

**Ozark Middle School
Ozark School District
Computer Policies and Procedures**

The student Chromebook that has been issued to you is the property of the Ozark School District. This device is on loan to you as a student, and must be used in accordance, both at home and at school, with the following Policies and Procedures, the District's Acceptable Use Policy, and any applicable laws. Use of this device as well as access to the computer network, the Internet, and email are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of Ozark Middle School and Ozark School District. **Only district computers are allowed on the school's secured network.**

Students must sign and adhere to the Ozark School District computer, internet and general use and care policies. Parents must give written consent in order for students to take the device home, and adhere to the Ozark School District computer, internet and home use policies.

General Use and Care of the Computer

- The student's parent/guardian must have signed and returned the Computer Policies and Procedures Agreement form and AUP prior to the student receiving the device.
- Parents/guardians will have access to the student's login name and password to supervise the student's use of the device if requested.
- Each device and charger are assigned to an individual student. Students should not "swap" or "share" the device or charger. If students allow others to use their device or charger, they are responsible for what happens on or to the device and charger.
- Students should not share their passwords or share personal information about themselves on Internet sites or social media.
- Students should not post anonymous or inappropriate messages on any social media using the school issued device.
- Chromebooks should always be in a student's possession. During elective classes, the device should be safely kept in the designated areas for each class.
- Students are responsible for bringing their Chromebooks, fully charged, to school each day.
- If a student is participating in an activity that is not conducive to using their Chromebook (field trip, sporting event, assembly, etc.), they should leave the device in a secure area.
- Altering/modifying the original Ozark School District pre-set software image is prohibited. Examples include, but are not limited to: Loading software applications not authorized by Ozark School District, changing the computer name, changing or removing operating system extensions, altering security software, altering the pre-loaded operating system or application, disabling the wireless access system, taking apart the device for access to internal parts.
- The installation and/or use of Internet-based file sharing tools is explicitly prohibited (ie: BitTorrent, Limewire, Kazaa). The illegal sharing of copyrighted material (music, video, and images) either through the internet or flash drives is prohibited.

- Students should not be playing non-academic games, including Internet-based and Widget games, during instructional time.
- Playing games, music, or videos illegally obtained on the Chromebook can result in loss of access to the device.
- Accessing or attempting to access sites that have been intentionally blocked by Ozark School District will result in disciplinary action.
- E-mail (or any other communication done through the device) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted. Violations that involve computer hacking or trespassing, harassment, bullying, or threats via the device, and fraud can result in serious disciplinary action, which may include an arrest if state law is violated. Ignorance of these regulations will not excuse an infraction. (See district policy)
- Internet access, e-mail, and other media accessed, created or stored on the school device are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time.
- Parents, guardians, and students do not have a right or expectation of privacy for any use of the devices or district network. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures are prohibited.
- The district reserves the right to limit device possession for any student who develops attendance issues, including truancy. In such cases, the device will be collected and kept at school. The student will be required to check the device in and out each day.
- Students are expected to treat their Chromebooks with care and respect. The device is the property of the Ozark School District and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the computer or carrying case are not allowed.
- Students should not use their devices while walking, on the bus, or otherwise being transported. Devices should only be used while they are on a flat, stable surface such as a table. Devices can be fragile, and if they are dropped they may break.
- Students should protect their devices from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked. Chromebooks should be protected from the weather, water or other liquid, food, and pets. Students should never use their device when eating or drinking or use near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, sports equipment, and in backpacks with heavy books etc.
- Any inappropriate or careless use of a Chromebook should be reported to a teacher or other staff member immediately.

1:1 Help

- If the Chromebook is lost, damaged, or not working properly, it must be reported to the OMS techbrarian immediately. If a student waits to take it for repairs and additional damage occurs to the Chromebook, the student could be responsible for the cost to fix the additional damage.
- Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the computer.
- If a device malfunctions outside of school, OMS library hours are weekdays from 7:20 am to 3:00 pm. The student will need to return the device to the techbrarian on the first school day following the malfunction.
- On the rare occasion a student's class work is lost because of a device failure, the OMS techbrarian will inform teachers via email or conversation. Teachers will make the appropriate time adjustments for the student to redo the lost class work. A record of this will be kept and reported to the building administration.

If the computer is lost or stolen, parents/guardians should immediately report the loss or theft to the techbrarian who will involve administration and the school resource officer. Depending on the situation, a police report may be completed.

Reporting Loss/Theft/Damage

Loss or Theft

By taking possession of a borrowed Chromebook, the student/parent/guardian agrees to assume full responsibility for the safety, security and care of the borrowed device. In a case of complete loss, the student/parent/guardian agrees to pay total replacement cost.

- In the case of loss or theft occurring at school, the borrower must report the incident to the techbrarian immediately upon realizing the device is missing. The school resource officer and administration will be involved as well.
- In the case of loss or theft occurring away from school, the borrower must report the incident to the law enforcement officials of jurisdiction within 48 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the administration of the middle school building within two school days of the occurrence.
- Failing to report a theft in the manner described above will result in the missing property being categorized as lost rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the total replacement costs of the lost property.

- If it can be verified that the computer is stolen rather than lost and the student has followed all policies and procedures stated here, then the student/parent/guardian will not be financially responsible for replacing the device.

Damage / Repair:

By taking possession of the borrowed device, the borrower agrees to assume full responsibility for the safety, security, care and proper use of the borrowed property.

- In case of accident, fire, flood, or natural disaster damage of the computer, the borrower agrees to provide adequate documentation to the school district in order for the computer to be replaced.
- In the case of any damage to a borrowed device or a lost device, the user must report a potentially damaging incident or loss of the device to OMS techbrarian within two days of the occurrence.
- Failing to report damage or potentially damaging incidents in the timely manner described here could result in a financial obligation for the student/parent/ guardian in the amount of repair costs for the damaged property.
- A student is allotted one accidental breakage per school year without having to pay for the repair of the device. After one accidental breakage, a student/parent/guardian is responsible for cost of repair to a damaged device. For example, an accidental cracked screen repair would be covered one time throughout the school year without any cost to the student. If a second cracked screen were to occur within the same school year, then the student/parent/guardian will be responsible to pay the cost of the repair. However, intentional or negligent breakage would be repaired at the cost of the student/parent/guardian.
- In case of a total loss due to intentional damage and/or negligent behavior, a student/parent/guardian would be responsible for the entire replacement cost of the device.

Consequences of Inappropriate Use:

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with the Computer Policies and Procedures, District Policies, and any applicable laws. Failure to use a device in an appropriate manner could result in the following consequences, as determined by the staff and administration of Ozark Middle School and Ozark School District:

- Student conference
- Parent conference
- Cancellation of student use or access privileges, including the privilege of taking the device home
- Loss of privilege to use a device at all
- Any and all school disciplinary actions
- Civil or criminal liability under applicable laws

If this is the case, a school administrator will collaborate with the student and parent/guardian to make arrangements that may deny or restrict access to the resource in question.

2018-2019
Ozark School District
Device Loan Agreement by Student and Ozark School District

Student: _____ Grade: _____

The device I will be issued is being loaned to me and is in good working order unless otherwise indicated. It is my responsibility to care for the device and ensure that it is retained in a safe environment. The device has a warranty that covers manufacture issues and one accidental broken screen per school year. I will be responsible for any additional repairs due to negligence. This device is the property of Ozark School District and is being loaned to the student only for educational purposes during the academic school year. Students may not deface or destroy this property in any way beyond normal wear and tear. Inappropriate material on the computer may result in the student losing their right to use this computer and potential prosecution. The device and all equipment will be returned to the school on a date determined by Ozark School District or sooner if the student is suspended or expelled from school, the student leaves the Ozark School District or the student fails to comply with the terms of this agreement or the school's Acceptable Use Policy. The student agrees that, in the event the device is out of their possession for a period of 48 hours or believes the computer has been stolen, they will immediately notify OMS and file a report with the Ozark School Resource Officer or local police.

It is agreed and understood that: The student is responsible for the cost of replacement or repair of the device for any loss not covered by the warranty. In addition, the student and parent agree to indemnify Ozark School District against any claim, suit or damage occurring during or resulting from the student's possession or use of the device, including, but not limited to, any claim of infringement or violation of applicable trademark and copyright laws attributable to the student's use of the District's device.

The District's device may be used only in accordance with the District's policies and rules, which are in effect even when the student is not on campus. The student acknowledges and agrees that the use of the District's device is a privilege, and it is their responsibility to protect and safeguard the device. It is understood that the device and charger must be returned in the same good condition and repair with normal wear and tear expected.

Student and parent agree the device and equipment is to be used only for school purposes and in accordance with Ozark School District policies and instruction. If a student fails to return the device as provided by this agreement, Ozark School District will presume the student intended to retain possession and will consider the device stolen property.

Student

I have read and agree to the Ozark School District Device Policies and Procedures. I understand my responsibilities as a student. Violations of these policies will be subject to loss or use of the device, as well as, other disciplinary consequences as addressed in this document.

Printed Student Name: _____

Student Signature: _____

Date: _____

Parent

I have read and agree to the Ozark School District Device Policies and Procedures. I understand my responsibilities as a parent/guardian. Violations of these policies will be subject to loss or use of the device, as well as, other disciplinary consequences as addressed in this document.

I am giving consent for my child to bring the computer home. _____

I am requesting that my child leave the computer at school at night and not take it off campus. _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____