

TECH OFFICE USE ONLY

GRAD YEAR _____

Plan: Single _____ **Family** _____

Amount Paid _____ **Date Paid** _____

Payment Method: Cash _____ **Check#** _____

Receipt# _____

DELL LATITUDE 3350 COMPUTER PROTECTION

The Hill City School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection, and insurance. The term “computer” refers to the machine itself, the battery, and any other component of the device.

Dell Latitude 3350 WARRANTY: This coverage is purchased by the Hill City School District as part of the purchase price of the equipment. The computer is warranted free from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the computer or computer replacement. The Dell Latitude 3350 warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Hill City School District has purchased coverage to protect the computers against accidental damage such as liquid spills, accidental drops, and power surges. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The insurer will assess the computer damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. Incidences of damage after the first occurrence will be deemed as carelessness. The student will be charged a fee based on the schedule described on the replacement pricing page (see reverse). The student will be provided a computer. These charges will occur outside of the Accidental Damage Protection plan.

INSURANCE FOR THEFT, LOSS, OR FIRE: Computers that are stolen, lost, or damaged by fire are not covered by the Dell Latitude 3350 Computer Warranty or the Accidental Damage Protection outlined above. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

No Insurance You agree to pay for the replacement of the computer at a cost not to exceed \$ \$615.00 should the computer be stolen, lost, or damaged by fire.

Personal Insurance You will cover the Notebook under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company and any additional amount needed to cover the computer replacement not to exceed \$ \$615.00.

School District Protection You choose to pay the school district an annual protection payment for coverage of theft, loss, or damage by fire to the computer in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in the Hill City School District using computers. The \$25.00 payment is non-refundable.

This protection coverage has a \$200.00 additional charge per occurrence that is the responsibility of the student/parent and must be paid before the computer can be repaired or replaced. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal’s office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to computers. Warranty, Accidental Damage Protection, or School District Protection **DOES NOT** cover intentional damages.

Student Name: (Please Print) _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Hill City School District Dell Latitude 3350 Replacement Pricing

I understand that I will be charged the listed amount for losing the following items:

Battery	\$120
Charger	\$60

I also understand that intentional damage or destruction to my school issued laptop will result in a fine of the following amount:

LCD	\$150
Keyboard	\$20
Casing	\$150
System Board	\$300

I understand that I will be fined the following for defacing my school issued laptop:

Missing or damaged tags	\$5 per tag
Pen/pencil marks and sticker removal	\$5

Student Name: (Please Print) _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Responsibilities for Computer Use

Student Responsibilities

1. I will take good care of my computer and know that I will be issued the same computer each year.
2. I will never leave the computer unattended.
3. I will never loan out my computer to other individuals.
4. I will charge my computer's battery nightly.
5. I will keep food and beverages away from my computer since they may cause damage to the computer.
6. I will not disassemble any part of my computer or attempt any repairs.
7. I will protect my computer carrying it while in an approved case.
8. I will use my computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on the computer.
10. I understand that my computer is subject to inspection at any time without notice and remains the property of the Hill City School District.
11. I understand and agree to follow the criteria described in the Privileges and Consequences Table.
12. I will follow the policies outlined in the **INTERNET/NETWORK/ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY** while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery in the event any of these items are lost or stolen.
16. I agree to return the computer and power cords in good working condition.

Parent Responsibilities

1. Parents will be responsible for monitoring student's use of the computer at home.
2. Parents will be responsible for reviewing the **INTERNET/NETWORK/ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY** with their child(ren)/student(s).
3. Parents are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while the student is at home.

Student Name: (Please Print) _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

****Sign and Return these pages***

**STUDENT SIGNATURE AND PARENTAL CONSENT FORM
STUDENT INTERNET ACCOUNT**

I have read the **INTERNET/NETWORK/ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY**. If I follow the rules, I may keep my account on Internet and other telecommunication devices. If I do not follow the rules in the Acceptable Use Policy, I understand that my network account will be taken away from me. I understand that there will be no second chances.

Student's Last Name

Student's First Name

Student's Signature

_____/_____/_____
Date

PARENTAL/GUARDIAN CONSENT

I have read the **INTERNET/NETWORK/ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY**. I understand that the Internet is a world wide group of hundreds of thousands of computer networks. I know that the Hill City School District does not control the content of these Internet networks. When using the Internet, I realize that students may read material that I might consider controversial or offensive. I understand that it is the student's responsibility to use good judgment while accessing the Internet. The Hill City School District has my permission to give an Internet account to my child. I understand that my child may keep this address as long as the procedures described in the Acceptable Use Policy are followed.

Parent/Guardian Signature

_____/_____/_____
Date

Hill City School District	NEPN Code: IIBGA
Policy Manual	

INTERNET/NETWORK/ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY

Introduction

We are pleased to offer students and staff of the Hill City School District access to the district computer resources, network resources, electronic mail, and the Internet. This policy also applies to any electronic device capable of receiving or transmitting information, whether privately-owned or district-owned, in use on school district property. To use these resources, all students and staff must read this agreement and must sign and return this form. Those students under age 18 must obtain parental permission. Parents, please read and complete this document carefully, review its contents with your son/daughter, and initial where appropriate. Any concerns or questions about this permission form or any aspect of the computer network should be referred to the technology coordinator. This document is available on the Hill City School District web site, www.hillcity.k12.sd.us.

General Network Use

The network is provided for students and staff to conduct research, complete or design assignments, and communicate with others. Access to network services is given to students and staff who agree to act in a considerate and responsible manner; however, parental permission is required for minors. Students and staff are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Access is a privilege—not a right, and as such, entails responsibility. General school rules for behavior and communications apply, and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Network storage areas may be treated like school lockers. Network and school administrators and their designees may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Internet/World Wide Web

Access to the Internet and the World Wide Web will enable students and staff to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits derived by students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and

guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Hill City School District supports and respects each family's right to decide whether or not to apply for access.

Publishing to the World Wide Web

Parents, your daughter or son's **work** may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requires such permission, those requests will be forwarded to the student's parent/guardian.

Your daughter or son's full **name** may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission. If published, his/her name will appear on pages with school-related purpose and will be included to further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any other information about your son/daughter beyond that implied by their inclusion on the web page(s).

Terms and Conditions

1. Acceptable Use: The use of your account must be in support of education and research and consistent with the educational objectives of the Hill City School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited.

2. Privileges: As stated earlier, the use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be included in a discussion with a Hill City School District faculty member pertaining to the proper use of the network. The system administrators will deem what is inappropriate, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Hill City School District may request the system administrators to deny, revoke, or suspend specific user accounts.

3. Network Etiquette: Both students and staff are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive, obscene, or harassing in your messages to others. A good rule to follow is never view, send, or access material which you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- b) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.

- c) Do not reveal your personal address or phone number nor those of other students or staff.
- d) Communications on the network are often public in nature. Note that electronic mail (e-mail) is not guaranteed to be private. Do not write or send anything you wouldn't want anyone else in the world to see. School staff may inspect network storage areas, as that is inherent in the authority granted the school. Staff members who operate the system have access to all mail and stored data. Messages relating to or in support of illegal activities may be reported to law enforcement.
- e) Do not use the network in such a way that disrupts the use of the network by other users. Hardware and software shall not be destroyed, modified, or abused in any way.
- f) All communications and information via the network should be assumed to be private property. Be aware of copyright and be certain to cite with full credit any material use.

4. Hill City School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. Hill City School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, error, or omission. Use of any information obtained by Hill City School District is at your own risk; Hill City School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a system administrator; do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the network. Do not share your password. Account owners are responsible for all activities under their account. Do not copy other people's work or intrude into other people's files.

6. Vandalism: Vandalism will result in cancellation of privileges and assessment of costs for repair or replacement. Vandalism is defined as any malicious attempt to harm or destroy the hardware, software, or data of another user, of the Internet, or of any agencies or other networks that are connected with our network system. This includes, but is not limited to, the uploading or creation of computer viruses. Users should take special care with physical facilities, hardware, software, and furnishings. Users may not move, unplug, alter, or add equipment or software to the network without faculty approval. Users may not alter computers or change the settings or system configurations in any way.

a) Do not access or participate in chat rooms or multi-user environments. Do not download or play games.

Student may not send or receive e-mail, unless specific permission is granted by a teacher.

b) Do not waste school resources by printing excessively or consuming limited server space or bandwidth.

c) Do not download or install any commercial software or freeware onto any computer or the network.

Check with a faculty person before installing software purchased by you or the school district.

d) Do not use the computers or the network in any way which may disrupt service or its operation.

In addition to those items listed above, the following uses of school-provided network and Internet access are not permitted:

- To access, view, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit obscene, abusive, or sexually explicit language.
- To violate any local, state, or federal statute.
- To intentionally disrupt network traffic.
- To degrade or disrupt equipment or system performance.
- To use the system for commercial or financial gain.
- To use the system to defraud.
- To vandalize, damage, or disable the property, physical or digital, of another individual or organization.
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission, including plagiarism.
- Any activities that may be construed as causing damage to or misuse of the system, including using another's work with permission but in violation of classroom rules, protocol, and ethics.

7. Consequences: Since technology access is a privilege and not a right, users have the responsibility to use the technology in an appropriate manner. Consequences of misuse or abuse of the Internet, hardware, or network, depending upon the severity of the situation, may include one or more of the following:

- A warning, followed by a review of policy and appropriate guidelines with the building principal. Loss of access.
- Additional disciplinary action determined at the building level in line with existing practice regarding inappropriate language or behavior.
- Loss of employment, if a school district employee.
- When applicable, law enforcement agencies may be contacted.

Bibliography

Bellingham Public Schools. Student Network/Internet User Agreement/Parent Permission Form. Bellingham, WA, 2002.

Madison Central School District. Internet/Technology Acceptable Use Policy. Madison, SD, 2001.

Hill City School District 51-2
Student Internet/Network/Electronic Communications User Agreement and Parent Permission Form

To use networked resources, all students must sign and return this form, and those under age 18 must obtain parental permission. The activities listed below are not permitted:

- Sending or displaying offensive pictures or messages.
- Using obscene language.
- Giving personal information, such as complete name, phone number, address, or identifiable photo, without permission from teacher and parent or guardian.
- Harassing, insulting, or attacking others.
- Damaging or modifying computers, computer systems, or computer networks.
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work, or files.
- Intentionally wasting resources.
- Employing the network for commercial purposes, financial gain, or fraud.

Consequences: Since technology access is a privilege and not a right, users have the responsibility to use the technology in an appropriate manner. Consequences of misuse or abuse of the Internet, hardware, or network, depending upon the severity of the situation, may include one or more of the following:

- A warning, followed by a review of policy and appropriate guidelines with the building principal. Loss of access.
- Additional disciplinary action determined at the building level in line with existing practice regarding inappropriate language or behavior.
- When applicable, law enforcement agencies may be contacted.

Student User Agreement:

As a user of the Hill City School District computer network, I hereby agree to comply with the statements and expectations in this document and to honor all relevant laws and restrictions. (Please initial appropriate items.)

- _____ agree to use the network responsibly
- _____ grant permission to have my materials published to the World Wide Web
- _____ grant permission to have my full name published to the World Wide Web
- _____ grant permission to have my photograph published to the World Wide Web when related to or participating in school activities

Student Signature _____ Date _____

Parent/Guardian Permission:

All students are provided with access to district computer resources. In addition to accessing the district computer network, as the parent or legal guardian, I grant permission for the above-named student to:

(Please initial appropriate items)

- _____ access the Internet and e-mail systems
- _____ have his/her materials published to the World Wide Web
- _____ have his/her full name published to the World Wide Web
- _____ grant permission to have his/her photograph published to the World Wide Web when related to or participating in school activities

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use—setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent signature _____ Date _____

The board is committed to providing a safe learning environment that prepares students for a rapidly changing world. To ensure that students safely and appropriately benefit from the district’s technology resources, the district shall provide Internet safety instruction to all students. The district’s internet safety curriculum shall include, but is not limited to:

- (1) Instruction conveying appropriate online behavior and online social interaction
- (2) Instruction promoting cyberbullying awareness and the ways in which the district responds to cyberbullying.

It shall be the duty of the superintendent to ensure that Internet safety instruction is integrated into the district’s instructional program.

Legal References: FCC Order and Report 11-125 (Education component to CIPA)

Adopted: December 10, 2003

Revised: September 10, 2012