

# Griswold Community Schools

## Agreement and explanation for the utilization of Electronic Learning Devices

### **Electronic Learning Device (ELD) Protection**

The Griswold Community School District recognizes that with the implementation of the ELD initiative there is a need to protect the investment by both the school district and student/parent.

Intentional/Negligent Damage: Students/Parents are responsible for full payment of intentional damages and partial payment of negligent damage to ELDs. School District Protection does not cover intentional damage of laptops. Examples of some common damages are:

At the end of the year your device will be inspected for damages due to negligence, you will be charged according to the list below:

- AC Adapter - \$10
- Hinges - \$7
- Keyboard/Missing Keys - \$17
- Touchscreen - \$125
- Touch Pad - \$10
- Bag/Sleeve - \$15
- Outer Case - \$25

Any other damages may result in payment at the discretion of the administration.

Additional Information: In cases of theft, vandalism and other criminal acts, a police report will be filed by student/parent and school officials and will be handled by the Cass County Sheriff and County Attorney's offices.

### **Acceptable Use Policy (AUP)**

***Please read through this information with your child/children.***

***If you have any questions or concerns please notify the school.***

The following statement of acceptable use of Griswold Community School District technology resources applies to all Griswold Community School District (GCSD) staff, administration, and students.

The Griswold Community School District offers a variety of technology resources for staff and student use. Access to these resources is a privilege and not a right and each student and staff member must have a signed acceptable use policy on file prior to having access. Privileges can and will be taken away for violation of the policy and regulations. All students and their parents or guardians must read and understand the acceptable use policy, then sign and turn in the form to their building office.

When using district-supplied technology resources, individuals agree to abide by all policies and procedures adopted by the Griswold Community School District as well as all current federal, state, and local laws. These include district policies and procedures against harassment, plagiarism, and unethical conduct; as well as local, state and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, vandalism, and other unlawful intrusions. In the event of violation of any these policies, procedures or laws, current district disciplinary policies and practices will be followed, including those regulating the provision of information to law enforcement authorities.

## **Internet and Network Use**

1. Internet and technology resources must be used in support of education and research, and consistent with GCSD educational objectives. Appropriate use of the network is critical for stability and smooth operation.
2. The district's computers, network, and/or internet connection is not a public access service and the district has the right to place reasonable restrictions on the material accessed and/or posted.
3. The amount of time and type of access available may be limited by the school district's technology and the demands for the use of the school district's technology.
4. The district is not responsible for the accuracy of information users access on the internet.
5. Use of the district's computers, network and internet shall also comply with all school district policies and regulations.
6. The school district will use filtering and monitoring on-site for protection of minors, to the extent technically possible, from inappropriate pictures that are (a) obscene, (b) child pornography, or (c) harmful to minors.
7. The technology protection measures will block access to a large percentage of inappropriate sites, however, it should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.
8. Unauthorized bypassing of the content filter by using proxy servers and/or other means, such as creating "hot spots" is a violation of this policy.
9. Although reasonable efforts will be made to make sure students will be under supervision while on-site, it is not possible to constantly monitor individual students and some students may encounter information that may not be of educational value and/or may be inappropriate.
10. The district has the right, but not the duty, to monitor any and all aspects of its computers, networks, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail.
11. Inappropriate use and/or access will result in the restriction and/or termination of the individual's privilege and may result in further discipline for students and/or other legal action and may result in further discipline for staff members and/or other legal action. All violations may be reviewed by administration to determine the severity and appropriate disciplinary action.
12. The district has the authority and right to examine all computer and internet activity of any user of the system.
13. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the district's computers and network, including the internet.
14. It is the policy of the Griswold School District to prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
15. The district will provide age-appropriate training for students in regards to:
  - Internet safety
  - appropriate online behavior, including social networking
  - cyberbullying

**Examples of inappropriate use are, but not limited to:**

- illegal activity
- accessing or transmitting offensive materials
- harassment, threats or bullying
- material advocating violence or discrimination
- obtaining obscene or pornographic material
- creating or forwarding inappropriate (mean-spirited, racist, pornographic, false) material
- using another user's account, with or without their permission
- accessing or modifying other user's accounts, files, or passwords
- any actions that deliberately disrupt network service or damage equipment
- commercial activities not related to school or unsolicited political lobbying

**E-mail and Direct Communication**

1. School issued e-mail accounts are provided for all staff and students. E-mail access will be determined at the building level. **Students should use the school issued account only and not their personal e-mail account while on-site.**
2. Instruction will be given to students on safety and security when using email, chat, and other forms of direct electronic communications.
3. Email messages are not confidential. Email messages may be requested by the public under the Open Records Act.

**Electronic Learning Device (ELD)**

1. Damage due to carelessness may result in disciplinary action including, but not limited to fees and/or suspension of privileges..
2. Vandalism will result in a suspension of privileges and payment for damages. Other district disciplinary policies and practices may also apply. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user or interference with network operation. This includes, but is not limited to the uploading or creation of viruses, removing keys from keyboards, removing any parts from equipment and hacking.
3. To maintain consistency and licensing, the technology department will regulate installation of applications on the school owned device. Students are prohibited from installing applications.

**Personal devices are not needed nor allowed on-site.  
Each student will be provided with an ELD necessary for the learning environment at GCSD.**

**Parent/Guardian and Student Signature**

Please read carefully and check the following statements and print and sign below.

- I have read with my child/children and we understand the information provided about appropriate use of technology at the Griswold Community School District. I also understand that my child's work (writing, drawings, pictures etc.) may occasionally be published on the Internet.
- I understand that at times my child's picture may appear on the GCSD website/social media sites.
- I understand that my child will have access to the internet with supervision and monitoring by the staff at GCSD.
- I understand that this form will be kept on file at the school.

**Taking the Devices Home**

All students in grades 6-12 will have the opportunity to take their school issued ELD home with them this year. Our goal is to give them time to complete work outside of their regularly scheduled classes. Sometimes there is extra work that needs to be completed electronically. It is our intent to make available the learning tools needed for education at school as well as at home.

Please review the options below to determine whether you would like to allow your son/daughter to take their device home with them at night.

- I give permission for \_\_\_\_\_ (student name) to bring their device home to complete work outside of school.
- I do not give permission for \_\_\_\_\_ (student name) bring their device home at any time.

I have read and understand the information contained in these documents.

Parent signature \_\_\_\_\_

I have read the Acceptable Use Policy and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet and/or technology privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

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

***This document will be kept on file until the student graduates or leaves our district. You will not need to sign each year unless you (Parent/Guardian) or GCSD request any changes to the agreement.***

***Please return signed copy to the office on or before the first day of school.***