

Canton Area School District Technology Acceptable Use Agreement

Purpose

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The district reserves the right to log network use and to monitor file server space utilization by district users, while respecting the privacy rights of both district users and outside users.

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work during the school day.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students to material that is harmful to students or is determined inappropriate for students in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.

General Usage Guidelines

- While on school property, you are responsible for the Device at all times.
- The device must be covered using the contact paper provided by the district or a "skin" of your choice if you wish to purchase one.
- Keep items off of the device. Avoid placing any object on top of the device that may cause damage.
- Do not apply any stickers to your device. This will be considered vandalism.
- Do not draw on or mark your device or case in any way. This will be considered vandalism. The Device will remain with the student for the duration of their high school career or until a replacement cycle occurs
- You may not give your password to anyone.
- You may not use or play games via the network unless it is part of a class assignment or project.
- You may not use or alter another user's electronic account or data.
- You may not offer electronic resource access to any individual via your device provided by CHS
- You may not download or create a computer virus.

- You may not monopolize the resources of Our District's network This includes things such as running large print jobs, sending massive amounts of e-mail to CHS users, streaming large files or using system resources for games.
- You are not permitted to get from or put onto the network or electronic resource any copyrighted material (including software), or threatening or obscene material.
- Purposely annoying other network users, on or off the CHS system, is prohibited.
- Illegal activities may not be conducted via the network.
- All communication and information accessible via the network should be assumed to be private property even though privacy cannot be guaranteed.
- Before any file is downloaded, permission must be obtained from the monitoring teacher.
- It is at the teacher's discretion if he/she wants the students to use the device during that period
- Keep the device flat on the center of the desk.
- Close the device lid (if applicable) before you stand up.
- Never leave the device unlocked. If you leave class (ex: bathroom break), log out of your device.

Inappropriate material includes, but is not limited to:

- Criminal speech and speech in the course of committing a crime, terroristic threats, instructions on breaking into computer systems, child pornography, drug dealing, purchase of alcohol, gang activities, and gambling.
- Speech that is inappropriate in an educational setting or violates district rules necessary to maintain a quality educational environment.
- Inappropriate language, including obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language; harassment; personal attacks, including prejudicial or discriminatory attacks; and false or defamatory material about a person or organization.
- Dangerous information that if acted upon could cause damage or present a danger or disruption.
- Violations of privacy that reveal personal information about others.
- Abuse of resources such as chain letters, spamming, and inappropriate use of district group distribution lists
- Copyright infringement or plagiarism.
- Violations of personal safety, such as a student revealing personal contact information about him/herself or engaging in communication that could place the student in personal danger.
- Potentially harmful includes, but is not limited to any picture, image, graphic image file, or other visual depiction that:
 - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or bodily functions
 - 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 body or body parts.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Students shall not reveal their passwords to other students.
2. Users are not to use a computer that has been logged in under another user's name.
3. Any user identified as a security risk of having a history of problems with other computer systems may be denied access to the network.
4. Faculty have read permission rights to all student files.
5. Employees may be required to share their password with the in-house technical support personnel.

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damages to files of data

belonging to others; copyright violations; and thefts of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal unauthorized information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software. Internet safety measurers shall effectively address the following:

1. Control of access by students to inappropriate matters on the Internet and World Wide Web.
2. Safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of student's access to materials harmful to them.
6. Students are to be advised that logs of their online actions may be released to state, local and federal authorities as required by law.
7. All Internet activity is being monitored.

Penalties for Improper Use

Any user violating these rules, applicable state and federal laws or posted classroom and district rules may be subjected to loss of all electronic resource privileges and any other district and/or legal system/authorities disciplinary options. All Board policies regarding student conduct extend to student conduct on electronic resources. Electronic devices and data on the Canton Area School District network are the property of others. Attempts to break into other computer systems or unauthorized access is unauthorized use of school property and is subject to disciplinary actions defined in Board policy and student handbook.

Borrowing Student Signature _____ Date _____

Borrowing Parent/Guardian Name (Print) _____

Borrowing Parent/Guardian Signature _____ Date _____

Canton Area School District Equipment Loan Agreement

THIS AGREEMENT ("Agreement") entered into on the day of _____ 20____, by and between the CANTON AREA SCHOOL DISTRICT, with offices located at 509 East Main Street, Canton, PA Pennsylvania 17724 ("School District") and, _____, with an address of (hereinafter referred to as "Parents/Guardian/Student -18 years or older").

WITNESSETH: WHEREAS, the School District provides an electronic device that permits students to utilize and is monitored by the school district and WHEREAS, Parents/Guardian/Student (18 years or older) of the student approves the use of the electronic device And WHEREAS, the School District provides students with equipment in order for the student to engage in the learning. the Parents/Guardian/Student (18 years or older) agrees to assume all responsibility for the costs and repair or replacement in the event that the equipment is damaged, stolen, lost or otherwise not returned to the School District upon expiration of the termination of the student's enrollment therein.

NOW, THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged and intending to be legally bound hereby, the parties hereto agree as follows:

- 1) Recitals. The foregoing recitals are incorporated herein by reference.
- 2) License. In consideration of the terms and conditions of this Agreement herein set forth, School District hereby grants to Parents/Guardian/Student (18 years or older) a non-assignable, revocable license to use the equipment subject to the restrictions as hereinafter set forth. Parents/Guardian/Student (18 years or older) shall take reasonable care to protect and maintain the equipment, maintaining in at least as good repair, condition and working order as when received from the School District. In addition, Parents/Guardian/Student (18 years or older) shall make sure that the student shall use the equipment only for the purpose of participating in school related activities, and for no other purposes.
- 3) Term. The term of this agreement shall operate concurrently with the enrollment of the student in the CASD.
- 4) Receipt of Equipment. Parents/Guardian/Student (18 years or older) acknowledge(s) it has received the equipment on behalf of the student in good and working condition. Parents/Guardian/Student (18 years or older) shall notify the School District within three (3) business days of receipt of the equipment of any damage or malfunction of the equipment. If the Parents/Guardian/Student (18 years or older) fail(s) to provide such notice within that time, the equipment shall be deemed in good and working condition upon receipt by the Parents/Guardian/Student (18 years or older) on behalf of the student.
- 5) Damage, Repair and Loss. Parents/Guardian/Student (18 years or older) shall notify School District immediately, in writing, of any damage to or malfunction of the equipment or any part thereof including a statement as to the nature and cause of such damage. Parents/Guardian/Student (18 years or older) hereby assumes and shall bear the entire risk of loss for any damage to the equipment from any and every cost. In the event of any loss or damage of any part of the equipment, the Parents/Guardian/Student (18 years or older) shall at the option of the School District: (i) repair the damage or replace the equipment in such good repair, condition and working order as when it was received from School District; or (ii) pay School District the replacement costs of the equipment which parties hereto stipulate is \$750.00 (laptop)/\$375 (Chromebook). The School District shall have no responsibility to the Parents/Guardian/Student (18 years or older) and the Parents/Guardian/Student (18 years or older) shall hold harmless School District from and against any liability arising out of or relating to any damage or other malfunction of the equipment.
- 6) Surrender. Upon the expiration or early termination of student's enrollment in the school district, the Parents/Guardian/Student (18 years or older) shall cause all equipment to be returned to the School District within ten (10) days in the condition in which the Parents/Guardian/Student (18 years or older) on behalf of the student receive the same, reasonable wear and tear accepted.

7) Ownership. The equipment is and shall at all times be and remain the sole and exclusive property of the School District. Neither the Parents/Guardian/Student (18 years or older) nor the student shall have any right, title, or interest therein, except as expressly set forth in this Agreement. The student shall at all times during the term of this Agreement keep the equipment in his or her possession, allow no other party to use the equipment during the term of this Agreement, and if an event occurs where any of the equipment is stolen, an official police report must be provided to the School District immediately. Also, during the term of this Agreement, the equipment must remain at the home of the Parents/Guardian/Student (18 years or older) who executed this Agreement, and must not be removed at any time whatsoever from the Commonwealth of Pennsylvania, unless approved in writing by CASD.

8) Remedies. In the event the Parents/Guardian/Student (18 years or older) fail(s) to comply with any term or condition of this Agreement and creates a breach thereof, School District shall notify Parents/Guardian/Student (18 years or older) of the default and may utilize any remedy at law or equity for damages incurred as a result thereof, and the Parents/Guardian /Student (18 years or older) shall be responsible for all costs incurred by School District in collecting the same, including reasonable attorney's fees in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions or provisions hereof

9) Entire Agreement. This Agreement constitutes the entire Agreement between the parties hereto and supersedes and prior understandings or written or oral agreements between the parties respecting the within subject matter. This Agreement shall not be amended, altered or changed except by a written addendum signed by the parties hereto.

10) Notices. Service of all notice under this Agreement shall be sufficient if delivered personally or mailed to the party involved at its respective address set forth herein, or at such address of such party they provided in writing from time to time. Any such notice mailed to such address shall be effective when deposited in the United States mail, duly addressed and with postage prepaid.

11) Pennsylvania Law to Apply. This Agreement shall be construed under and in accordance with the laws of the Commonwealth of Pennsylvania and all obligations of the parties created hereunder shall be determined in the form of the Court of Common Pleas of Bradford County.

12) Parties Bound. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns.

13) Legal Construction. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions thereof, and This agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

Student Full Name (Print)_____

PARENTS AND/OR GUARDIAN/STUDENT (18 YEARS OR OLDER)

Signature_____

Print Name _____ Date _____

CANTON AREA SCHOOL DISTRICT

Signature_____

Print Name _____ Date _____

**CANTON AREA SCHOOL DISTRICT
OPTIONAL TECHNOLOGY INSURANCE FORM**

Insurance is available to purchase in the event that damage occurs to your student's district owned device and/or accessories. The total replacement cost is as follows:

- Laptop Computer-\$750
- Chromebook-\$375

The cost for the annual insurance is \$30 and due upon receipt of the device. Please complete the form below and return to the main office. If choosing the insurance option, please include a check payable to CASD in the amount of \$30 along with this form upon receipt of device.

_____ YES, I am accepting the optional insurance offered by the Canton Area School District. I understand that it is an annual payment that I must accept or deny yearly.

1) I understand that the insurance covers a limited amount of accidental damage, not negligence or intentional damage or loss/theft of device and/or accessories or peripherals.

2) Should my child's device be inoperable, a spare or loaned device will be provided for use until the original device is repaired.

_____ NO, I am declining the optional insurance offered by Canton Area School District. I accept and understand the following:

1) By declining the optional insurance, I understand all damage that is accidental, negligent, or intentional will be fully my responsibility.

2) All payments for damage must be paid within 30 days of invoicing. Failure to submit payment within 30 days will result in legal action.

3) Should my child's device be inoperable, a spare or loaned device will be provided for use until the original device is repaired.

Student	Name (Print)	Student Name (Signature)	Date
_____	_____	_____	_____

Parent	Name (Print)	Parent Name (Signature)	Date
_____	_____	_____	_____