be shared with others; nor shall students or other users use another person’s password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects all users from wrongful accusation or misuse of electronic resources or violation of the District policy, state or federal law. All users will be held accountable for the consequences of intentional or negligent disclosure of this information.

The passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the users sharing his/her password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges, as well as other discipline. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system, as well as other appropriate discipline.

All users are expected to lock and secure their device when it is left unattended. This includes locking the screen with a password at all times.

All users are required to immediately report any abnormality in the system to the designated technology staff member as soon as they observe it.

### **Network Etiquette and Privacy**

Users are expected to abide by generally accepted rules of electronic network etiquette. These general rules include, but are not limited to, the following prohibitions: (1) Users are expected to use appropriate language and are expected to be polite. Use of the District's technology or electronic resources to cyber-bully or to create or transmit messages that are abusive, insulting, harassing, bullying or threatening to others is prohibited. (2) Users should avoid transmitting confidential information (including individually identifiable information or records about any particular student) through email and must use care to protect against negligent disclosure of such information. (3) Users are expected to maintain privacy and confidentiality of sensitive information, just as they would in non-electronic communications. Students should avoid sharing personal information. (4) Users may not use the District's technology or electronic resources in such a manner that damages, disrupts, or prohibits the use of the system by others.

### **Inappropriate and/or Frequent Personal Use**

This policy allows occasional, incidental personal use of the District's electronic services but sets restrictions on such use. District resources are to be used primarily for school-related purposes and must not violate any of the rules contained in this policy or any other District policy and must not damage the District hardware, software, or network systems.

### **Violations of Copyrights and Software License**

This policy prohibits illegal publication or copying of copyrighted material, or other use of copyrighted materials without the permission of the copyright holder. This policy also prohibits illegal copying of software or other use of software. Students will be held personally liable for any of their own actions that violate copyright laws or software agreements.

A consistently high level of personal responsibility is expected of all users granted access to the District's technology resources. The consequences for any violation or attempted violation of the District's acceptable use policy may include, but are not limited to, one or more of the following:

- temporary suspension of device access,
- permanent suspension of device access,
- disciplinary action up to OSS,
- referral to law enforcement agency,
- temporary suspension of privileges during investigation.

