

STUDENT ASSIGNED COMPUTER USE AGREEMENT

Purpose

Bear Grass Charter School is committed to preparing students to be successful in a global economy. Bear Grass Charter School has implemented a student assigned computer program for one-to-one computing. This program is immersing our students into a technology-rich instructional environment to help ensure that our students are prepared for the future. Students and parents must have an understanding of the procedures and policies for this program to be successful. Please read and sign the following Student Assigned Computer Use Agreement. The signed Student Assigned Computer Use Agreement establishes a contract for the rules and responsibilities agreed to by the parties involved in the one-to-one computing program.

By implementing the one-to-one computing program Bear Grass Charter School will be accomplishing the following goals:

1. Promote student learning beyond the classroom.
2. Prepare students to be safe, responsible, and innovative.
3. Engage students in solving real-world problems by collaborating, communicating, and creating.
4. Enable students to be responsible for their own learning.
5. Support faculty in the development of interdisciplinary, project-based learning environments.

For the purposes of this policy a computer is defined as a desktop, laptop, tablet, e-reader or any other digital device assigned to a BGCS student by the administration.

Terms of Computer Loan

Bear Grass Charter School will issue a computer to each student upon compliance with the following:

- a. Student deployment training session
- b. A signed Internet Acceptable Use Policy
- c. A signed Student/Parent Computer Use Agreement

Legal title to the property (computer) is with Bear Grass Charter School. A student's right of possession and use is limited to and conditioned upon full and complete compliance with this policy and the Acceptable Use Policy.

Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in this policy and the Internet Acceptable Use Policy.

A student's possession of the computer terminates no later than the last day of the school year unless there is a reason for earlier termination by Bear Grass Charter School (e.g., drop-out, expulsion and transfer to another school).

The computers will be covered by an Accidental Damage Policy as explained under the section titled damage. The student may have loss of privilege or disciplinary action or legal action in case of intentional damage and/or violation.

If an assigned computer is damaged, a loaner computer, if available will be issued. We will make every effort to repair damaged computers as soon as deductible/damage payment has been made.

Theft or Loss

Theft is determined by a police report documenting “forcible” entry to a secured place containing the computer or “forcibly taking” the computer in any way from a student’s possession. Stolen computers at school should be reported to the Principal immediately. If it is determined that the computer was stolen from the student at school then the Principal will proceed with filing a police report. The burden is on the student to truthfully report the computer theft and articulate the details for the police report.

- Bear Grass Charter School will procure theft insurance for the computers. The cost of deductibles or replacements fees will be the responsibility of the student. The deductible or fee will not exceed \$100.00. All deductibles and fees are contingent on the insurance policy the school acquires for the devices.
- Bear Grass Charter School will coordinate with the local Sheriff’s Department to alert pawn shops and area law enforcement agencies of lost or stolen computers.
- Also, as added security feature asset tags have been affixed to the computers as well as tracking software installed on the computers. Removal or attempting to remove these items may result in loss of privilege, disciplinary action and/or legal action.

Loss is defined as a computer reported missing by a student while it was left unattended or in an unsecured/unsupervised location. The burden is on the student to truthfully report the computer loss and articulate the details for the administrative report.

- Lost computers must be reported to Principal or Assistant Principal immediately; or within a 2 day timeframe.
- The student or parent/guardian will be responsible for the total cost of a replacement computer in the event the lost computer is not found. Loss is not covered by insurance.

Damage

Bear Grass Charter School will provide an *Accidental Damage Policy* for student assigned computers. *Accidental Damage* means a loss to a computer accidental in nature.

- The *Accidental Damage Policy* will provide coverage to repair, rebuild or replace the damaged computer with another of like kind and quality, whichever is less. The deductible or fee will not exceed \$50.00. All deductibles and fees are contingent on the insurance policy the school acquires for the devices.

If there are multiple instances of damage, occurring at different times during the school year, there will be a deductible due for each insurance claim. When additional claims are made by the same student for damages deemed to be due to careless or reckless possession of the computer, a higher deductible may be assessed. The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages which are not covered by the *Accidental Damage Policy*. The student and/or parent/guardian are liable for replacement(s) costs resulting from intentional damage and/or neglect as outlined in this document.

If unapproved changes or software installs are made to the laptop, the laptop will be re-imaged to its original configuration.

Repossession

Bear Grass Charter School reserves the right to repossess the computer at any time if the student does not fully comply with all terms of this agreement. Computers left unattended will be turned in to the Principal and held for 24 hours before a student may reclaim.

Appropriation

Failure to return the property at the designated times and/or the continued use of it for non-related school purposes may be considered unlawful appropriation of Bear Grass Charter School's property.

Modification to the One to One Program

Bear Grass Charter School reserves the right to revoke or modify the program or its terms at any time.

General Use of the Computer

Students are REQUIRED to bring his/her assigned computer to school each day with a fully charged battery. Students will not be given the use of loaner computers if they leave their computer at home. Students leaving their computers at home will be required to complete assignments using alternate means (as determined by the teacher).

Students will be able to save files directly to their assigned computer. Only school related data should be placed on the computer. Personal files such as pictures or music will be deleted without notice when discovered. Personal files should always be backed up to a personal storage device (i.e. flash drive, or other removable storage device). If a computer is experiencing a technical issue, it is likely to be reimaged which will destroy all local data that is not backed up.

Be mindful not to cause a tripping hazard when it is necessary to plug in your computer.

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a computer failure and will interfere with your ability to complete class work.

Students may not download or install software applications on Bear Grass Charter School issued computers. However, students may load applications, "Apps" from google play store, microsoft store, and/or an android app store. Any cost associated with downloading applications will be the responsibility of the student and the parent/guardian. If an "app" is required by BGCS, the cost will be the responsibility of the school.

The use of the Internet at school is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges.

Student computers will be subject to routine monitoring by teachers, administrators, and technology staff. While off campus, parental monitoring is highly recommended.

Periodic computer checks will be conducted during the school year, inspecting for physical damage and/or loss. Students/parents may be billed for repairs throughout the school year.

Students are not allowed to place stickers or any other material that will deface the Bear Grass School Property.

Students will provide access to any computer and/or accessories that they have been assigned upon the school's request. An individual search of the computer and other stored student files may be conducted by administrators if there is suspicion that policies or guidelines have been violated.

General Care of the Laptop

Students are responsible for the assigned computer they have been issued. Computers in need of repair or damaged must be reported to the Principal or designee. Failure to report damage may result in disciplinary action.

Guidelines to follow:

- Always close the lid before moving and/or transporting your computer, taking care not to close the lid on objects inside the computer.

- For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the battery.
- Please be aware that putting the computer in a book-bag or case may cause damage. If using a book-bag or case to transport the computer take precaution when placing the case on a flat surface. Please store the computer in a separated section of the book-bag or case. Textbooks, notebooks, binders, etc. should NOT be in the same section with computer if possible. Never sit or place any object on the book-bag or case with the computer stored inside.
- When using the computer, keep it on a flat, solid surface so that air can circulate. For example, using a computer while it is directly on a bed or carpet can cause damage due to overheating.
- Liquids, food and other debris can damage the computer. You should avoid eating or drinking while using the computer. DO NOT keep food or food wrappers in the computer bag.
- Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the computer by the screen or using excessive force.
- Never attempt repair or reconfiguration of the computer. Under no circumstances are you to attempt to open or tamper with the internal components of the computer. Nor should you remove any screws; doing so will render the warranty void and may result in disciplinary action.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the computer ports.
- Do not expose your computer to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the computer.
- Do not write, draw, paint or place stickers/labels on your computer. Remember the computers are the property of Bear Grass Charter School.
- Keep your computer away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old style television sets.

Cleaning Your Computer

Routine maintenance on computers will be done by school personnel or contractors. However, students are encouraged to perform simple cleaning procedures as outlined below:

- Always disconnect the computer from the power outlet before cleaning.
- Never use liquids on the computer screen or keyboard.
- Clean the screen with soft, lint free cloth or use anti-static screen cleaners or wipes.

- Wash hands frequently when using the computer to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen

General Security

Never leave your assigned computer unattended or unsecured. Computers should be secured in a designated storage facility. Unsupervised computers will be confiscated by staff, and disciplinary actions may be taken.

Each computer has several identifying labels (i.e., BGCS asset number, and serial number). Under no circumstances are you to modify or destroy these labels.

Virus Protection

All computers have antivirus protection software installed. The virus software will automatically scan any unprotected storage space at startup. Do not remove or add any virus protection software.

Internet Access/Filtering

As required by the Children’s Internet Protection Act, a current content filtering solution is maintained by the school for use on the computers. This is a “good faith” effort to block all inappropriate content; but, the school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the network and the Internet. Bear Grass Charter School will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user’s own risk.

A local copy of the school content Internet filter will continue to filter content outside the Bear Grass Charter School’s network. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Internet. Bear Grass Charter School will not be responsible for any problems suffered while on the Internet. Use of any information obtained through the Internet is at the user’s own risk.

Attempting to disable or circumvent Bear Grass Charter School’s Internet content filter and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted is not permitted.

Copyright

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Utilizing sites selling written papers, book reports, and other student work or any act of plagiarism is not permitted.

Parent Expectations

This is an exciting learning opportunity for your student(s), participate with them as they learn to use this instructional tool to enhance their educational experience.

While Bear Grass Charter School will provide Internet content filtering for the security of your student, there is no substitute for parental supervision. Parents/guardians are ultimately responsible for monitoring student use of the computer and Internet at home.

Parents should ensure that their child is familiar with and adheres to the Internet policies and guidelines set forth in this policy and the Internet Acceptable Use Policy.

Parents should ensure that repairs, loss, theft and/or damages are reported to Bear Grass Charter School administration no later than the next school day.

Parents should review this policy and the Internet Acceptable Use Policy with their student(s).

Use of the computers by other family members is not allowed. Parents/legal guardians may use the computers to assist their child with homework and school assignments or to learn what their student is doing with this instructional tool. The computer may not be used by other family members for personal or business use.

Parents are responsible for ensuring the return of the computer and all accessories at the end of the current school year or before the student withdraws from school.

Student Assigned Computer Agreement:

PLEASE PRINT ALL INFORMATION

Student Name:

Last Name	First Name	Middle Name	Grade
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Parent/Guardian Name:

Last Name	First Name
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Address:

Street	City	ZIP
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Telephone(s):

Home Phone	Work Phone	Other
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Property Asset/Serial Number

Bear Grass Charter School Asset # _____

Serial # _____

Student Initials _____ Date _____

Equipment Returned: Student Initials _____ Date _____

Student Assigned Computer Agreement:

I have read (or it has been read to me), understand, and will abide by Bear Grass Charter Schools' guidelines regarding technology resource use. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

I understand the computer is property of Bear Grass Charter School and is assigned to me.

I will use the computer appropriately for school purposes.

I will care for the computer assigned to me and not leave it unsupervised in unsecured locations.

I will be responsible for all damage or loss caused by neglect or abuse.

I will not loan the computer to another individual.

I will charge the computer battery before each school day.

I will not disassemble any part of the computer or attempt any repairs.

I will not place stickers, drawings, markers, etc. on the computer.

I will not deface the serial number/asset number stickers on the computer.

I agree to return the computer, power cord, and other accessories assigned to me in working condition.

I will follow the policies, procedures and guidelines outlined in the Computer Use Agreement and the Internet Acceptable Use Policy.

I understand that I will be responsible for the cost of damages or replacement.

Student's Name (please print): _____

Signature: _____

Date: _____

Parent or Guardian Agreement:

As the parent or guardian of this student, I have read the above-referenced guidelines regarding technology resource use. I understand the computer is property of Bear Grass School and is assigned to my student for learning purposes only.

I understand that network/Internet access is intended for educational purposes. Bear Grass Charter School has taken precautions to restrict my child's access to questionable materials. However, I recognize that it is impossible for Bear Grass Charter School to restrict access to all questionable materials, and I will not hold the school responsible if my child accesses or acquires such materials on the network. I hereby give permission for my child to use network resources provided by Bear Grass Charter School. I accept responsibility for my child's Internet use when the computer is in use at home.

I understand that parents/guardians/adult students will file a police report in case of theft/vandalism; and will be responsible for insurance deductible in the event of accidental damage.

Parent or Guardian's Name (please print): _____

Signature: _____

Date: _____