

## **Jackson Preparatory & Early College Agreement for Acceptable Use of Technology Resources (including laptop devices) for All Students**

This Agreement is between the Student/User and Jackson Preparatory & Early College (JPEC).

The purpose of this Agreement is to grant access to and define acceptable use of JPEC's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging and communication systems.

In exchange for the use of JPEC's Technology Resources and Laptops either at school or away from school, you understand and agree to the following:

1. Your use of JPEC's Technology Resources is a privilege that may be revoked by JPEC at any time and for any reason.
2. You have no expectation of privacy when using JPEC's Technology Resources. JPEC reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, person e-mail and voicemail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources or Laptops. JPEC also reserves the right to remove any material from the Technology Resources that JPEC, at its sole discretion, chooses to, including, without limitation, any information that JPEC determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
3. The Technology Resources do not provide you a "public forum". You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
4. You may not use the Technology Resources to engage in bullying, which is defined as: any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more individuals either directly or indirectly by doing any of the following:
  - a. Substantially interfering with educational opportunities, benefits, or programs of one or more individuals;
  - b. Adversely affecting the ability of an individual to participate in or benefit from the educational programs or activities by placing the individual in reasonable fear of physical harm or by causing substantial emotional distress;

- c. Having an actual and substantial detrimental effect on an individual's physical or mental health; or
  - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
5. JPEC's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your credentials.
6. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subjected to other disciplinary action, up to and including expulsion. Misuse includes but is not limited to:
- a. Accessing or attempting to access material that is "harmful to minors". Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) 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 simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
  - b. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
  - c. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as:
  - d. Bullying (as defined in paragraph 4).
  - e. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
  - f. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
  - g. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
  - h. Unauthorized copying or use of licenses or copyrighted software.
  - i. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
  - j. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

- k. Allowing someone to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
  - l. Using or soliciting the use of, or attempt to use or discover the account information or password of another user.
  - m. Attempting to or successfully disabling security features, including technology protection measures required under the Children’s Internet Protection Act (“CIPA”).
  - n. Misusing equipment or altering system software without permission.
  - o. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
  - p. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or JPEC’s Student Handbook.
7. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
8. It is the policy of JPEC, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
9. It is the policy of JPEC to prohibit its minor students from (1) accessing inappropriate mater on the internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of JPEC to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.
10. JPEC does not guarantee that measures described in paragraphs 6 and 7 will provide any level of safety or security or that all inappropriate material will be successfully blocked from JPEC’s students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs 6 and 7.
11. JPEC does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will JPEC be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
12. You are responsible for proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by inappropriate use.

13. JPEC issued Laptop Device (“Laptop”) general precautions:

- a. Do not remove the protective carrying case issued with your Laptop.
- b. No food or drink is allowed next to your Laptop while it is in use.
- c. Cords, cables, and removable storage devices must be inserted carefully into the Laptop.
- d. Never carry their Laptop while the screen is open.
- e. Laptops should be shut down when not in use to conserve battery life.
- f. Laptops should never be shoved or wedged into a book bag as this may cause damage.
- g. Do not expose your Laptop to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.
- h. Do not leave Laptop in a vehicle or unsupervised area. If the Laptop is left in an unsupervised area at school, it will be confiscated by administration.
- i. Always bring Laptop to room temperature before turning it on.
- j. You are responsible for keeping the Laptop charged for each school day.

14. Laptop Screen care:

- a. Do not lean on top of the Laptop.
- b. Do not place anything near the Laptop that could put pressure on the screen.
- c. Do not place anything in the protective carrying case.
- d. Do not poke the screen.
- e. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks, etc.)
- f. Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Laptop. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen.

15. Laptop use:

- a. At School – the Laptop is intended for use at school each day. In addition to teacher expectations for Laptop use, school messages, announcements, calendars and schedules will be accessed using the Laptop. Students are required to bring their laptop to all classes, unless specifically advised not to do so by their teacher.
  - b. At Home – you can take your Laptop home each night throughout the school year for charging. *Laptops must be brought to school each day in fully charged condition.* If the Laptop is left at home, you must immediately phone parents to bring the Laptop to school. Repeat violations of this Agreement may result in referral to administration. It is recommended that students not carry the AC adapter power cord (“charger”) to school. If fully charged at home, the battery will last throughout the day.
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- a. Screensavers – inappropriate media may not be used as a screensaver.
    - i. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
    - ii. Passwords on screensavers are not to be used.

- iii. Hard drive passwords are forbidden. If used, you may be responsible for the cost of replacement hardware.
  - c. Sound – sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
  - d. Printing – you are not permitted to print from the Laptop at school. Teachers are encouraged to have students submit work electronically through Google Drive.
- 16. Laptop File Management and Saving Your Work – you will create and save documents in Google Drive. Google Drive is a cloud storage service that allows you to store documents, photos, videos, and more online in one place.
- 17. Laptop Software – only school issued software is permitted on the Laptop. Do not attempt to install additional software.
- 18. Laptop personalization is strictly prohibited. Laptops MUST remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of JPEC. Spot checks for compliance will be done by JPEC staff at any time. Removal of any JPEC labels (i.e. asset tag, name tag, etc.) will result in disciplinary actions. If the asset tag wears off, it is the student’s responsibility to notify the tech department to have it replaced.
- 19. You may be selected at any time at random to provide your laptop for inspection. The purpose of the inspection is to check for proper care and maintenance as well as inappropriate material being carried into the school.
- 20. Laptop Insurance is required. The cost of insurance is \$75 and must be paid in full within the first month of the school year.
- 21. Laptop repair or replacement:
  - a. If technical difficulties occur, the technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Laptop will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Laptop will restore the device to the state in which the user originally received it. All files stored on an external miniSDcard, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Laptop that have been synced with the Google Drive will be intact. *However, all other data stored on the internal memory that has not been synced will not be restored.*
  - b. If the Laptop needs to be repaired due to damage, the insurance covers the initial repair. If the Laptop is not repairable and the damage is due to misuse or abuse the Student / Parent will be charged the full replacement cost of the Laptop. After the initial repair, the Student / Parent will be charged for the damage.
    - i. Screen repair - \$75
    - ii. Bezel and cover replacement - \$75
    - iii. Keyboard repair - \$85

- iv. Missing key replacement - \$12.50 per key
- c. If the Laptop or any of its accessories are lost, the Student / Parent will be charged the replacement cost of the Laptop and / or the accessories.
  - i. Laptop cost –
    - 1. HP Chromebook \$200
    - 2. Lenovo Chromebook \$400
  - ii. Protective carrying case - \$40
  - iii. Charger - \$30

Student Name: \_\_\_\_\_

This Agreement is entered into on: \_\_\_\_\_

I agree to follow this Agreement and all rules and regulations that may be added from time to time by JPEC or its Internet Service Provider. I also agree to follow all rules in the JPEC student handbook. As a condition of using the Technology resources, I agree to release JPEC and its board members, agents and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology resources is not private. I consent to having JPEC monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through Technology Resources.

I have read the Acceptable Use Agreement and agree to its terms.

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

Check one (1) box:

I am a dual enrolled student and will use my **personal device** for school work

I will use a school issued device for school work

I have read this agreement and agree that as a condition of my child's use of the Technology Resources. I release JPEC and its board members, agents and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify JPEC and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's, or misuse, of JPEC's Technology Resources.

I authorize JPEC to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having JPEC monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand and agree that my child will not be able to use JPEC's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

\_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian Signature