

PERSONALLY OWNED COMPUTING/NETWORK DEVICE ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT PERMISSION FORM

The purpose of this document is to inform parents, guardians and students of the rules governing the use of personally owned computing/network devices while on or near school property, in school vehicles and at school-sponsored activities.

Please read the following information carefully before signing the attached permission form.

Introduction

Radford City Public Schools (RCPS) is pleased to offer students access to district computers, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology whether personal or district-provided. While using district or personal technology resources on or near school property, in school vehicles, and at school-sponsored events, each student must act in a manner consistent with school, district and legal guidelines. It is the joint responsibility of the parent or guardian of each student and school personnel and to educate the student about his/her responsibilities and to establish expectations when using technology.

Using RCPS Technology Resources

The information systems and Internet access available through RCPS are available to support learning, enhance instruction, and support school system business practices. RCPS information systems are operated for the mutual benefit of all users. The use of the RCPS network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other RCPS employees.

The RCPS network is connected to the Internet, a network of networks, which enables people to interact with millions of networks and computers. **All access to the RCPS network shall be preapproved by the classroom teacher.** The school or office may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems.

Other disciplinary action may be imposed as stated in the Radford City Public Schools Student Code of Conduct. RCPS implements Internet filtering on all RCPS sites. Schools will continually educate students on personal safety practices and effective techniques for identifying and evaluating information and its sources.

Respect for Others

Users should respect the rights of others using the RCPS network by:

- Using assigned workstations as directed by the teacher.
- Being considerate when using scarce resources.
- Always logging off workstations after finishing work.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Leaving equipment and room in good condition for the next user or class.
- Use of the device's camera is strictly prohibited without permission of the instructional staff.

Ethical Conduct for Users

It is the responsibility of the user to:

- Use only his or her account or password. It is a violation of RCPS Acceptable Use Policy (AUP) and Regulations to give access to an account to any other user.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Not read, modify, or remove files owned by other users.
- Use the RCPS network and resources in a manner that is consistent with the mission of the school system. The use of RCPS network for personal use or private gain is prohibited.
- Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of RCPS network and resources to illicitly access, tamper with, or experiment with systems outside RCPS.
- Refrain from using offensive, obscene, or harassing language when using RCPS network systems.
- Abstain from accessing, changing, or deleting files belonging to others.
- All software on any personally owned computing device shall be properly licensed. The use of non-licensed software violates the AUP.

Respect for Property

The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with terms of a preauthorized license agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted. In addition:

- Do not modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to teacher
- Leave workstations and peripherals in their designated places.

Internet Safety and Security

- Students using a personally owned device using a wireless connection are only permitted to connect to the RCPS-Personal network.
- Appropriate virus-checking software must be installed, updated, and made active prior to any personally owned computing device being placed on the RCPS network.
- Operating system software must be the most current version and up-to-date with all relevant patches.
- No device placed on the RCPS network will have software that monitors, analyzes, or may cause disruption to the RCPS network.
- Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal.
- Users will not change or delete files belonging to others. □
- Real-time messaging, email and online chat through the RCPS Google Portal may only be used with the permission of the teacher.
- Students are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all material they seek.

- Users are responsible for reporting any inappropriate material they receive.
- Users are prohibited from accessing portion of the Internet that is inconsistent with the educational mission of RCPS.
- All student-produced web pages are subject to approval and ongoing review by responsible teachers and/or principals. All web pages should reflect the mission and character of the school.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Students have the responsibility to cite and credit all Internet material used. □
- Any device placed on the RCPS network is subject to discovery under the Freedom of Information Act (FOIA), and possible confiscation by school authorities. RCPS reserves the right to monitor and investigate activities on personally-owned computing equipment on the RCPS network.

Regulations

Students are prohibited from downloading illegal material, or inappropriate content as defined by current version of the Acceptable Computer System USE, GAB/IIBEA RCPS on RCPS computers or personal devices inside RCPS.

- Students are bound to and must comply with GAB/IIBEA and GAB/IIBEA RCPS, while on RCPS property or using RCPS resources, regardless of who owns the computer or device used by student or how it is connected.

Theft or Damage

Since bringing your own device to school is **voluntary and not mandated**, the school or division will not be held responsible should a loss or damage occur to personal devices. Additionally, RCPS will not be responsible for updating, troubleshooting or repairing student devices.

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I, _____ agree to let _____

Name of parent or guardian

Name of student

bring their personally owned computing device for instructional use in Radford City Public Schools (RCPS). I understand that the student named above will be permitted to use their personally owned device, subject to the conditions in this document.

I understand that if I agree to allow my child to use their own device, Radford City Public Schools is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that RCPS Staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

RCPS uses technological measures such as filtering to promote Internet safety. Filtering limits students' ability to access harmful Internet sites from any device connected to the RCPS network, but only when this equipment is used in school on the RCPS network. Access through cellular networks does not provide the same measures of filtering. Students should only use the RCPS network (not private cellular service) for Internet access while on RCPS property.

I have verified my child is aware that all aspects of the Radford City Public School's *Student Code of Conduct, Acceptable Computer System Use* apply to the use and care of their personal device while on RCPS property or while involved in any RCPS sponsored event/activity.

I understand that the purpose of allowing my child to use their own device is to participate in teacher approved activities in support of the RCPS curriculum. Uses of these devices for unrelated activities beyond or outside the RCPS educational program are prohibited.

_____/_____/_____

Parent or Guardian's Signature

Date

Student Acceptance:

I agree to adhere to the AUP guidelines presented in the Student Rights and Responsibilities Booklet. I will utilize the device(s) for instructional purposes only while at any RCPS school or on the RCPS network.

_____/_____/_____ Student
Signature Student ID# Date

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To be filled in by Parent/Guardian: You may fill out this form to register up to 2 devices. If you need assistance with collecting this information, please ask a member of your school technology support team.

	Device
Device Type (make and model)	
Serial Number	
Device Type (make and model)	
Serial Number	