

# Device Handbook

## Chromebook Agreement for Parents and Students



This guide was developed for in-school use but has lots of useful information.

Kingsley Area Elementary School

311 Clark Street

Kingsley MI 49649

[www.kingsley.k12.mi.us](http://www.kingsley.k12.mi.us)

Please fully read, complete, and sign the following forms (pages 11, 12 and 13) and return to school:

- ~~Student-Parent Device Use Permission Form~~
- ~~Student Network and Internet Acceptable Use and Safety Agreement~~

# Device Handbook

## **Receiving and Returning Your Chromebook**

A parent/guardian must sign a release form granting the school permission to provide the student with a Chromebook. Only kingsleyschools.org Google accounts are permitted for use on the Chromebooks. The addition or use of other accounts will result in termination of the take-home privilege. The Chromebook will be issued with one AC charger. At the end of the school year, the Chromebook and AC power adapter must be returned. If a student withdraws or is expelled from school, the Chromebook and AC charger must be immediately returned at that time. If the device is not returned, parents will be responsible for the full payment of the device.

## **Chromebook Inventory and Asset Tag Information**

Each Chromebook is property of Kingsley Area Schools, and is individually labeled and inventoried (by asset number and device serial number) to the school and the individual student to which it has been loaned for that school year. At no time should any KAS inventory or asset number be tampered with or removed.

## **Taking Care of Your Chromebook**

1. When not actively using the Chromebook, store the device in the closed/locked position. The case is not intended to protect against damage from dropping or pressure against the screen.
2. Please be sure to carefully and considerately store your device in your book bag and at home.
3. Carry your Chromebook in the closed/locked position at all times.
4. Chromebooks must come to school with a full battery charge.
5. Please do not use your Chromebook around liquids or drinks. Avoid getting any moisture in any opening.
6. Do not use household cleaners to clean your Chromebook - only a soft lint-free cloth on the screen.
7. Never throw, slide, drop, or press harshly on your Chromebook.
8. Do not leave your Chromebook out in the sun or extreme cold (either outside or in a hot or cold car).
10. Personalized screensavers and/or background are permitted. However, school disciplinary action will result from images which are inappropriate for a school setting.
11. Stickers or marking of any kind are not permitted on the plastic shell or Chromebook itself.
12. Cords, cables, and USB connections should be carefully inserted and removed to prevent damage.
13. Do NOT let anyone else borrow or use your Chromebook unless it is a student with a Kingsleystudent.org account and is supervised by the parent or guardian. Other family members MAY NOT use the student issued Chromebook.

## **Using Your Chromebook at School**

It is likely that you will use your Chromebook every day at school. Part of being prepared for school each day is having your Chromebook fully charged when you arrive at school. Students should follow their teacher's' instruction regarding when to bring the Chromebooks to class. If a student repeatedly fails to bring their Chromebook to school or fails to charge it

adequately, normal discipline procedures will be followed for not being prepared for class and the Chromebook may be required to stay at school.

### **Using a Chromebook Outside of School**

Your Chromebook is Wi-Fi ready and will connect to any Wi-Fi network, whether at home, school, or inside a business or public network. The Chromebook does have the capability to work offline (without an internet signal). Any documents or presentations created in GoogleApps while offline will automatically sync when re-connected with Wi-Fi upon arrival at school the next day.

### **Filtering Procedures**

Although Kingsley Area Schools makes every effort to minimize a student's exposure to inappropriate material through the use of the Internet filter, it is ultimately the responsibility of parents and guardians of students to establish and communicate standards that their children should follow when using electronic resources.

### **Consequences for Improper Use**

The final decision regarding whether any given use of the network or Internet is acceptable lies with the classroom teacher, the building principal, and the superintendent of schools. Disciplinary action may be taken for unacceptable use of the network or Internet. Consequences may include but is not limited to suspension or intensive school supervision, or out of school suspension.

### **Expectation of Privacy**

Users should have no expectation of personal privacy in connection with their usage of the Chromebook, Google Apps, and other technology resources. Kingsley Area Schools retains the right to monitor, access, and review all student messages or information accessed or created using KAS-owned Chromebooks, KAS-sponsored GoogleApps accounts, and/or other KAS-related network files.

### **KAS Student network and Internet Acceptable Use and Safety Policy**

With a student device, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries and computer services all over the world. With this opportunity comes responsibility. It is important that you read the KAS Student Network and Internet Acceptable Use and Safety Policy and Guidelines found at <http://www.neola.com/kingsleyarea-mi/> and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for Network Safety and Acceptable Use Guidelines.

1. Use of KAS-owned Chromebooks falls under KAS Student Network and Internet Acceptable Use and Safety Policy and Guidelines found by visiting the following web address: <http://www.neola.com/kingsleyarea-mi/>
2. Failure to follow KAS Student Network and Internet Acceptable Use and Safety Policy and Guidelines may result in immediate suspension and/or disciplinary action.
3. The District is not responsible for personal charges for accessing other wireless connections or other data charges.
4. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While KAS will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

### **What is Acceptable Use?**

Any use described below is deemed “acceptable” and consistent with the KAS Student Network and Internet Acceptable Use and Safety Policy and Guidelines. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or School Board.

1. Use of device mainly for educational purposes, but some limited personal use is permitted.
2. Use furthers the educational and administrative purposes, goals, and objectives of the student.
3. Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
4. Use furthers research related to education and instruction.
5. Use does not violate the student code of conduct or the KAS Student Network and Internet Acceptable Use and Safety Policy and Guidelines.

### **What is Unacceptable Use?**

Any of the following uses are deemed “unacceptable” and a violation of the KAS Student Network and Internet Acceptable Use and Safety Policy and Guidelines for Technology.

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates Board policy, the Acceptable Use guidelines, this User Agreement, the Student Code of Conduct, or federal/state law.
3. Using any other Google account other than the KAS-sponsored Google student accounts on the Chromebook.
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
6. Internet/Computer Games during instruction time.
7. Use of outside data disks or external attachments without prior approval from the administration.
8. Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, backgrounds, screensavers, etc.).
9. Downloading unauthorized Apps.
10. Spamming-Sending mass or inappropriate emails.
11. Gaining access to other student’s accounts, files, and/or data.
12. Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity.
13. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.

14. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

15. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

16. Bypassing the KAS web filter through a web proxy.

### **Frequently Asked Questions**

1. Does the Chromebook require a wireless internet connection?

The Chromebook has the capability to work online (connected to the Internet) or offline (not connected to the Internet). Wi-Fi access is provided at school at no cost. GoogleApps can be easily used with any Wi-Fi connection.

2. What if I don't have Wi-Fi at home?

If you do not have internet access at home, there are several low or no-cost internet provider options available. Also, free access is available at the Kingsley Public Library, as well as many restaurants and stores. Also, the Chromebook has limited capacity to work offline - any work created while offline will automatically sync when connected to Wi-Fi.

3. What are the parent/guardian responsibilities in terms of replacement of the Chromebook if it is lost, stolen or damaged?

Each student will be charged a \$25 fee to insure their Chromebook. If the option to purchase insurance with the school is not accepted, the student will be responsible for the entire cost of the Chromebook, charger and case. The current cost of these items is approximately \$300.

Chromebooks are considered to be comparable to a textbook or any other school-owned educational tool provided to and checked-out to students. The expectation is that the device and its accessories will be returned at the end of the school year (or upon withdrawal or request) in good and working condition. If a Chromebook is lost or not returned, the student and parent/guardian who signed for the device is responsible for replacing the lost item. If the device is damaged, the student may lose 'take-home' privileges and will have to wait for a replacement to be issued. If the device is stolen, the district will follow appropriate procedures by contacting the appropriate officials and the student may be responsible for the cost to replace the device.

4. Does my child have to accept a Chromebook?

No. Students are not required to accept a Chromebook. For students who choose not to accept a device, teachers will provide a device each school day and then collect the device at the end of the school day.

6. How are apps added to the Chromebook?

Using the Chrome Store, students can apply apps and shortcuts to their GoogleApps account. Once logged into their account, these changes can be made and applied to their account whenever and wherever they are logged in. The apps have been limited to ones deemed appropriate for educational use.

7. How do I monitor my child's use of the internet?

KAS HIGHLY encourages parents to investigate student use of the chromebook and be an active participant in their child's learning. Content will be monitored at school but off school grounds it becomes the parents/guardians responsibility.

Kingsley Area Schools encourages a partnership between schools and families when considering the safe, productive, and meaningful use of technology in education. There is too much at stake with students to passively provide technology without appropriately and firmly establishing guidelines for ethical and safe use. Although each family is unique, the following practical tips have been developed to serve as a compass for KAS parents and guardians when establishing guidelines and expectations for technology use with their student. Many families have already developed safe-use guidelines for their elementary students; for others, this may be a starting point.

**No matter where your family may be on this spectrum, read below and consider the following:**

1. Start the dialogue - Discuss very openly with your child about what is acceptable technology use. Ask them about current trends they are seeing at school, and friends' houses, and in their own home. Understand the technology they are using.
2. Conduct a technology inventory - Know what devices your student is using and what these devices are capable of in the online world. This includes desktop computers, laptops, cell phones, iPods, iPads, Kindles, Nooks, and gaming devices (many video games systems are Wi-Fi capable and can be used to interact online). Keep track of where these devices are kept in your home.
3. Accountability - Establish boundaries for when, where, and how technology will be used in your home. Firmly establish an acceptable time each evening when technology devices will be turned off or turned in to parents. Closely consider WHAT your child has access to in your home and WHERE that access is located.
4. Websites - Clearly outline sites that are acceptable for viewing, and sites that are unacceptable for viewing. Discuss consequences for viewing inappropriate content. It is advisable that students not have full unfiltered access to the internet (except for possibly in a very open and public area of the home). Set parental control settings on the Internet at home.
5. Online safety - Firmly discuss the dangers of giving out their personal or identifying information to anyone in an online environment. Be sure they understand that this includes photos, addresses, phone numbers, first or last names, email addresses, passwords, name of their school, parents' workplaces, etc.
6. "What do I do if...?" - Outline how you expect your child to respond if a situation occurs which is uncomfortable, unethical, or threatens their or someone else's safety (unfiltered access at a friend's house, cyberbullying, pornography, plagiarism, online harassment, etc.). Let them know that you expect to be informed so you can determine what the best course of action may be.
7. Technology acceptable use checks- Learn how to check your child's devices for internet history, downloads, photos, videos, and more. Parents/guardians should know all passwords to all students accounts. Elementary aged children (although they will tell you differently!) simply do not have a right to privacy in this area at this point in their developmental lives. Monitor your child's use of technology in your home.
8. Communicate with the school- Contact your school's teachers, or administrator with questions, concerns, or any needs you may have. Although a situation may be new to you, it could be something that the school has seen before and can help with. Or, you could be bringing up a new situation or circumstance of which the school needs to be aware. The safety and well-being of our students is the foremost priority in promoting technology in education. Schools depend greatly on partnerships with families in order to ensure the safety of our students.

In summary, it's critical for schools and parents/guardians of students to know:

- When they are using their device
- How they are using the device
- Where are they going in their online world

- and with whom they are interacting

The following Kingsley Area Schools Board of Education Policy and Administrative Guidelines may also be viewed on the schools website of by following this link: <http://www.neola.com/kingsleyarea-mi/>

### **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY: BYLAW AND POLICY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21<sup>st</sup> century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

### **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY: ADMINISTRATIVE GUIDELINES**

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.



- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging or other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
  - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
  - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
  - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

**Kingsley Area Schools**  
**Student-Parent Device Use Permission Form**

As a technology user of Kingsley Area Schools and recipient of a device, I acknowledge receipt of and hereby agree to comply with the following user agreements:

KAS District Acceptable Use Policy <http://www.neola.com/kingsleyarea-mi/>  
KAS Device Handbook

Student Name (PRINT) \_\_\_\_\_

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

Date \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school issued device.. I understand that I 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 the student named to follow when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with the following user agreements:

KAS District Acceptable Use Policy <http://www.neola.com/kingsleyarea-mi/>  
KAS Device Handbook

Parent/Guardian Name (PRINT) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Kingsley Area Schools**  
**Device Insurance Option: Chromebook**

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. **Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.**

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**Please complete the following information:**

Student User's Full Name (please print): \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

**Parent/Guardian**

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student**

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teachers and building principals are responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**