



Central Office: 641-472-2655
Transportation Office 641-472-5252
Fairfield High School: 641-472-2059
Fairfield Middle School: 641-472-5019
Pence Elementary: 641-472-2957
Washington Elementary: 641-472-2110

FAIRFIELD COMMUNITY SCHOOL DISTRICT - Technology Acceptable Use Agreement

This agreement will be in effect for the student (Student) and parent/guardian (Parent) using a device, issued by Fairfield Community School District (FCSD). The Student and Parent, agree to the following after:

- completing assigned training
- signing required documentation
- being provided a dedicated device and materials (limited or full access)

1. EQUIPMENT

1.1 Ownership

FCSD retains sole right of possession of the Device and grants permission to the Student to use the Device according to the guidelines set forth in this document. FCSD administration and staff retains the right to collect and/or inspect the Device at any time, including via remote access and/or location based tracking, and to alter, add, or delete installed software or hardware.

1.2 Equipment Provided

Efforts are made to keep all laptop configurations the same. All Devices include a laptop case, software, and charger. FCSD will retain records of the serial numbers of all provided equipment.

1.3 Substitution of Equipment

Students will be expected to utilize the district-provided dedicated device at least during the course of the school day. Personal devices will not be supported during the course of the school day. In the event the Device is inoperable, FCSD has spare laptops to be used at the discretion of the administration, while the Device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Device or to avoid using the Device due to loss or damage. Please note that if the Student forgets to bring the Device or charger to school, a substitute may not be available.

1.4 Responsibility for Electronic Data

The Student is solely responsible to back up data from non-FCSD installed software and for associated data stored on the Device. FCSD provides a means for backup along with directions but does not accept responsibility for such software.

2. DAMAGE OR LOSS OF EQUIPMENT

2.1 Insurance and deductible

All laptops are insured, which covers the broadest perils of loss regularly available. This insurance coverage is subject to a per loss deductible.

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2.2 Responsibility for Damage

The Student is responsible for maintaining a 100% working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. See #4: **Standards for Proper 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 \$250**
- Third incident – **up to full cost of repair or replacement**

FCSD 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 #4: **Standards for Proper Care** for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to individuals other than Parent.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See #4: **Standards for Proper Care**).

2.3 Responsibility for Loss or Theft

- In the event the Device is lost, the Student and Parent will be billed for full replacement cost. In the event the Device is stolen, a police report must be filed and the Student and Parent will be responsible for the \$250 deductible.
- In either scenario, if the Device is promptly recovered in undamaged condition the payment may be refunded.

2.4 Actions Required in the Event of Damage or Loss

Report the problem immediately to the Technology Staff or School Principal. If the Device is stolen or vandalized while not at school or a school-sponsored event, the Parent shall also file a police report.

2.5 Technical Support and Repair

FCSD does not guarantee the Device will always be operable, but will always make technical support, maintenance and repair available during normal school hours.

3. LEGAL AND ETHICAL USE

3.1 Monitoring

FCSD will monitor Device use in accordance with the following Board Policies:

- Acceptable Use **401.13R1**
- Student Conduct **503.1**
- Fines, Fees and Charges **503.3**

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- Technology and Instructional Materials **605.4**
- Instructional Arrangements **605.6**
- Use of Information Resources Regulation (“Fair Use”) **605.7R1**
- Use of Information Resources **605.8**

3.2 File Sharing and File Sharing Programs

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

3.3 Allowable Customizations

- The Student is permitted to customize the assigned Device to their own working styles (i.e., background screens, default fonts, and other system preferences).
- The Student is permitted to download music to iTunes, but cannot download or install any other software without permission from the FCSD Technology Staff.

3.4 Copyright Laws

- The Student will neither duplicate nor distribute copyrighted materials other than a backup copy of those items the Student legally owns.

4. STANDARDS FOR PROPER Device CARE

4.1 Student Laptop Articulated and Common Sense Precautions

The Student is expected to follow all guidelines listed in the Device Use Agreement and take additional common sense precautions to protect their assigned Device. These same rules apply to loaner and stationary Devices used on the premises. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.** Parents and the Student must sign the Technology Acceptable Use Acknowledgement Form prior to receiving their assigned Device.

4.2 Student Responsibilities

- Treat the equipment with as much care as if it were your own property.
- Bring the Device and charging unit to FCSD every school day. Keep the Device 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. During athletic events store the Device in a secure place assigned by the coach/sponsor and arrange to return to school to retrieve it after the activity. It is “best practice” to leave the Device in the Student’s issued locked locker. Laptops left in backpacks, or in unattended classrooms or gyms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen, will be the Student’s full financial responsibility.

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- Avoid use in environments that are conducive to loss or damage. Never leave the Device in school vehicles, on playing fields, in the care of another student, or in other areas where it could be damaged or stolen. Avoid leaving the Device in environments with excessively hot or cold temperatures. If the Device must be stored in a car for a short period of time, keep it out of plain view to avoid theft.
- The Student will keep the laptop lid fully closed whenever it is moved from one point to another. When passing from class to class the Student must place the Device and accessories in the given Device case.
- The Device is to be used only by the assigned Student. Parents or guardians also are granted access to use the Device. Loss or damage that occurs when anyone else is using the Device will be the Student's full responsibility.
- Adhere to FCSD Technology Acceptable Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Technology Staff or your Building Principal.
- Regularly back up all necessary data stored on the Device. Read and follow general maintenance alerts from school technology personnel.
- The Student acknowledges FCSD's right to randomly check the device, and therefore is responsible to store data and materials deemed appropriate by FCSD.

4.3 How to Handle Problems

- Promptly report problems to the Technology Staff or Building Principal.
- When in doubt, ask for help.

4.4 General Care

- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing. Doing so voids the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or identification on the Device.
- Do not do anything to the Device/bag that will permanently alter it. (The Student can apply identifiers to the Device/bags as long as they are removable and do not damage or leave markings).
- Keep the equipment clean. Never eat or drink while using the Device. The warranty does not cover damage to the Device due to exposure to bodily fluids, blood borne pathogens, or nicotine smoke.

4.5 Carrying the Device

- Always store the Device in the laptop bag provided.

4.6 Screen Care

- Do not touch the Device screen with anything (e.g. finger, pen, pencil, etc.) other than Device screen cleaners. The Device screen can be easily damaged if proper care is not taken. Screens

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are sensitive to damage from excessive pressure. Broken screens are NOT covered by warranty and can cost up to \$800.

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD screens.
- Never leave any object on the keyboard, i.e. pens, pencils, or papers with staples. Objects are guaranteed to damage the screen, and when left on the keyboard are guaranteed to crack or severely scratch the screen when the lid is closed.

4.7 Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a home routine to build this habit.
- Do not let the battery completely drain. Immediately shut down if the Device is about to run out of power.
- Close the lid of the Device when it is not in use to extend battery life and protect the screen.

4.8 Personal Health and Safety

- Avoid extended Device use resting directly on the lap. The bottom of the laptop generates significant heat and can cause injury. Avoid lap-based computing while connected to the charger as this increases heat production.
- Avoid lengthy focus on repetitive tasks. Take breaks from using the Device. If possible, set up a home workstation that allows positioning of the screen at eye level and the keyboard at lap level.

5. EQUIPMENT LENDING INFORMATION

5.1 Lending

This additional agreement allows students, under the supervision and discretion of the Building Principal and classroom teacher (or activity sponsor/coach), to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audio visual devices for multimedia school projects. The signed agreement is part of the Technology Acceptable Use Acknowledgement Form. FCSD grants the Student permission to borrow technology equipment for school and home use based on mutual agreement of the following:

5.2 Agreements

The Student signed and returned the FCSD Technology Acceptable Use Agreement. The Student will:

- return the equipment on the established due date and times. It will be understood the Student will be billed for replacement costs if equipment is not returned or returned promptly.
- treat this equipment with the same care as if it were their property.
- maintain the equipment in clean condition.
- avoid use of the Device in situations that are conducive to loss or damage.

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- heed general maintenance alerts and advice from school technology personnel.
- promptly report any malfunctions, loss, damages or theft to the Building Principal, Technology Staff or the classroom teacher/sponsor/coach.
- always transport the equipment within the case provided whenever leaving the school premises or when the Device is not in use.
- adhere to FCSD Technology Acceptable Use Agreement and when using peripheral equipment at all times and locations.

5.3 Damage or Loss

- The Student is responsible for costs incurred due to loss or damage of equipment as determined by the school. Student violations of the above agreement may result in restriction to check out additional equipment as well as fines for damaged equipment.

6. VIDEOS, PICTURES, DISCUSSION AREAS, PUBLISHING ON THE FCSD NETWORK

6.1 School Sponsored Pictures, Video and Chat Logs

The Student may not:

- create their own activities or events on the school district's technology network without consent and direction of the classroom teacher and Building Principals.
- ask for or send photos of other students without consent and direction of the classroom teacher or Building Principal.
- ask for personal information about other students for public sharing. Examples include but are not limited to: email address, phone number, home address, and physical description. This section is not a comprehensive list. FHS student handbook and good conduct policies apply.

7. DEVICE USE AND CONDUCT RULES

7.1 General Information

The primary goal of FCSD'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. Academic coursework always takes priority over any other use of the Device equipment.

7.2 Network Resources

Network services refers to all aspects of FCSD's owned or leased equipment, including Devices, 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 FCSD's network resources whether this access occurs while on or off the school premises.

7.3 Prohibited Acts

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The Student may not use network resources to:

- create, send, access or download material which is abusive, hateful, harassing or sexually explicit
- conduct any commercial business
- conduct any illegal activity (this includes adhering to copyright laws)
- access the data or account of another user (altering files of another user is considered vandalism)
- install any software onto FCSD Devices or to copy FCSD school software (copying school owned software programs is considered theft)
- to use any hacking, phishing, or packet capture tools
- 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 mail”

7.4 Discipline

Improper student conduct is subject to disciplinary action according to school board policy and the FHS student handbook. Any Student who violates the rules will be subject to disciplinary action issued by the teacher or administration. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations may result in restriction or revocation of Student Device rights.

7.5 Legal Issues and Jurisdiction

Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of FCSD’s network resources is subject to the rules stated in this agreement. As network resource owners, FCSD reserves the right to remotely access, open, examine, or delete electronic files that are suspected to violate this Technology Acceptable Use Agreement. School administration monitors the network and Devices and may find it necessary to investigate electronic incidents even if they occur outside of school hours. FCSD also reserves the right to electronically track Device location.

7.6 Disclaimer

FCSD provides filtering to protect the Student. Filters are utilized in the form of content filtering. Direct teacher supervision and digital citizenship instruction are intended to build responsible digital citizens. However, no online filter will “catch” everything, especially when the Student is working off site. FCSD prioritizes teaching students to utilize good judgement and safety at all times. FCSD is doing due diligence to protect Students, however information may pass through to the students despite our best efforts. FCSD is not responsible for:

- Costs, damages, or liability incurred as a consequences of inappropriate Student use of the district network/internet

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- Guidance, advice, social connections, or information collected as a result of inappropriate Student use of the district network/internet

Please contact the School Principal for any questions regarding the FCSD Technology Acceptable Use Agreement.

Adapted from: Washington Community School District, Washington, IA.

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**Fairfield Community School District
Technology Acceptable Use Acknowledgement Form**

***Mandatory - This form must be signed by Parent for any type of school issued device use.**

Student Name _____ **Grade** _____

	All requirements must be read with initials and signatures included prior to receiving your assigned device. Detailed information on each item can be found in the Technology Use Agreement.	Parent Initials
	I understand my obligations and responsibilities as they relate to:	
Pg. 1	Equipment: 1.1) ownership, 1.2) provision of, 1.3) substitution of, and 1.4) responsibility for electronic data.	
Pg. 1-2	Damage/Loss of Equipment: 2.1) insurance, 2.2) financial responsibility for damage, 2.3) responsibility for loss/theft, 2.4) actions required in the event of damage/loss, 2.5) technical support/repair.	
Pg. 2	Legal and Ethical Use: 3.1) monitoring, 3.2) file sharing and file sharing programs, 3.3) allowable customizations, 3.4) copyright laws.	
Pg. 2-4	Standards for Proper Device Care: 4.1) articulated and common sense precautions, 4.2) student responsibilities, 4.3) how to handle problems, 4.4) general care, 4.5) carrying the device, 4.6) screen care, 4.7) battery life/charging, 4.8) personal health/safety.	
Pg. 4	Lending Responsibilities: 5.1) lending, 5.2) agreements, 5.3) damage or loss.	
Pg. 4-5	Videos, Pictures, Discussion Areas, and Publishing on the FCSD Network: 6.1) student restricted activities.	
Pg. 5-6	Device Use and Conduct Rules: 7.1) general information, 7.2) network resources, 7.3) prohibited acts, 7.4) discipline, 7.5) legal issues/jurisdiction, 7.6) disclaimer.	

As the parent or Guardian of _____ I have read and understand the Technical Acceptable Use Agreement. I understand that this access is designed for educational purposes. The Fairfield Community School District has taken precautions to eliminate controversial material. However, I also recognize that it is impossible for the school district to restrict access to all controversial materials and I will not hold the district responsible in any way for materials acquired over the district network or the Internet. Further, I accept full responsibility for supervision if and when student use is not in a school setting. I hereby give permission to issue an account and certify that the information contained on this form is correct.

Parent Name (printed clearly) _____ Parent/Guardian Signature _____ Date _____