

2021-2022
Little Rock School District
Laptop, Network, and Internet Use Agreement

The purpose of this agreement is to outline the rules of using Little Rock School District's computer equipment at school and home. Since students using computers will be using the wireless environment and modem access to connect to the Internet, all parents and students must understand the rules.

****Violation of this Agreement may result in access privileges being revoked, school disciplinary action, and/or legal action.**

Students are responsible for appropriate behavior on the school's computer equipment. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the standards and specific rules listed below.

The use of the computer equipment is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

PRIVACY – Network and hard drive storage and student email, may be treated like school lockers. Administration may review communications at any time to maintain system integrity.

ILLEGAL COPYING – Students should never download or install any software or games onto the computer without permission from the Computer Specialist.

INAPPROPRIATE MATERIALS OR LANGUAGE – No profane, abusive, or impolite language should be used to communicate. No inappropriate material such as nudity, pornography, etc. should be downloaded to the technology equipment. A good rule to follow is never view, send, or access materials, which you would not want your teachers and/or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately who will notify the Computer Specialist.

Note: Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school personnel.

USER NETWORK AND INTERNET RULES

1. Always take care of the **device** and the network. You are responsible.
2. The **device**, network, and Internet is to be used for **educational purposes**.
3. Abide by the copyright laws. If you didn't purchase the games or songs, they cannot be on the computer.
4. Please respect yourself and others when using technology. Treat others as you want to be treated. Do not use profanity, abusive, or impolite language. Do not trespass in another student's folder, work, or files.
5. Passwords are to be shared with parents, teachers, and the computer specialist. Do not tell other students your password because you are then responsible for their actions in your account.
6. Use **devices** responsibly – all content saved onto the devices must be relevant to learning tasks. Do not waste limited resources such as disk space or printing capacity. **(This means that the computers are not picture or game galleries.)**
7. **Notify** an adult immediately, if you encounter any inappropriate materials. Student's responsibility is to tell an adult and do not share with other students.
8. Use of proxy filters or bypassing the LRSD filter is prohibited **per LRSD Acceptable Use Policy**.
9. Using the device to perform any variation of "hacking" is strictly prohibited. Hacking includes gaining any unauthorized access to data or breaching any website's terms of service or user agreements.

Student Guidelines for device use:

- Do not loan the device, charger, cords, or carrying case.
- Do not leave the device in any vehicle.
- Do not leave the device unattended.
- Do not eat or drink near or while using the device.
- Do not allow pets near the device.
- Do not place the device on the floor or in a sitting area such as couches or chairs.
- Do not leave the device near table or desk edges.
- Do not stack objects on top of the device.
- Do not leave the device outside or use near water such as a pool.
- Do not check the device as luggage at the airport.
- LRSD will at times maintain the laptops by imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students and employees are ultimately responsible for backing up all personal files on their own storage media.

Student/Parental (Guardian) Agreement:

- Read and agree to abide by the provisions of the policies regarding the use of LRSD Technical Resources systems that have been entrusted to you or your child (LRSD Handbook).
- Understand that LRSD reserves the right to examine, inspect and/or monitor use of LRSD's Technical Resources in accordance with the provision of the policy.
- Acknowledge and agree that electronic files, records, and communications which are created or used on the device are sole property of LRSD and shall always remain subject to access and review in accordance with the terms of this policy.
- Have no expectation of privacy regarding communications created, received, stored on, or transmitted through LRSD's Technical Resources
- Provide any codes, passwords, encryption information or other means necessary for LRSD to access use of LRSD Resources to the supervisor or to my teacher or the principal (students) upon a request made and approved in accordance with the terms of this policy
- Understand that the agreement must be signed by the student and parents prior to the student taking possession of a device
- Repair or replacement cost of lost or damaged device, carrying case, and/or accessories, are the responsibility of the student and parents
- Parents are urged to take advantage of full coverage provided by the TRA Chromecare for all damages to a device for the sum of \$26 per year for a Chrome book. The coverage must be in effect at the time of damage.
- Report damage, loss, or theft to the school administration immediately.
- School administration reserves the right to make the decision of whether or not to allow the devices to go home.
- Students may borrow a device from the school for the duration of a device being repaired or replaced, **only if available**, but may not carry the borrowed device home.
- Students who lose or damage a device more than twice will not be allowed to carry the device home for the remainder of the current school term.
- The district reserves the right to not allow the student to carry the device home for the remainder of their time in the program for continued loss or damages.

ACKNOWLEDGEMENT

I have read and agree to abide by the provisions of the attached policy regarding the use of LRSD Technical Resources systems that have been entrusted for use by me. I understand that LRSD reserves the right to examine, inspect and/or monitor my use of LRSD's Technical Resources in accordance with the provision of the policy. I acknowledge and agree that electronic files, records, and communications which I create or use are solely LRSD property and shall at all times remain subject to access and review in accordance with the terms of this policy. I have no expectation of privacy regarding communications created, received, stored on, or transmitted through LRSD's Technical Resources.

I will provide any codes, passwords, encryption information or other means necessary for LRSD to access my use of LRSD Resources to my supervisor or the Superintendent or the Board President (employees) or to my teacher or the principal (students) upon a request made and approved in accordance with the terms of this policy. (I understand that the device is the property of LRSD and may be collected and/or reviewed at any time.)

I understand that this agreement must be signed by the student and parents prior to the student taking possession of a device.

Name of Student (or Employee): _____

Signature of Student (or Employee): _____

Date: _____

Signature of Parent/Guardian _____

Date: _____