





# STUDENT COMPUTING DEVICE USAGE HANDBOOK RECEIPT OF NOTIFICATION AND UNDERSTANDING (PARENT/GUARDIAN COPY)

The Elkhorn Public Schools Student Acceptable Use Agreement (AUA) is on the backside of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Elkhorn Public Schools regarding the use of computers and the Internet in the Elkhorn Public Schools.

Additionally, as part of the Student Computing Device initiative at Elkhorn Public Schools, the school district is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Student Computing Device to your child. Under this agreement, the Student Computing Devices are protected against accidental damage if participating in the EPS Student Computing Device Coverage Program. The Elkhorn Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Student Computing Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Elkhorn Public Schools will assess the Student Computing Device loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

Please check one of the following options:

SELECTION	DESCRIPTION OF OPTION	BARCODE
	<u>Option 1:</u> I accept and will abide by the Elkhorn Public Schools Student Computing Device Usage Handbook. <b>Additionally, I would like to participate in the optional EPS Student Computing Device Coverage Program for the amount of \$20.</b>	 <small>OPTION 1</small>
	<u>Option 2:</u> I accept and will abide by the Elkhorn Public Schools Student Computing Device Usage Handbook. <b>I DO NOT wish to participate in the optional EPS Student Computing Device Coverage Program and understand that I am responsible for 100% of all damages.</b>	 <small>OPTION 2</small>
	<u>Option 3:</u> I accept and will abide by the Elkhorn Public Schools Student Computing Device Usage Handbook. <b>I DO NOT wish to have my child issued a Student Computing Device to take home.</b> <i>(PLEASE NOTE: If you choose this option, students will be assigned a Student Computing Device for daily use at school and may be held responsible for 100% of damages as a result of gross negligence or purposeful damage).</i>	 <small>OPTION 3</small>
	<p>If Option 3 above is chosen, parents/guardians may still elect to enroll in the EPS Student Computing Device Coverage Program.</p> <p><input type="checkbox"/> <b>While I do not wish to have my child issued a Student Computing Device to take home, I would like to participate in the optional EPS Student Computing Device Coverage Program for the amount of \$20.</b></p>	 <small>OPTION 3C</small>

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**Print Full Student Name**

\_\_\_\_\_

**Grade**

\_\_\_\_\_

**Student Signature (REQUIRED)**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Parent/Guardian Signature (REQUIRED)**

\_\_\_\_\_

**Date**

## **EPS Acceptable Use Agreement (AUA)**

Elkhorn Public Schools Internet Access is to be used only for classroom related activities. This agreement applies when using either school equipment or personal equipment on the district network.

This Acceptable Use Agreement (AUA) outlines the appropriate use of EPS's technology resources and services during and after school hours. By signing this form, students are indicating that they understand and agree to abide by the guidelines written below.

EPS network, technology resources and Internet access are school resources and use of them is considered a privilege. Therefore, violation of this AUA will result in the loss of this privilege and/or other appropriate discipline actions according to division-level policies. These actions may include written warnings, withdrawal of access privileges, and in extreme cases, suspension, expulsion or termination of privileges.

### **Compliance with Law and Use of Computers/Internet**

Users of Elkhorn Public Schools technology will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

### **Safety and Security:**

- I will not attempt to access material that is obscene, pornographic, harmful to others, or otherwise inappropriate for education.
- I understand that passwords are private and should not be shared with others. I will not allow others to use my account name or password, or try to use that of others.
- I will not attempt to engage in hacking or attempts to bypass security settings or interfere with the operation of the EPS network in any way.
- I will use EPS network and technology resources productively and responsibly for school-related purposes.
- I will maintain the setup of EPS devices as they were when I received them.
- I will record or share image or audio files only when I have obtained permission from my teacher, media specialist or administrator. I will not use cameras in restrooms, locker rooms, or dressing rooms, regardless of intent.
- I will not use EPS network and technology resources to access, display, create or communicate material that is illegal, obscene, destructive, harassing, threatening, hateful or otherwise offensive. I am responsible for not pursuing or sending material that could be considered objectionable or harmful to myself or others.
- I will be responsible for all of my digital files, including backing up files not already stored in the cloud.

### **Digital Citizenship**

- I will use technology in such a way that does not disrupt the educational environment. This includes setting all of my devices on "mute" or "vibrate" unless permission is obtained from the teacher, media specialist or administrator.
- I will be thoughtful and polite and use appropriate language in my digital communication, as determined by school administrators.
- I will follow appropriate guidelines when publishing work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I will respect the intellectual property rights of others. I will obey copyright guidelines and avoid plagiarizing others' work or ideas.
- I understand that I am an ambassador for the school/District in all of my online activities, which should not reflect negatively on my school/District. I will not post personal or embarrassing information about other students, employees, members of the EPS community or myself.

### **Expectations of Privacy**

The computer system, including email and Internet, is the property of the Elkhorn Public School District. EPS relies on a combination of self-hosted, externally hosted, and cloud-based services. These services are primarily intended for educational and business use and are subject to monitoring at any time. Although EPS does not routinely check communications or files, it has the right to review, audit, and disclose all matters sent over or stored on the system. As a result, members of the EPS community should recognize that there is no reasonable expectation of privacy when using the computer system.

### **Respecting and Protecting Intellectual Properties**

The increasing use of technology and multimedia at EPS presents a wonderful opportunity for students and teachers to share what they do with others at EPS. The presentations, photos, video and audio of classes, field trips and school events are often shared electronically through web-based resources. Sometimes, students and parents buy or receive copies of school events on media, such as CDs or DVDs. The instinct to share achievements is understandable, but these files are for private use only. Any sharing of these materials within the EPS Google domain is prohibited.

### **Agreement Violations**

Any violation of the agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Elkhorn Public Schools, including applicable State and Federal laws.

Users of Elkhorn Public Schools technology shall be granted permission to access the Internet upon receipt of the signed Acceptable Use Agreement Signature Form available from your building administrator or media specialist.

*Details and definitions of the full Elkhorn Public Schools Internet Safety and Acceptable Use Policy (507.13) can be reviewed on the Elkhorn Public Schools webpage.*





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\_\_\_\_\_

**Print Full Student Name**

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**Grade**

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**Student Signature (REQUIRED)**

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**Date**

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