

2017-18 Sandwich Public Schools Student Technology Agreements

Sandwich Public Schools (SPS) is pleased to offer students access to the Internet and other technology resources. SPS believes that appropriate use of technology by students enhances the learning experience. To aid students in the proper use of technology, SPS students will be provided information and instruction on the use of technology at school.

Expectations for student behavior while using technology are no different than in-person interactions. All students and their parent/guardian must review and agree to the following agreements prior to being issued a device. Student and parental signatures will indicate your knowledge of the rules and provisions regarding the Internet and use of the schools' district technology resources.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Relationship to Student: _____

School/Location Oak Ridge STEM Academy Sandwich High School

Year of Graduation:

Sandwich Public Schools Student Chromebook Agreement

Receiving Your Device

Chromebooks will be distributed to students who have signed and returned all paperwork and who attend one of the Chromebook training sessions along with a parent or legal guardian.

Caring for Your Device

Each device is the property of Sandwich Public Schools and all users are expected to abide by the policies in this manual and those contained in Sandwich's Student Acceptable Use Policy.

1. Students are responsible for the general care of the device they have been issued by Sandwich Public Schools.
2. Devices that are broken or fail to work properly must be taken to the Technology Help Desk for an evaluation of the equipment.
3. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
4. Cords and cables must be inserted carefully into the device to prevent damage.
5. Devices must remain free of writing, drawing, stickers, or labels that are not provided by Sandwich Public Schools.
6. Devices must never be left in an unlocked locker, unlocked car, locker room or any unsupervised area.
7. Students are responsible for bringing their fully charged device to school each day.
8. Skins or protective coverings used with the device must be school appropriate and consistent with the Sandwich mission and philosophy.
9. Devices should be stored in a secure place.
10. Students are encouraged to take their devices home everyday after school.
11. Devices should not be stored in a student's vehicle at school or at home.
12. Under no circumstances should devices be left unsecured and/or in unsupervised areas.

Screen Care

Device screens can be damaged if subject to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Please be mindful that devices are sensitive to weather conditions and should not be stowed in extreme weather conditions such as heat, cold, or rain.

1. Do not lean on the top of the devices, even when the case is closed.
2. Do not place anything on or near the device that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.

4. Clean the screen with a soft dry cloth or anti-static cloth.
5. Do not bump the device against lockers, walls, car doors, floors, etc.
6. Keep liquids away from your tablet.

Screensavers & Background Images

Any media or image deemed inappropriate by Sandwich administration may not be used as a screensaver, background photo, or icon. Examples of images that would not be considered school appropriate include but are not limited to the following: guns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang related symbols or pictures. The use of such media or images may result in disciplinary action.

Sound, Music, Games, Apps

Use of the device in school must be primarily for education and should contribute to the learning environment. Students are permitted to use the device for personal use, however, if it is deemed to be distracting to the learning process it may result in disciplinary action.

Backing up Personal Apps and Data

Sandwich is not responsible for lost or damaged applications or data related to personal use. It is highly recommended that students back up all personal data.

Internet Access

Students are allowed to set up wireless networks on their devices.

Managing Files & Saving Work

Students may save work on their device. It is recommended that students use an alternate means of document storage such as email, Google Drive, Evernote and Dropbox accounts. Storage space will NOT be backed up in case of re-imaging.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Device Software

Any changes to the device's original operating system are strictly prohibited and may result in disciplinary action and/or financial restitution to the school for damages incurred.

Originally Installed Software

Software and applications originally installed by Sandwich must remain on the device in usable condition and be easily accessible at all times. The school may add software applications for use in a particular course.

Inspection

SPS Administrators reserve the right to inspect devices and content on demand.

Acceptable Use

Use of SPS's technology resources is a privilege, not a right. The privilege of using technology resources provided by Sandwich is not transferable or extendible by students to people or groups outside Sandwich

and terminates when a student is no longer enrolled in Sandwich Public Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named herein, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied. Student infractions are subject to terms outlined in the Student Handbook.

When applicable, the Sandwich Police will be notified.

(Please visit <http://www.sandwich.k12.ma.us/shs/AUP2012.pdf> for more information concerning Acceptable Use Policy and Student Handbook <http://www.sandwich.k12.ma.us/shs/handbook.pdf>)

Parent/Guardian Responsibilities

Talk to your children about values and the standards they should follow when using the Internet just as you do on the use of all media information sources such as television, telephone, movie, and radio.

School Responsibilities

Sandwich Public Schools will:

- Provide Internet access to its students
- Provide Internet blocking of inappropriate materials as able
- Provide age appropriate restrictions as able

Sandwich reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment as well as to investigate inappropriate use of resources.

Student Responsibilities

Students will:

- Use all Sandwich technology resources in a responsible and ethical manner.
- Obey Acceptable Use Policy and Student Handbook, concerning behavior and communication applicable to technology use.
- Notify a teacher or an administrator immediately if any security problems occur, including receiving any communications containing inappropriate or abusive language or questionable subject matter.
- Monitor all activity on their account(s).
- Return their device along with all other school issued equipment and hardware (including chargers) according to the terms and conditions outlined by the course instructor or by the school.
- Use all technology resources in an appropriate manner so as to prevent damage.
- Turn off and secure their device after they are finished working to protect their work and information.

Damaged Devices and Theft

Sandwich is not responsible for repair of malfunctioning devices including accidental damage. Students are required to have devices repaired within 30 days of accidental damage. The full cost of repair or replacement of devices damaged from misuse or neglect is the sole responsibility of students who have been issued the device and their family.

Students are responsible for any and all damage to devices and related hardware.

Stolen devices must be reported immediately by the student to a teacher, an Assistant Principal, or the Sandwich Police Department. Note: In order to receive reimbursement from the insurance company a police report must be on file.

Theft or Loss

Sandwich Public Schools loans devices to students for school use. The student is ultimately responsible for the device, and as such, is responsible for ensuring that the device is not lost or stolen. In the event that the device is lost or stolen, the family will be responsible for the full replacement cost of the device.

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/guardian for the protection coverage to take place. A copy of the police/fire report must be provided to the Insurance Company and Sandwich Public Schools.

Fines/Penalties

If a student fails to return the device, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, and/or the insurance deductible. Failure to return the device will result in a theft report being filed with Sandwich Police Department.

Returning Your Device

Students who transfer, withdraw, are excluded, expelled, or terminate enrollment for any other reason must return the device on the date of termination. Devices must be returned in good, working condition as determined by school or district personnel.

Legal Propriety

Compliance with trademark, copyright laws, and all license agreements is mandatory; ignorance of the law is not immunity. Please refer to Sandwich Library Website for information pertaining to Copyright. <http://www.sandwich.k12.ma.us/shs/libpolicies.html>

Plagiarism is a violation of the SPS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, including but not limited to graphics, movies, music, and text.

Use or possession of hacking or illegal software is strictly prohibited and violators will be subject to SPS's Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by Sandwich Public Schools.

Student Discipline

If a student violates any part of the above policy, SPS will follow the discipline policy as stated in the Student Handbook. Disciplinary action may include placing restrictions on devices including but not limited to camera, apps, web browsing etc.

Repairing / Replacing Your Device

The Chromebook device is the property of SPS, and has been purchased by SPS. SPS does provide coverage for software malfunctions of the device that are covered under warranty, but does not cover the device for physical damage, theft or loss. Worth Ave Group & Student Insurance Partners offers insurance coverage for students and parents/guardians for their Chromebooks.

Insurance Information (Highly Recommended)

Worth Ave Group & Student Insurance Partners Insurance in the case of Accidental Damage (includes drops/cracked screens/liquid spills), Liquid Submersion, Theft, Fire/Flood Damage, Vandalism, Natural Disasters, Power Surge Due to Lightning, can be purchased.

Parents/Guardians wishing to sign up for this optional insurance may do so at:
<https://my.worthavegroup.com/sandwich/AddDevice.aspx>

If you have further questions please contact Worth Ave Group at 1 (800) 620-3307.

Devices that are stolen must be immediately reported to a teacher, assistant principal or the police. The Insurance Company requires a police report to be filed for any theft claims. Lost or stolen devices are the responsibility of the family, and will be charged appropriately.

Cost of Repairs

Students will be held responsible for all damage to their mobile device including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay full replacement value. Lost items such as cables will be charged the actual replacement cost.

Device Replacement

Sandwich recognizes that with the implementation of the one to one (1:1) mobile device initiative, a need exists to protect the investment of both Students/Parents/Guardians and the Sandwich School District.

All families are required to sign that they understand they are responsible for the mobile device before it will be issued to the student.

Required Replacement

Families agree to pay all associated costs relating to device replacement not to exceed \$250.00 (per device) should the device be stolen, lost, or damaged in any way. A signature from parents/guardians of agreement to this plan is to be submitted to Sandwich Public Schools before a student is allowed to receive a device. In the event of damage, loss, or theft, parents/guardians will be responsible to pay for the replacement cost.

Intentional Damage

Families are responsible for full payment of intentional damages to devices. The Optional Annual Protection Plan does NOT include intentional damage of devices.

Technology Agreement of Terms

I hereby release Sandwich Public Schools, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the

Sandwich computer network; including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

- I will instruct my child regarding the rules of use of the information systems contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled in the Sandwich Public Schools.

- I understand that it is impossible for Sandwich to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network.

- I also agree to report any inappropriate use of the system of which I am aware to the school administration.

- I accept full responsibility if and when my child's use of information technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school if using the Sandwich network or SPS's network access to the Internet.

Student Agreement:

I have read and understand the information contained in this policy and agree to abide by all rules set forth in this agreement. By agreeing below I also understand that I am responsible to pay all associated costs relating to device replacement (not to exceed \$250.00 per device) should the device be stolen, lost or damaged in anyway.

I agree

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Agreement:

I have read and understand the information contained in this policy and agree to abide by all rules set forth in this agreement. By agreeing below I also understand that I am responsible to pay all associated costs relating to device replacement (not to exceed \$250.00 per device) should the device be stolen, lost or damaged in anyway.

I agree

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Sandwich Public Schools- Student Acceptable Use Agreement

To ensure that our students become proficient in the information and communication technologies (ICT) competencies essential for success in a 21st century learning environment, the Sandwich Public Schools provide a variety of resources in support of our instructional and administrative programs. Students and staff may also, at times, use their own personal information and communication technologies for educational purposes. Therefore, it is incumbent upon all members of the school community to use technology responsibly, ethically and with respect for the work of others.

Access to ICT resources is a privilege and not a right. To ensure that ICT resources remain available and in working order, the Sandwich Public Schools have established an Acceptable Use Policy (AUP) and Regulations which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the AUP, procedures and guidelines related to ICT resources will be regularly reviewed, updated and distributed.

So that all users remain informed of our expectations and appropriate usage of ICT resources, the Sandwich Public Schools will: 1) ensure all new students and staff receive access to age appropriate ICT resources and tools during the enrollment and hiring process, as well as ongoing training in their safe, responsible, and effective use; and 2) provide orientation annually for students and staff on ICT resources and the district AUP. In order to initiate and maintain access to ICT resources, all users must submit annually a signed Acceptable Use Agreement (detailed below), non-adherence of which may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of the AUP are deemed as violations of school behavioral expectations and codes.

Internet Use and ICT Access:

Internet access is available in the Sandwich Public Schools for the purposes of educational communication and research and for administrative organizational purposes. Communications via ICT resources are often public in nature and general school rules for behavior and communications apply. It is expected that users will at all times comply with district standards and will act in a responsible and legal manner, in accordance with district standards, as well as with state and federal laws. Professional development opportunities to enhance the Internet skills of district personnel will be provided and rules related to the Internet will be included in each school's student and faculty handbooks.

The Administration will take measures to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; prohibit unauthorized access, including "hacking" and other unlawful activities online; prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and to restrict students' access to online materials harmful to minors.

Users are prohibited from attaching personal devices to Sandwich ICT resources (excluding portable memory media) or installing personal software on any ICT resource without prior permission from a Technology Integrator, Library Media Specialist, Technology ESP, or any other member of the ICT Department.

Monitoring and Privacy Issues:

To provide ready access for all users, age-appropriate material, an Internet environment that is safe and appropriate for the maturity level and need of student users, and to proactively maintain and secure increasingly complex ICT resources and systems the district, as the owner of the ICT resources, reserves the right to monitor and review the use of these ICT resources and will do so as needed to ensure that the systems are being used for district related educational purposes and to maximize use of the systems for such. It is important that all users and parents understand this and recognize that monitoring access, among other things:

- maximizes the safety and security of people and resources by supporting a positive learning and work environment safe from harassment, intimidation or threats
- discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests
- promotes appropriate Internet access, electronic communication messages (such as email, blogs, chats and discussion forums).

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources. Personal information, however, is not publicly accessible outside of the school network. Password systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of the district's ICT resources, including any incidental personal use permitted in accordance with these regulations.

Publishing Guidelines:

The premise that all individuals are authors and distributors of content is an underlying basis of 21st Century Learning. District and school use of ICT Resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. It is the district's intent that such broadcasts and publications be educationally relevant to the goals of the school district while providing for the safety and security of all students and staff.

- All distributed content shall follow standards for ethical behavior in regard to information and communication technologies by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of the information and communication technologies. It is understood that all distributed content may be accessible beyond the Sandwich Public Schools community and viewed by a global audience.
- All content shall be age appropriate to safeguard students by shielding the identification of students' identification and locations. Content may include names of individuals; however identifying information, such as names of family members, e-mail addresses, addresses and phone numbers will remain private.
- All content should be free of any spelling or grammatical errors. Content shall not contain objectionable material or point to objectionable material. The determination of what constitutes objectionable material shall be made on a case by case basis, as determined by the district administration and building principals. The distribution of content shall follow Copyright Law and Fair Use Guidelines.

- All content representing the school district shall follow district policies and state/federal laws pertaining to content standards, student records, copyright, and technical standards.

Anyone who is aware of problems with, or misuse of these ICT resources, or has a question regarding the proper use of these ICT resources, should see a teacher or administrator immediately. Most importantly, the School Committee and the Administration urge any person who receives any harassing, threatening, intimidating or other improper message through ICT Resources to immediately report it. For more information about the use of technology in the Sandwich School District, contact the Superintendent of Schools at 508.888.1054, ext 11

Sandwich Public Schools Information and Communication Technologies Acceptable Use Agreement
ICT users are permitted to use the district's ICT resources for legitimate educational purposes. Personal use of district ICT resources is prohibited. In addition, if a particular behavior or activity is generally prohibited by law, by School Committee policy or by school rules or regulations, use of ICT resources for the purpose of carrying out such behavior or activity is thereby prohibited.

By signing below, ICT users (and, for students, their parent/guardian) agree to always adhere to the following standards and expectations for conduct:

1. Behave ethically and responsibly when using ICT resources

a) Refrain from using proxy gateways, or similar technologies, to bypass the ICT monitoring and filtering.

b) Handle ICT resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized ICT resources.

c) Do not breach or disable network security mechanisms or compromise network stability or security in any way nor download or modify computer software in violation of the district's licensure agreement(s) and/or without authorization from the ICT Department.

2. Use ICT resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.

a) Refrain from sending any form of communication that breaches the district's confidentiality requirements, or the confidentiality of students.

b) Refrain from sending any form of communication that harasses, threatens or is discriminatory.

c) Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.

d) Refrain from using social network tools for personal use.

3. Respect the privacy of others and treat information created by others as the private property of the creator.

a) Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.

b) Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.

c) Protect the confidentiality and safety of others when sharing work and images.

d) Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.

Student Agreement

I have read, understand, and agree to abide by the terms of the Regulations of the Acceptable Use Policy. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.

I agree

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Agreement:

As the parent or legal guardian, I have read and reviewed with my student the The Sandwich Public School District Acceptable Use Policy. I understand that the use of these electronic information resources is for educational purposes. I recognize the District has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that while the District has also taken steps to restrict student access on the Internet to inappropriate information and sites, it is impossible to restrict access to all controversial materials and will not hold The Sandwich Public School District responsible for materials my child may acquire on the Internet. I further recognize that if my child should violate or in any way misuse their access to the school district's information and communication technologies resources, I understand that their access privilege may be revoked and disciplinary action may be taken against them.

I agree

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____