



## SEEQS Network and Electronic Device User Agreement

### CONDITIONS, RULES, AND ACCEPTABLE USE AGREEMENT

SEEQS: the School for Examining Essential Questions of Sustainability has actively pursued making advanced technology and increased access to information available to our students and staff. We are pleased to offer internet and networking services. This computer technology helps our school function productively in the information age by allowing students and staff to access and use a variety of information sources, communicate and share information with individuals or groups of other students and staff, and significantly expand their knowledge base. The internet is a tool for lifelong learning and only begins to open the door to expand your student's education experience.

This document is subject to change.

### PROPER AND ETHICAL USE

SEEQS recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities.

### ONLINE SERVICES/INTERNET ACCESS:

SEEQS intends that the internet and other online resources provided be used to support the instructional program and further student learning.

As the internet contains an unregulated collection of resources, SEEQS cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter, even though the school actively uses CIPA-compliant content filtering and firewall services.

Before using the online resources, each student and his/her parent shall sign and return the Acceptable Use Agreement. This agreement shall specify user obligations and responsibilities and shall indemnify SEEQS for any damages. The student and parent shall agree to not hold SEEQS responsible for materials acquired by the student on the system, for violations of copyright restrictions, user mistakes or negligence, or any costs incurred by users.

Parents shall be responsible for students while using online services at home.

### CONDITIONS AND RULES FOR USE:

#### 1. Acceptable Use

- a) The purpose of the internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of SEEQS.
- b) Transmission of any material in violation of any state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- c) Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
- d) Blocked web content may change based on academic need. If a user has a valid academic need to access appropriate content that has been flagged/blocked, the user may submit a request under the SEEQS ticketing system.

#### 2. Privilege

The use of the internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege.

#### 3. Monitoring



SEEQS reserves the right to review any and all material on SEEQS-issued accounts and devices and to monitor SEEQS files as well as internet server space in order to make determinations on whether specific uses of the network are appropriate.

#### 4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Be Safe, Kind, Respectful, and Responsible in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities, or any other offensive language. Do not engage in activities that are prohibited by state or federal law.
- c) Do not reveal your personal address or phone number or similar information to others.
- d) Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities and may result in loss of user privileges.
- e) Do not use the network in such a way that you would disrupt the use of the network by other users.
- f) All communications and information accessible via the network should be assumed to be the private property of the owner.

#### 5. Security

- a) Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue use.
- b) If you feel you can identify a security problem on the internet, you must notify SEEQS. Do not demonstrate the problem to other users.
- c) Do not use another individual's account (except network personnel in system setup and maintenance functions).
- d) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the internet as provided by SEEQS.

#### 6. Vandalism, Theft, and Harassment

- a) Vandalism and/or harassment/cyberbullying will result in loss of Chromebook/user privilege.
- b) Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user. This includes, but is not limited to, the uploading or creating of computer viruses.
- c) Harassment is defined as the persistent annoyance of another user or the interference with another user's work. Harassment includes, but is not limited to, the sending of unwanted e-mail.
- d) Any theft of school issued Technology will be handled at the discretion of the School Leader.

#### 7. Encounter of Controversial Material

Although SEEQS provides a CIPA-compliant active filtering system, users may encounter material that is controversial and that users, parents, teachers, or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively all content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.



## 8. Chromebook/Laptop Use

- a) Chromebooks should only be used in a classroom when designated by the teacher and should only be used in settings that are appropriate for acceptable use.
- b) Users are not to write, draw, paint or place stickers/labels on the Chromebook laptops. Chromebooks are the property of SEEQS.
- c) Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Chromebook by the screen or using excessive force when typing.. The Chromebooks do not have a touch screen. Please refrain from touching the LCD screen with any object.
- d) Always close the lid before moving and/or transporting the Chromebook, taking care not to close the lid on objects inside a Chromebook. Textbooks, notebooks, binders, or other school supplies should NOT be stored directly next to a Chromebook. Never sit or place any object on a Chromebook.
- e) When using the Chromebook, keep it on a flat, solid surface so that air can circulate. For example, using a Chromebook while it is directly on a bed or carpet can cause damage due to overheating.
- f) Avoid eating or drinking while using a Chromebook. Liquids, food and other debris can damage the Chromebook. DO NOT keep food, food wrappers or drinks of any kind in the same bag as a Chromebook.
- g) For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the life and charge of the battery. Dimming the LCD brightness of a laptop screen will also extend the battery run time. Consult a teacher or the Technology Coordinator for help.
- h) Never attempt to repair or reconfigure the Chromebook. Under no circumstances are users to attempt to open or tamper with the internal components of the Chromebook, nor should you remove any screws; doing so will render the warranty void and may result in disciplinary action and/or a charge.
- i) Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports.
- j) Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- h) Students may not play games on the Chromebook.

## 9. Third Party Applications

Students will not have the ability to download third party applications that are not sanctioned by SEEQS Administration or part of the SEEQS academic program. Students may request access access through the ticketing system, stating their academic case to do so.

## 10. Securing Devices

- a) Never leave a Chromebook unattended or unsecured. When users have finished using their assigned Chromebook, it is their responsibility to return it to its charging station or other area as designated by the Technology Coordinator.
- b) Each Chromebook has several identifying labels (e.g., SEEQS computer name, serial number). Under no circumstances are you to modify or destroy these labels. This will be considered property damage and appropriate consequences and/or charges will follow.

## 11. Mobile Electronic Device Checkout Policy

Mobile electronic devices are available for check-out from the Tech department. Students are solely responsible for devices from the time borrowed until the time it is returned. In consideration for the opportunity to use this device, students and families agree to the following:

- a)The device will be returned in the same condition as it is was issued. If there is a problem with the device, I will bring it to the attention of the Technology coordinator right away.
- b)Students may not lend the device to anyone else. Only the student to whom the device is checked-out will use the device during the time it is borrowed.



- c) Students will follow all school policies as outlined in the Technology Use Policy.
- d) Students will return the device to the Technology Coordinator personnel by the end of the allowed check-out period. Devices borrowed must be returned by the end of the day the device is checked out unless given explicit permission from a SEEQS staff member.
- e) Failure to return the device may result in a charge being levied against the student and their parents or legal guardians.
- f) If the borrowed device is lost, damaged, stolen, or missing it is the responsibility of the student and their parents or legal guardians for the full cost of repair or replacement as outlined in the repair/replacement section of this agreement.

#### **PENALTIES FOR IMPROPER USE:**

Any user violating these rules, applicable state or federal rules, or those posted by SEEQS, are subject to loss of network privilege and other potential SEEQS disciplinary options.

#### **Charge Structure for Electronic Equipment**

Students are responsible for the devices they have been issued. Damaged electronics must be reported immediately to a teacher and to the Technology Coordinator. Students will write an incident report in the ticketing system, give the damaged equipment to the Technology Coordinator, and may be required to meet with the School Leader. If possible, the student will be issued a replacement device so as not to interfere with their academics. Parents will be notified of the damage and associated cost as soon as possible. All prices are set at current market value, and can vary based on availability.

Damaged beyond repair; lost or stolen Chromebook	\$250
Deep scratches, chipped plastic, or cuts to the rubberized surfaces	\$25-\$45
Broken key(s)	\$25
Damaged, lost or stolen power adapter	\$55
Damaged / Cracked / Stolen LCD Screen	\$45-60
Digital Camera - Lost / Stolen / Damaged beyond repair	\$245
Tripod - Lost / Stolen / Damaged beyond repair	\$55



## **Media Publishing**

This year, students will be using a variety of online web applications as part of their learning experiences. Selected online applications and resources are those used commonly in education today, although new tools arise every day. All applications will continue to be thoroughly examined daily by experienced educators. Some common tools that your children may encounter, use, or create are listed below.

- **Blogs:** A blog is a website where student work can be published online for public or private view, depending on the settings.
- **Podcasts:** A podcast is a digital audio file that is distributed over the Internet for playback.
- **Videos:** A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voiceovers and music.
- **Informational websites:** This type of site usually displays the same information to all visitors, similar to handing out a printed brochure to customers or clients.

Individuals under the age of 13 are prohibited from using these tools unless they have explicit parent or guardian permission along with supervision in accordance with the Children's Online Privacy Protection Act. Without permission, any sites created will remain private and only accessible through the student's account.



**STUDENT AGREEMENT**

When using my SEEQS computer account, I, \_\_\_\_\_ agree to:

- accept personal responsibility and obey all policies when using my account both on and off campus.
- conduct myself in a safe, respectful and responsible manner on any SEEQS computer.
- access the computing system solely for educational school work (not recreational) use.
- be the sole user of my computer accounts.
- notify a teacher or school official immediately of any improper use by myself or others.

Student Initial\_\_\_\_\_

Additionally, I, \_\_\_\_\_, understand that I must abide by the rules of network etiquette and may not:

- send or display offensive messages or pictures
- use obscene language
- harass, insult or attack others (cyberbullying)
- damage/vandalize computers, computer systems, software, or computer networks
- violate copyright laws
- use another’s ID/password
- illegally use data in folders or work files
- intentionally waste limited resources
- employ the school network for commercial purposes.

Student

Initial\_\_\_\_\_

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**Media Publishing**

I grant permission for my student to publish sites / media / information publicly

I deny permission for my student to publish sites / media / information and wish the contents of creations to remain private.

**We have read and accept the 1:1 Laptop Responsibility Contract**

Parent/Guardian

\_\_\_\_\_

Student

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