



Owens-Whitney

Elementary School District #6

14109 Chicken Springs Road, PO Box 38

Wikieup, AZ 85360

Phone: (928) 765-2311

Governing Board:

Frank Dazzo, President

April Drane, Member

Darla Lange, Member

Technology

Acceptable Use Policy

You have a wonderful opportunity before you! You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. The Internet has great promise for sharing ideas and knowledge; it also has the potential for misuse. The Owens-Whitney School District does filter the Internet in an effort to block material that is not appropriate for students. However, as with some tools, there are cautions to be taken. This Acceptable Use Policy (AUP) will outline some of those cautions, provide direction for the use of the resources, and you will affirm your commitment to comply with this AUP.

1. You agree to act responsibly and with good behavior on any computer or communications system using Owens-Whitney School District's wired or wireless network services. The user agrees to follow all School and District rules and policy for behavior and communications. Access is a privilege - not a right.
2. The primary purpose of the District network (including but not limited to the Internet, printers, laptops, etc.) is to allow users to conduct School business.
3. You agree not to tamper with or attempt to illegally access or "hack" any Owens-Whitney School District computer resources or network. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.
4. It is your responsibility to protect your privacy; keep your password to yourself. Sharing a password, or logging in for someone else or using someone else's password, is strictly forbidden. If you know of a security problem with your account or someone else's, inform the school administration immediately.
5. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical, and polite manner while using any Owens-Whitney School District technology resource.
6. The Owens-Whitney School District makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below you agree that the



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Owens School District assumes no responsibility or liability for any loss of data. Use of any information obtained via the Internet is at your own risk. The Owens-Whitney School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Remember, all technological devices brought onto Owens-Whitney School District campus are subject to search and seizure.

7. Food and drink do not mix with electronic devices. Liquids, even water, will cause corrosion on the electrical parts inside. You are responsible for damage to district technological resources, whether the damage is a broken screen, a corroded electrical part, or a broken keyboard.

8. You are responsible for keeping your computer clean. Do not attach stickers to the inside or outside of your laptop. Stickers will be removed.

9. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. In addition to the items above the following activities are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting, cyber bullying, or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting resources
- Employing the network for commercial purposes, financial gain, or fraud

Violations may result in a loss of access as well as other disciplinary or legal action, per student handbook and/or board policy.



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Discipline

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your laptop, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and Owens-Whitney School Board policies, but there may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, loss of access, or contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges. In the event there is an allegation of misuse or violation of the AUP, you will be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. Access to the Owens-Whitney School District network is a privilege, not a right.

Publishing to the web

Parents, your child may have schoolwork that will be published on the Internet, most likely on the Owens-Whitney website or other district websites. Such publishing requires that the Owens-Whitney School District have your permission to publish that work. By agreeing to this AUP, you agree to allow the Owens-Whitney School District to publish your child's schoolwork where appropriate.

Additional Rules for Owens-Whitney Elementary

As you grow older, you take on more responsibilities. Your choice to enroll at Owens-Whitney Elementary School has some added responsibilities. An important job for you is your care of the laptop. Here are some excellent rules to keep in mind when using your laptop:



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Some Do's and Don'ts:

1. Remember that the laptop is not yours personally. It belongs to the school district. Keep nothing on it that is so private that you wouldn't share it with a teacher, the principal, the tech department, or your parents. Assume that your laptop can keep no secrets, because it can't. Your laptop will be treated like a school locker-it can be searched. Files stored on your laptop will not be private. You also agree to allow authorized Owens-Whitney School District personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal electronic hardware (such as a different laptop computer) used on district property falls under this AUP. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment and that you will not connect any network-capable devices without prior written permission of the Site Technology Coordinator. This connection privilege can be revoked without reason or notice.

2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information.

Identity theft is a growing problem.

3. Don't attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt Owens-Whitney School District's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, access the internal portion of the laptop, or disrupt the School's systems or networks, will result in disciplinary action, which can include the possibility of felony charges.

4. Don't access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes blogs or sites such as Facebook.com), or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.



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5. Don't use your laptop to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another's account. This behavior is related to trespassing and will be treated as such.

6. Don't use your laptop or the network for commercial, political, or other private purposes. Your laptop is for your schoolwork.

Take good care of your laptop. Repairs are expensive. The insurance premium and deductible are needed to cover the cost of parts. Breaking your laptop is expensive. Keeping good care of your laptop is cheap and easy.

Keep your laptop safe. Don't leave your laptop sitting around unattended. Always putting your laptop back in the computer shelf is the best place for it.

Have the responsibility to treat your laptop correctly. Dropping it onto a desk or the floor can be damaging. Don't fling it around. Don't stack things on top of it. Don't hold it by one corner. Instead use two hands. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place. Don't loan your computer to someone else. You are the person responsible for what happens to your laptop or your assigned loaner laptop. You can't blame someone else for damage if you had the opportunity to stop damage from occurring. Friends and peers could do damage that you will be responsible for.

So what happens if some unfortunate thing happens? Report it to the school administration or the office as soon as possible. If it is damaged, contact the office. You may purchase insurance that will pay for repairs or replacement if something bad does happen. Insurance is not available for laptops not owned by the Owens-Whitney School District. **If you choose not to purchase insurance, parents are responsible for the repair or replacement cost.**



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Email – Google Account

Students may also be provided a district sponsored email account. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble.

Email etiquette:

1. Keep your communications school-appropriate.
2. Don't engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it.

Email doesn't show sarcasm or wit as well as you might think.

4. Respect privacy (yours and everyone else's). Do not re-post a message without the permission of the person who sent it. Don't share personal information.
5. Your district email can and will be monitored. Please use it appropriately. Infractions may result in the loss of email use or other consequences.

Copyright Infringement and Plagiarism

You must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using your laptop. You agree to abide by all patent, trademark, trade name, and copyright laws. Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated. All sources must be cited.



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Labeling and Identifying

Each student laptop will be labeled. Owens-Whitney School will record the following information:

Laptop Serial Number

Ethernet ID Number

Wireless ID Number

Power Supply (Battery Charger) ID Number and Battery ID Number

You will use the same equipment as was originally issued, unless those parts fail or are stolen or damaged. Unless you agreed to the deferred purchase plan, you may or may not receive the same laptop each year you are at Owens-Whitney Elementary School. Bring damaged or failed parts to the office for evaluation and disposition. All replacement part IDs will be recorded as well.

Miscellaneous

From time to time Owens-Whitney may need to update your laptop. Your laptop can be remotely watched or even controlled. You will not be able to keep the laptop over the summer break.

A school issued laptop must be used in most cases. Configuration issues, ownership issues, software licenses, and many other considerations prevent us from allowing most other computing equipment to be used instead of the school issued equipment.

Laptop models and features can and do change from year to year. There is not an upgrade program, and the office will determine which laptop is assigned. The laptop you are issued is to be used throughout your attendance at Owens-Whitney School.



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Owens-Whitney School District

Owens-Whitney Elementary School

Acceptable Use Policy

By signing below, we accept and agree to the above Acceptable Use Policy while attending Owens-Whitney Elementary School. A separate application signifying Owens-Whitney School Self-Insurance acceptance or rejection has also been submitted.

Both the Acceptable Use Policy and Insurance Form can be viewed on the District website at;

www.owens-whitney.org

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____



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Self-Insurance Policy

Various provisions in this policy restrict coverage. Please read the policy to understand your family's rights and responsibilities, and what is covered. Owens-Whitney Elementary School is self-insured. Please help us keep premiums and deductibles low by taking very good care of the laptop.

A. Costs

1. There is a one time fee of \$25. This premium is good for the entire time your child attends Owens-Whitney Elementary. Fees are non-refundable after any use.
2. The school administration has the final say in determining insurance and repair situations.

B. Covered Equipment

The insurance provided applies to any laptop issued or owned by Owens-Whitney Elementary School.

The data contained on the laptop is not covered, nor are CD-ROMs or DVDs that may be in the laptop. There is no provision for the time or cost needed to replicate any missing data.

A laptop not owned by the Owens-Whitney School District is not eligible for this insurance.

C. Exclusions

Owens-Whitney Elementary School will not pay for loss or damage caused by or resulting from the following:

1. Deterioration, corrosion, erosion, wear and tear, faulty materials, or design errors. Please note that corrosion can occur from spills. Liquids and laptops don't mix. Not informing the office immediately of spill damage will void the insurance coverage for that incident. Loss caused by surge, lightning, or inappropriate electrical use.
2. Dishonest, fraudulent, or criminal acts.



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3. Any loss to accounts.

4. Loss caused by your failure to use all reasonable means to protect the laptop that has been damaged.

5. Disappearance.

D. Claim Procedures

1. Go directly to the District's Office.

2. The correct people will examine the laptop to determine if there is a qualified insurance claim. If there is a claim, the student will fill out paperwork in the office about the breakage and the deductible collection.

The office will forward the claim to Owens-Whitney School's administration.

3. In cases of theft or disappearance, a Police Report must accompany the student before a loaner laptop is issued. The Police Report must also directly mention the loss of the laptop and the circumstances surrounding the loss.

5. Your child will bring home a form from the Owens-Whitney School's office regarding the insurance claim. Please pay the deductible promptly. Payment plans are available. Non-payment of deductible funds can result in certain kinds of ineligibilities and other recourses.

Insurance Acceptance Form

____ Yes, I accept Owens-Whitney Elementary School Districts insurance to cover my son/daughter's laptop. I understand the cost is a \$25.00 one time fee.

Should there be a claim there is a \$25.00 deductible per claim.

All Fees are non-refundable after any use.



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Students will pay \$25.00 maximum for the insurance premiums for their Entire attendance at Owens-Whitney. All Fees are non-refundable after any use.

___ No, I do not accept Owens-Whitney Elementary School Districts insurance to cover my son/daughter's laptop. I understand that I will be responsible for all damages to the laptop which could be full replacement at a cost up to \$750.00

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____