

Please read this document carefully.

This agreement between Brevard Public Schools (BPS), the Student receiving a computing device ("Student"), and his/her Parent(s) or legal guardian ("Parent") is made effective when the Students is issued a Computer. The Student and Parent(s), in consideration of being provided with a Computer, software, and related materials for use while a Student is participating in distance learning, hereby agree as follows:

1.0 Equipment Details

1.1 Ownership

BPS retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, BPS staff retains the right to collect and/or inspect the Computer at any time, including via network remote access; and to alter, add or delete installed files, software or hardware.

1.2 Equipment Provided

The Educational Technology Department will provide a computer that has a wide selection of productivity and creative applications. All Computers include ample RAM and hard-disk space and chargers. BPS will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment

In the event the Computer is inoperable, BPS may have a limited number of spare Computers for use while the Computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute.

1.4 Responsibility for Electronic Data

It is the sole responsibility of the Student to backup their own data. Backup methods include storage in cloud-based services like Google Drive, Blackboard, copying files to a flash (thumb) drive, or storing file on an external hard drive.

2.0 Damage or Loss of Equipment

2.1 Responsibility for Damage

The Student shares responsibility for maintaining a 100% working Computer at all times. The Student shall use the utmost care to ensure that the Computer is not damaged. (Refer to the *Standards for Proper Care* below for a description of expectations.)

At the discretion of BPS Administration, Students that are negligent or destructive may lose Computer take home privileges for a period of time. They will have access to a repaired or replacement Computer while at school (to complete instructional tasks where it is deemed necessary).

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended.
- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* for use guidelines).

2.2 Responsibility for Loss at School

In the event the Computer is lost or stolen at school, the Student must **report immediately to the teacher and School Resource Offer.**

2.3 Responsibility for Loss Off-Campus

If the Computer is lost or stolen off-campus, the **Parent must file a police report within 48 hours** of disappearance.

Please contact your school if you need a copy of the loan form with the Serial Number for the police report. A copy of that report must be filed with the school immediately.

2.4 Technical Support and Repair

BPS will provide all technical support, maintenance and repairs for the Computers.

3.0 Legal and Ethical Use Policies

The primary goal of BPS's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional learning methods never could. However, certain legal and ethical restrictions apply. Additionally, the limited supply of technology resources requires us to set priorities for use. Academic work always takes priority over any other use of the Computer equipment.

Network Resources refers to all aspects of BPS's owned or leased equipment, including Computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of BPS's Network Resources whether this access occurs while on or off campus.

The following is a list of rules and guidelines which govern the use of BPS Computers and Network Resources.

3.1 Monitoring at School:

BPS will monitor Computer use using a variety of methods to assure compliance with BPS Legal and Ethical Use Policies while on campus. Computers are equipped to provide internet filtering off campus.

3.2 Monitoring Off Campus

Parents are responsible for monitoring computer use while at home. If any computer is found to have violated the BPS Legal and Ethical Use Policies and/or filters, the laptop will be confiscated.

3.3 File-sharing and File-sharing Programs

Appropriate file sharing use under the direction of school staff will be permitted for activities where collaboration or peer assessments are allowed. Students should have the explicit permission of a teacher before sharing files using in-school approved tools. At all times Students should respect copyrights and End User agreements when using or sharing files. Students using text, images, videos, or any other creative work should make the appropriate efforts to cite the source. Individuals with legitimate, school-related needs for file-sharing may also consult with the technology department for additional support.

3.4 Allowable Customizations

The Student *is permitted* to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements) as long as it is school appropriate.

- The Student *is permitted* to download music. There is limited disk space available, and music will be deleted if there is not room for academic project files.
- The Student *is not permitted* to install software, unless directed by the BPS Technology staff.

3.5 Recording & Camera Usage

Computers are not to be used to make sound recordings without the consent of all persons being recorded. Sound on the laptop Computer must be turned off at all times except when being used as part of the class. Use of personal headphones is allowed with express permission of the classroom teacher.

Computers are not to be used to record audio, pictures or video without the consent of all persons being recorded. While at School, cameras and microphones are to be turned off unless the teacher gives explicit permission.

Students found in violation will be subject to discipline and may lose Computer privileges.

3.6 Streaming Media

Students are not permitted to stream music or video using internet radio or video websites on campus, unless it is part of a school assignment and the instructor has explicitly given them permission to do so.

Parents are responsible for filtering and monitoring streaming media when Computers are off campus.

3.7 Respectful Usage

The Computer should never be used to harass, intimidate, tease, or make another person uncomfortable. Students who use the Computer in this manner will lose Computer privileges for a period of time, possibly permanently. Additional disciplinary action will also be administered.

3.8 Legal and Ethical Use Consequences

Serious or repeated violations will result in the Student's use of technology restricted and or revoked as well as the Student being subject to disciplinary action.

3.9 Disclosure of Information

Students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent)
- give their passwords to anyone, or try to figure out the passwords of another account
- post anonymous messages

4.0 Standards for Proper Computer Care

Follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your Computer. **Failure to abide by the details below may result in full financial responsibility.**

4.1 Responsibilities for Security and Accountability:

- Treat this equipment with as much care as if it were your own property.

- Keep the Computer either secured or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place when you cannot directly monitor it.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Computers in areas where it could be damaged or stolen. Avoid leaving the Computer in environments with excessively hot or cold temperatures.
- Maintain a secure, private account with a password that no one else can guess.
- Adhere to BPS's Computer Use Policy at all times and in all locations. When in doubt about acceptable use, ask your teacher and/or administrator.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

4.2 Responsibilities for Battery and Operation

- Avoid using the charger in any situation where someone is likely to trip over the cord. Keep the Computer away from the edge of tables and on a stable flat surface to prevent drop damage.
- Never let the battery completely drain. Immediately shutdown if you are unable to access a charger.

4.3 Responsibilities for Physical Hardware (items listed are considered gross negligence, please refer to 2.1)

- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.
- Never lay any object on the keyboard. Pens or pencils left on the keyboard may crack the screen when the lid is closed. This is a very expensive repair.
- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Computer.
- Do not do anything to the Computer that will permanently alter it in any way. Do not remove the protective cover, scratch, write on, or adhere anything to the Computer or cover.
- Keep the equipment clean and dry. For example, don't eat or drink while using the Computer.

4.4 Responsibilities for Transporting the Computer (items listed are considered gross negligence, please refer to 2.1)

- Always completely close the lid before carrying it, even for short distances. It is not necessary to shut-down.
- If the computer is transported by the student it is the responsibility of the Parent to provide the Student with a sturdy backpack that includes a padded pocket for the Computer. The backpack's zippers must be fully zipped when transporting.
- The Backpack should be water-resistant.
- Do not overstuff your pack – extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Liquids, makeup, etc. must not be carried in the same compartment of the backpack.
- Do not grab and squeeze the Computer, as this can damage the screen and other components.

Disclaimer

BPS does not have control of the information on the Internet or incoming email. BPS will provide Internet content filtering onsite and off-site. However, no filter is perfect. All filters have vulnerabilities that may be exploited by individuals who are actively and intently dedicated to breaching them. Parents are responsible to provide supervision off campus.

Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of BPS. While BPS's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At BPS, we expect Students to obey the Computer Use Policy when using the Internet. Students found in violation of the policy will be disciplined.