

## **Digital Literacy**

**The Board believes that digital literacy is necessary so all students are prepared to live responsibly and well in the digital age. It invests heavily in professional development so that the staff can develop learning experiences that prepare students for the digital age. It also invests heavily in the technology so that every student has an opportunity to use modern tools to solve problems, collaborate, and create new knowledge.**

**It is the responsibility of the superintendent to develop regulations and procedures to encourage the use of technology in the curriculum and that put modern technology in the hands of teachers and students.**

**The superintendent will report the impact of the digital literacy effort annually to the Board along with recommendations regarding the access of technology to students and teachers.**

**Adopted: 5/21/2012**

# College Community Schools

## LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the College Community School District (CCSD), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the "Computer") for use while a student is at College Community School District, hereby agree as follows:

### 1. Equipment

**1.1 Ownership:** CCSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, College Community administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**1.2 Equipment Provided:** Efforts are made to keep all laptops configurations the same. All Computers include ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. CCSD will retain records of the serial numbers of provided equipment.

**1.3 Substitution of Equipment:** In the event the Computer is inoperable, CCSD has a limited number of spare laptops for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken computer or to avoid using the computer due to loss or damage. Please note that if the Student forgets to bring the computer or power adapter to school, a substitute will not be provided.

**1.4 Responsibility for Electronic Data:** The Student is solely responsible for any non-CCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. Backup methods include storage in cloud-based services like Google Docs or DropBox, copying files to a flash drive or storing file on an external hard drive.

### 2. Damage or Loss of Equipment (pending definition)

**2.1 Insurance and deductible:** CCSD has purchased insurance which provides the broadest perils of loss regularly available. This insurance coverage is subject to a \$250 deductible per loss.

**2.2 Responsibility for Damage:** The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$200
- Third incident – up to full cost of repair or replacement

CCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

**2.3 Responsibility for Loss:** In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

**2.4 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the building’s teacher librarian. If the Computer is stolen or vandalized while not at College Community or at a College Community sponsored event, the Parent shall file a police report.

**2.5 Technical Support and Repair:** CCSD does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available.

### 3. Legal and Ethical Use Policies

**3.1 Monitoring:** CCSD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with CCSD’s Legal and Ethical Use Policies.

**3.2 Legal and Ethical Use:** All aspects of CCSD Computer Use Policy remain in effect, except as mentioned in this section.

**3.3 File-sharing and File-sharing Programs:** File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

#### 3.4 Allowable Customizations

- The Student *is permitted* to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The Student *is permitted* to download music to iTunes, but cannot download or install any other software without permission from the building’s teacher librarian. The student is permitted to install software drivers for peripheral devices such as camera, printers or other academically purposeful devices.

Dick Whitehead 3/26/12 7:17 AM

**Comment [1]:** When in doubt ask Media Specialist???

## STANDARDS FOR PROPER COMPUTER CARE

This document is an important addendum to the *Student Laptop Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

Read the electronic manual that comes with the laptop. Following Apple's advice and the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and enjoyable tool.

### Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to CCSJ during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car other than in a locked trunk. ***Avoid leaving the Computer in environments with excessively hot or cold temperatures.***
- Do not let anyone use the Computer other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- Adhere to CCSJ School's Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask the teacher librarian, building laptop facilitator, or building administrator.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

### **How to Handle Problems**

- Promptly report any problems to the building's teacher librarian or help desk representative.
- Do not force anything (e.g., connections, popped-off keys, etc.). Seek help instead.
- When in doubt, ask for help.

### **General Care**

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Do not do anything to the Computer that will permanently alter it in any way. (You can apply stickers so long as they are completely removable.)
- Keep the equipment clean. For example, don't eat or drink while using the Computer.

### **Carrying the Computer**

- Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Sleep mode is sufficient – there is little reason to actually shut-down the laptop other than on an airplane or during extended days of inactivity.
- Always store the Computer in the laptop bag provided or in another certified laptop case. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen.
- We recommend that you carry the laptop bag inside your normal school pack. The "vertical sleeve" style laptop case was chosen expressly for this purpose. Simply slide the Computer in and out while leaving the case within the school pack. Do not overstuff your pack – extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not grab and squeeze the Computer, as this can damage the screen and other Components

### **Screen Care**

The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$800 to replace. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed, thus resulting in a charge of over \$800 to the family

**Battery Life and Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Do not let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

**Personal Health and Safety**

- Avoid extended use of the Computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the Apple user guide.

**EQUIPMENT LENDING INFORMATION**

This **additional** agreement allows students to check out a variety of peripheral equipment from the building's library such as still cameras, video cameras, microphones, optical (DVD) drives, and other audio visual devices for multimedia school projects. The signed agreement is part of the *Student Laptop Program Acknowledgement Form*.

The CCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

**Agreements**

1. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Approximate replacement costs include: laptops \$1,000, digital cameras \$500, video cameras \$600, and assorted peripheral items \$25-\$500.
2. I will treat this equipment with the same care as if it were my own property.
3. I will maintain the equipment in clean condition.
4. I will avoid use in situations that are conducive to loss or damage.
5. I will heed general maintenance alerts and advice from school technology personnel.
6. I will promptly report any malfunction, loss, damage or theft to the Director of Technology.
7. I will always transport the equipment within the case provided whenever leaving the school building.
8. I will adhere to CCSD School's Acceptable Use Policy when using this equipment at all times and locations.

### **Damage or Loss**

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.

*I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.*

### **COMPUTER USE AND CONDUCT POLICY**

The primary goal of CCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. Library and Media Lab equipment are reserved exclusively for academic use. The following is a list of rules and guidelines which govern the use of CCSD computers and network resources.

*Network Resources* refers to all aspects of CCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of CCSD's network resources whether this access occurs while on or off campus.

#### **Students may not use network resources:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations;
- to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto CCSD computers; to copy CCSD school software (copying school owned software programs is considered theft).

#### **In addition, students may not:**

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk" email.

### **Responsibility for Property**

Craig Barnum 3/8/12 3:09 PM

**Comment [2]:** We currently don't ban this service for staff. Could be an issue if we have 300 or 400 simultaneous connections. Do not currently block it. Would be a change.

Students are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

#### **File Sharing and File Sharing Programs**

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

#### **Discipline**

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the students use of technology restricted and or revoked.

#### **Legal Issues and Jurisdiction**

Because CCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of CCSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

#### **Disclaimer**



CCSD does not have control of the information on the Internet or incoming email. CCSD will provide Internet content filtering both onsite and off. However, no filter is perfect. All filters have vulnerabilities that maybe exploited by individuals who are actively and intently dedicated to breaching them.

Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the College Community School District. While CCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At CCSD, we expect students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, CCSD account holders take full responsibility for their access to CCSD's network resources and the Internet. Specifically, CCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

**College Community School District  
Student Laptop Program Acknowledgement Form  
2012-2013 School Year**

Review and initial each statement below:

The following items reiterate some of the most important points covered in the <i>Laptop Computer Use Agreement</i> and the <i>Standards for Proper Care</i> addendum which you read in the student guidebook on the College Community Website.	Student Initial	Parent Initial
College Community administrative staff retain the right to collect and/or inspect the computer at any time, including via electronic remote access; and to alter, add, or delete installed hardware or software.		
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the laptop, external hard drive, cloud-based storage such as Google Docs or DropBox,, or flash drive .		
I will not leave my laptop unattended unless it is locked in a secure place. My family may be fully responsible for the cost of replacement should my laptop become lost or stolen due to "gross negligence" as determined by administration.		
I understand that my family is responsible for damages that occur to the laptop. <i>Please refer to the Computer Use Agreement form for details.</i>		
I will not download, install or use file-sharing programs or attempt to view/download games or programs/websites without the permission of the Director of Technology.		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those I legally own.		
I will keep the laptop lid fully closed whenever it is moved from one point to another.		
I will read and follow general maintenance alerts from school technology personnel.		
I will report any problems with my laptop to a member of the tech support staff in a timely manner.		
I have read the <b>Equipment Lending Agreement</b> which gives students permission to check out other equipment, such as digital and still video cameras, and agree to those conditions (put and "X" if you decline and therefore will not use this equipment).		

**I have read the Laptop Computer Use Agreement and the Standards for Proper Care addendum and agree with their stated conditions. Questions and or accommodations regarding this assessment need to be directed to Principals Mr. Leytem or Mr. Gronemeyer, Director of Technology Mr. Barnum or College Community Superintendent of Schools John Speer.**

Student Name (printed clearly) \_\_\_\_\_

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

Parent/Guardian Name (printed clearly) \_\_\_\_\_

Parent/Guardian Signature + Date \_\_\_\_\_

**If for some reason you choose not to receive a laptop at this time, sign below. My signature below indicates that I have read and understood all of the Technology Policies of CCSD, but I choose NOT to receive a laptop at this time.**

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

Parent Signature + Date \_\_\_\_\_

This completed and signed form is a mandatory requirement for the assigning and issuing of a CCSD laptop computer. It must be filed prior to the issuing and assigning of a computer. Students will not receive their laptops until Mr. Barnum, Director of Technology or his designee has received a signed form.

**All policies and forms are available on the College Community School Website.**