

## Personal Computing Device Usage Policy and Additional Guidelines

### for Student Responsibility

1. Use of this computing device is subject to the herein Usage Policy, the Computing Device Student Responsibility Contract, as well as all District policies and regulations related to acceptable use of technology resources. See Board Policy **7523- SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STUDENTS, annexed hereto.**
2. Students should in no way attempt to gain other privileges or attempt to access resources on the network to which no explicit rights have been granted.
3. Students shall not, in any way, tamper with or misuse school equipment, either software or hardware. No form of tampering is acceptable.
4. Students may not download copyrighted software, audio, or video files, or any other copyrighted material from the Internet that is not legally allowed to be used and/or that is for personal use and not related to any educational purposes. Any such material found will be deleted without prior notification.
5. Only licensed software/apps may be installed onto any District issued computing devices. If a student requires special or non-standard software to be installed on this computing device for District use, the installation must be cleared beforehand.
6. Students should make no attempt to copy licensed or copyrighted material using this computing device.
7. District issued computing devices may not be used for any form of personal financial gain.
8. District computing devices and their contents are and remain the property of the School. No action performed and/or data stored on this computing device is personal or private and students have no reasonable expectation of privacy with same. The District has the right to access and review the device at any time. Any application or data (apps, music, etc.) will become the property of the District upon completion of the program.
9. This electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. If school district equipment is issued to a student for use outside the District, it is possible this collection of information on the student's activity or use of the device may occur outside of the school. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student per *N.J.S.A.18A:36-39 (P.L. 2013, c. 44)*.
10. Food and drinks should be kept well away from computing devices. Students should also take care when shutting down and closing the lid of the computing device (if applicable) to ensure that nothing is left lying on top of the computing device's surface. Resulting damage to the computing device may not be covered by warranties, and the student may be liable for repair costs.

## **Use of computing device resources are granted based on the student's acceptance of the following specific responsibilities**

Use only those computing and information technology resources for which you have authorization. For example, it is a violation:

- to use resources that you have not been specifically authorized to use
- to use someone else's account or password or share your account or password with someone else
- to access files, data, or processes without authorization; or
- to purposefully look for or exploit security flaws to gain system or data access.

Use computing and information technology resources only for their intended purpose. For example, it is a violation:

- to send forged email
- to misuse Chat or other communications software that appears to allow students to hide their identity or to interfere with other systems or students.
- to use electronic resources for harassment, bullying, or stalking other individuals
- to send bomb threats or "hoax messages"
- to send chain letters
- to intercept or monitor any network communications not intended for you
- to use computing or network resources for advertising or other commercial purposes to attempt to circumvent security mechanisms.

Protect the access and integrity of computing and information technology resources. For example, it is a violation:

- to release a virus or worm that damages or harms a system or network
- to prevent others from accessing an authorized service
- to send email bombs that may cause problems and disrupt service for other students
- to attempt to deliberately degrade performance or deny service
- to corrupt or misuse information, or
- to alter or destroy information without authorization.

Abide by applicable laws and school policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software. For example, it is a violation:

- to make more copies of licensed software/content than the license allows
- to download, use, or distribute pirated software/content
- to operate or participate in pyramid schemes
- to distribute or view pornography on the device
- to upload, download, distribute, or possess child pornography or inappropriate content of any sort.

Respect the privacy and personal rights of others. For example, it is a violation:

- to run network sniffing/monitoring tools without authorization
- to access or attempt to access another individual's password or data or device without explicit authorization
- to access or copy another student's electronic mail, data, programs, or other files without permission

Breach of the Usage Policy and Guidelines may lead to disciplinary action.



## Computing Device Student Responsibility Contract

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

I acknowledge receiving the Chromebook for use while I remain enrolled in the Highland Park Public School District. I have read the attached Personal Computing Devices Usage Policy and Additional Guidelines for Student Responsibility. Moreover, I have reviewed Board Policy 7523. In order to maintain the privilege of using this computing device, I agree to the following:

I agree to keep this computing device in my possession at all times. I will not give or lend it to anyone (or allow anyone to access the device) except to return it to the school for repair in case it is damaged. If placed in a locker, the lock will be set and the combination will not be shared with anyone else. During physical education class, it is to be secured in a locked locker with a private combination.

I agree to carry this computing device in a secure manner to minimize the chances that it will be damaged or destroyed.

I agree to follow the Personal Computing Device Usage Policy and Additional Guidelines for Student Responsibility, as well as Board Policy 7523, and will not use this computing device, in or out of School, for inappropriate or unlawful purposes. I understand that the school will fully cooperate with all relevant authorities in investigating and prosecuting any unlawful use of this device.

I recognize and understand that this computing device and its contents are and remain the property of the School. No action performed and/or data stored on this computing device is personal or private and I have no reasonable expectation of privacy with same. I understand and acknowledge that the District has the right to access and review this computing device at any time.

This electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. If school district equipment is issued to a student for use outside the District, it is possible this collection of information on the student's activity or use of the device may occur outside of the school. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student per *N.J.S.A.18A:36-39 (P.L. 2013, c. 44)*.

I understand that if this computing device is lost, stolen or damaged, I will immediately notify my school's Principal and/or Assistant Principal. I understand that the school shall not be responsible for any damages or losses related to this computing device. Any costs associated with instances of loss, theft, or damage shall be the full responsibility of the student and his/her parent/guardian (please read about the purchase of insurance coverage).

I agree to return this computing device to my school at the conclusion of the school year (or earlier if I should leave the District). I further understand that any applications, music, etc., loaded on the device become the property of the school district and will not be returned, nor will the student be refunded for the purchase of same

I agree to keep this computing device adequately charged for school usage.

I understand that failure to comply with any of these rules and policies may result in disciplinary action, including the suspension of my use of this computing device.

\*Please return this completed form in the envelope provided to the main office no later than \_\_\_\_\_. If you have more than one child enrolled, please complete a form for each child. Thank you for your cooperation.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_