



Access to Electronic Media

1:1 USER AGREEMENT TERMS

Model Laboratory has initiated a 1:1 initiative for students and teachers in grades pre-K through twelve (Pre-K-12), in an effort to embrace 21st Century Learning. Students will be using these devices in the classroom as a part of routine instruction each day. After reading and returning the required agreement, **students grades 3rd - 12th** will be allowed to take their designated devices home to continue schoolwork. Please remember that the devices are the property of the School and their contents may be viewed at any time. **Students are expected to have their devices with them each day, fully charged and ready for use.**

GOALS FOR STUDENT USERS

- Increase 21st Century Learning/Skills
- Increase productivity and organization
- Increase student ownership of their learning and the learning process
- Utilize a wide array of digital educational materials
- Achieve “Technology Proficiency”

GUIDELINES

Student use of the School issued devices falls under the School Acceptable Use Policy for technology. Internet and device use will be monitored through School level management software. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the School issued devices are the property of the School and subject to review/monitoring.

School Devices should NOT:

- Be modified in any way other than instructed by administration or school personnel.
- Have applied marks, stickers or other decoration placed on the device.
- Be exchanged with anyone.
- Have district asset/inventory tags modified or tampered with in any way.
- Have heavy objects placed on top of them.
- Closing lid with items inside of device (i.e. pencils/pens).
- Have browsing history cleared or disabled.

Failure to comply with these guidelines will be treated as a violation of the School Acceptable Use Policy and will be handled according to the school discipline code.

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1:1 USER AGREEMENT TERMS (CONTINUED)

CARE AND USE OF SCHOOL ISSUED DEVICES

- Use a soft, lint-free towel to clean the screen—**do not use spray or liquid cleaners.**
- Make sure hands are clean before using device.
- Keep devices away from food and drink.
- Use only the included charger and a standard outlet to charge your device. Charge daily.
- Report software/hardware issues as soon as possible to the Tech Help Desk.
- Keep the School issued device in a climate-controlled environment—do not expose to extreme temperatures.

SAVING DOCUMENTS

Documents are saved with your device using cloud storage. This will require you to have a School issued Google Apps for Education account. Using this account, you can save, export and import documents. This allows you to access your documents from other devices via the Internet. You can also share your documents with other students or your teacher, and collaborate using the GAFE (Google Apps for Education) domain. (@stu.madison.kyschools.us)

REPORTING TECHNICAL ISSUES

Errors or problems should be reported as soon as is practical. This can be done by informing the Tech Help Desk, so the issue can be addressed in a timely manner. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence or carelessness will result in the student assuming the financial responsibility of the replacement/repair of the School issued device. Students taking the device from school property must sign and submit the User Agreement Application. Student use of the device off school grounds may be revoked at anytime by school and/or district administration.

SECURITY

Students should only use the School supplied Google Apps for Education account. Students should NEVER share their account passwords with others, unless requested by an administrator.

Students are responsible for following the guidelines and rules set forth in the Model's Acceptable Use Policy.

Violations of these policies may result in disciplinary actions.

If a violation of the Acceptable Use Policy or discipline code occurs, appropriate consequences will be imposed by school administration.

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1:1 USER AGREEMENT TERMS (CONTINUED)

SECURITY (CONTINUED)

It is expected that students will:

- Maintain control of their assigned School issued device unless otherwise directed by administration.
- Not have the device out around food/drink (breakfast, lunch, snacking)
- Not leave the device unattended
- Not play games during instructional time
- Not clear or disable browsing history
- Maintain adequate battery charge for school use

*Not adhering to these guidelines will be considered negligence.

LOSS OR DAMAGE

If a School issued device is damaged or lost, please report to the Tech Help Desk as soon as possible. If theft is suspected, a police report must be filed. If an incident happens in the evening, please inform the Tech Help Desk via email immediately and in person by 8:00 AM the following school day.

GENERAL RULES

- After failing to bring your device to school five (5) times in a semester (or less by recommendation of Director), the student may become a “day user” until deemed appropriate by administration.
- General misconduct or failing to have the assigned School issued device at school/charged may result in student being assigned to “day user” status for a length of time determined by administration.

Please Remember:

- **Devices may be monitored by administration at any time.**
- **Administration reserves the right to take a School issued device at any time.**
- **Teachers reserve the right to limit the device use during class.**
- **The device is the property of the School.**

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1:1 USER AGREEMENT TERMS (CONTINUED)

CHROMEBOOK DAMAGE POLICY

Damage/Repair/Replace Fee Schedule		
Issue	Action(s) Necessary	Cost
Accidental Damage - 1st Instance	A report must be made immediately to the Tech Help Desk. The device must be returned to the school so that a new or spare device may be issued.	\$40
Accidental Damage - 2nd Instance	A report must be made immediately to the Tech Help Desk. The device must be returned to the school so that a new or spare device may be issued. However, a spare device may not be issued for a 2nd break. The student may need to wait until the original device is returned from service.	\$40
Accidental Damage - 3rd and additional Instances	A report must be made immediately to the Tech Help Desk and administration. The device must be returned to the school. However, a spare device will not be issued. The student must wait until the original device is returned from service. Some loss of privileges of using the device may occur.	Cost of Repair or Full Replacement Cost (current market)
Intentional OR Negligent Damage	A report must be made immediately to the Tech Help Desk and administration. The device must be returned to the school so that a new or spare device may be issued. Deliberate damage will be referred to an administrator. Any and all appropriate discipline for damage to school property may be enacted.	Cost of Repair or Full Replacement Cost (current market)
Lost	A report must be made immediately to Tech Help Desk and administration and full replacement cost shall be paid.	Replacement cost
	*Device	Replacement cost
	*Power Cord	Replacement Cost
Theft	A report must be made immediately to administration and Tech Help Desk-- A police report must be filed. Investigation will take place.	No Cost

Damage/Repair/Replace fees apply from distribution date until date the device is returned to the School.

REMINDER OF NO PRIVACY GUARANTEE

School personnel have the right to access information stored in any user directory, on the current user screen or in electronic mail. They may review files and communications to maintain system integrity and ensure that individuals are using the system in accordance with School policies and guidelines. Students should not expect files stored on School servers or through School provided technology services to be private. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed or stored using a School computing device or School provided account.

ACCESS TO ELECTRONIC MEDIA

ELECTRONIC MAIL/INTERNET

Model Laboratory offers students, staff, and members of the community access to the School's computer network for electronic mail and Internet. Because access to the Internet may expose users to items that are illegal, defamatory, inaccurate, or offensive, we require all students under the age of eighteen (18) to submit a completed Parent Permission/Acceptable Use Policy Form to the administration prior to access/use. All other users will be required to complete and submit a User Agreement Form.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/School:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that does not require Internet access.

Parents/guardians wishing to challenge information accessed via the School's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

GENERAL STANDARDS FOR USERS

Standards for users shall be included in the School's electronic access plan, which shall include specific guidelines for student, staff, and community member access to and use of electronic resources.

Access is a privilege—not a right. Users are responsible for appropriate behavior and digital citizenship on school computer networks. Independent access to network service is given to individuals who agree to act in a responsible and appropriate manner. Users are required to comply with School standards and to honor the Acceptable Use Policy they have signed. Beyond clarification of user standards, the School is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network independently.

The network is provided for users to conduct research, develop presentations, participate in “flipped” lessons, and to communicate with others. Within reason, freedom of speech and access to information will be honored. During school hours, teachers of younger children will guide their students to appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, the Internet, and any other media that may carry/broadcast information.

NO PRIVACY GUARANTEE

The Director/DTC/other school personnel designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. He/She may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on School servers or through School provided or sponsored technology services, to be private.

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RULES AND REGULATIONS

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Using third party providers or any other nonstandard electronic MAIL system;
3. Using student email accounts are for non-educational purposes;
4. Sending or displaying offensive messages or pictures, including those that involve:
 - Profanity or obscenity; or
 - Harassing or intimidating communications.
5. Damaging computer systems, computer networks or school/School websites;
6. Violating copyright laws, including illegal copying of commercial software and/or other copyrighted/protected material;
7. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access;
8. Trespassing in another user's folder, work, or files;
9. Intentionally wasting limited resources, including but not limited to gaming, streaming audio or video for non-educational purposes and downloading of freeware or shareware programs;
10. Using the network for commercial purposes, financial gain or any illegal activity;
11. Using technology resources to bully, threaten, harass or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including, but not limited to social media sites such as Facebook, Twitter, Instagram, etc.
12. Students revealing their name and personal information to, or establishing relationships with, "strangers" on the network, unless a parent or teacher has coordinated the communication.

Users are held accountable for the additional rules and regulations found in the Model Laboratory Schools Electronic Acceptable Use Policy. You can locate a copy of the plan on the school's website. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.



STUDENT NAME: (PLEASE PRINT): _____ STUDENT GRADE: _____

Chromebook User Agreement Terms

(Please Return to Technology Team to receive your device)

- My student will fully participate in the 1:1 initiative
- My student will participate in the 1:1 initiative as a day user only

- I have read and understand the AUP (Acceptable Usage Policy) found on Model's Website - Technology page.

Parent/Guardian - Print _____ Signature _____

Student - Print _____ Signature _____

Student State ID #: _____

Date: _____