**Maysville Public School Computer Agreement**

Student Laptop Agreement PURPOSE: Maysville Public Schools provides all students access to the Internet, network resources as well as Laptop (Laptop) computers at designated graded levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by the Maysville Public Schools

Technology Acceptable Use Policy’s stated in the Student Handbook. Additional rules may be added as necessary and will become a part of this policy.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY Specifically, the student will adhere to these guidelines each time the Internet is used at home and school:

1. Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.

2. Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber bullying, such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks, is to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.

3. Will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.

4. Will never reveal identifying information, files or communications to others through email or post to the Internet.

5. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person’s account and/or password.

6. Will not share passwords or attempt to discover passwords. Sharing a password could cause the primary user to become liable if problems arise with its use and subject to disciplinary action.

7. Will not download and/or install any potentially harmful programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.

8. Will not tamper with computer hardware or software, engage in unauthorized entry into computers, vandalize or destroy the computer/computer files. Damage to computers may result in criminal charges.

9. Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.

10. Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

11. Will keep laptop secure and damage free. Follow these general guidelines:

• Do not loan your laptop or charger and cords.

• Do not leave the laptop in vehicle. • Do not leave your laptop unattended.

• Do not eat or drink while using the laptop or have food or drinks in close proximity to laptop.

• Do not allow pets near your laptop.

• Do not place the laptop on floor or in sitting area such as couches or chairs.

• Do not leave the laptop near table or desk edges.

• Do not stack objects on top of your laptop.

• Do not leave the laptop outside or use near water such as a pool.

• Do not check the laptop as luggage at the airport.

• Do not put stickers or labels directly on the laptop surface.

**12. You are financially responsible for the equipment issued:**

• If you lose either the laptop or the power adapter, you will be expected to pay full replacement cost for the lost equipment.

• If an item (Laptop or Power Adapter) is stolen while in your possession, MPS will replace the equipment at no charge to you provided you produce a Police Report within five days of the loss.

• Most repairs to the equipment issued will be paid in full by MPS. However, if the MPS Administration deems that damage caused to equipment was malicious or intentional, you will be charged for the repair.

13. Transporting or moving your Laptop

• Students must transport Laptops with care and are expected to provide backpacks for their issued Laptop. Laptops must be in a protected backpack while in transit to and form. At minimum, backpacks must be padded, and must have at least two one-inch shoulder straps. Totes and string bags or packs are not authorized to be used in transporting Laptops

• Laptop lids should always be closed and tightly secured when moving

• Never move a Laptop by lifting from the screen. Always support a Laptop from the bottom

• Do not place anything in your backpack that press against the Laptop cover.

14. You are ultimately responsible for backing up all personal files. Google Drive is available to store all your academic work.

15. Students are required to understand and comply with this policy. Failure to comply could result in disciplinary action. By signing this policy, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of MPS technology, including personally backing up personal data. MPS is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district’s control. Information obtained via the Internet and other sources using MPS technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of these guidelines future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action or fees outlined in the MPS Student Handbook and, if applicable, my Laptop computer may be recalled.

By signing, I give permission for the school to allow my son or daughter to be issued a Laptop or laptop under the conditions set forth above.

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_