



Technology Responsible Use and Policy Agreement

Lamar School is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct scholarly research. Lamar School provides network access for students, faculty, staff and administration. Our goal is to promote educational excellence by facilitating research, resource sharing, communication, collaboration and innovation. All network access is expected to support education and research and to be consistent with the educational goals of Lamar School.

The use of the network is a privilege, not a right, and inappropriate use or use in violation of this policy will **result in disciplinary action**. The Responsible Use Policy is designed to give students and their family clear and concise guidelines regarding the appropriate use of laptops and other computers on Lamar School's campus. The underlying premise of this policy is that all members of the Lamar School community must uphold the values of **honesty and integrity**; thus, we expect our students to use good judgment and to utilize technology with integrity.

This Responsible Use Policy & Agreement ("Agreement") is made effective as of date of issue between Lamar School ("School") and its student, and states the agreement of the parties as follows.

E-Mail

- Beginning in sixth grade, each student will be given a personal Gmail account. Parents are encouraged to monitor the account often and know the password to the account. This account will not be monitored by the school. This email address will be provided to the student's teacher(s) for communication purposes. The use of e-mail during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail messages.
- No inappropriate e-mail is allowed, including derogatory, obscene, or harassing messages.
- E-mail messages of an abusive or harassing nature will be regarded as a level three infraction and will be subject to a disciplinary response and will be regarded as a level three infraction.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Lamar faculty and staff school e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission by faculty or administration.

Chatting/Texting/Blogging

- Unauthorized chatting, tweeting, texting, blogging, and instant messaging are prohibited on campus.
- Authorized iChat, other chatting/texting/tweeting/blogging may be conducted with the approval of the faculty/administration.
- Participation in chat rooms or using any electronic devices to chat during school hours is prohibited.

Audio and Video

- Audio on computers should be turned off unless required for the activity being conducted.
- When sound is needed, headphones or earbuds provided by the student must be used.
- The use of laptops to watch movies and videos is not permitted during the school day unless required for the activity being conducted.
- Music containing sexually explicit, violent, or anti-religious lyrics must not be stored on the school's laptops. The school reserves the right to remove any music that falls under this category, including anything purchased via the laptop.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

Games

- On-line or stand-alone games are not permitted on campus unless authorized by faculty/administration.
- The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the laptop program.
- A student caught playing games on campus is subject to discipline according to this Responsible Use & Agreement and the Student Handbook.
- Games that include violence, adult content, inappropriate language, or weapons are not to be installed or “played” on school computers including the laptops.

Laptop/iPad Security

- Student laptops or iPads must not be left unattended at any time. If a laptop is found unattended, a faculty or staff member will turn it in to the Technology Department. Each offense will result in a disciplinary consequence. Consequences can escalate with repeated violations. Repeated offenses will result in the loss of laptop use for a time period.
- Laptops/iPads must be in a student’s possession or secured in a locked classroom or locker at all times.
- Laptops/iPads will not be allowed to be used in the Cafetorium during lunch hours.
- Do not remove, move, or write on the identification sticker on your laptop.
- No inappropriate screen savers and/or backgrounds.
- No rough handling of laptops.
- Students are required to store and carry their iPads/laptops in the approved case or backpack.
- Coaches, teachers and any other adult conducting an after school activity should provide a secure area for the laptops/iPads during this activity.

Network Access

- Students must not make any attempt to access servers and/or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students are not allowed to bring or use a “personal hotspot” on campus.
- Students are not allowed to take control of another computer for any reason.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Lamar School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or on our file servers.

File Sharing

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on school computers including the laptops. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file sharing connections.
- There is a \$50 re-imaging charge to remove any unapproved software of files.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.
- There is a \$50 re-imaging charge to correct system files.

Downloading and Loading of Software

- All installed software must be a legally licensed copy. The Technology Department must approve additional software installations.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The School reserves the right to remove any installed software that impedes the educational purpose of the laptop program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the laptops nor may copyrighted movies be downloaded to the laptops from the Internet.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the laptops.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, anti-religious, extremist, or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with all copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material may be recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated the same as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, he or she is to notify a teacher or the Director of Technology as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Privacy and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet, including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm; therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and e-mail use as well as laptop access. This is important in order to protect the privacy of each student.
- Lamar School respects the privacy of every student, faculty, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including computer use violations or harassment, is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing between computers unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate consent.
- Cyber bullying is the use of electronic information and communication devices to willfully harm either a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include but are not limited to:
 - Sending/posting false, cruel, hurtful, or vicious messages/comments.
 - Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others.
 - Breaking into an email account and sending vicious or embarrassing materials to others.
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others.
 - Posting of a student picture without their permission.

• **Laptops that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.**

• Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Responsible Use Policy including the right to view the content of the device at any time, the right to remove content from the device, and the right to retain the device in the school's possession if there is an infraction to the RUP that deserves that consequence.

Copyright

Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited. Data, programs, hardware, software, and other material including material protected by copyright may not be transmitted or duplicated.

Disciplinary Action

Students are required to adhere to all provisions and conditions set forth in this Responsible Use Policy. Any violation of this policy may result in disciplinary action that could result in the loss of laptop privileges and possible legal action. Students are to report any known violations of this Responsible Use Policy to appropriate administrative staff members. Lamar School takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the network. Any infractions of this policy may result in limitations imposed on the student's computer use. The student's iTunes, DVD player, iPhoto, iChat, and, under certain circumstances, even browsers will be blocked. The length of time will be determined by the circumstances of the infraction. In the case of repeated laptop abuse and/or damages, the school has the right to revoke the use of the school's laptop and the student will be restricted to using only on-campus computers.

Repeated RUP offenses or laptop abuses may lead to the loss of student's privilege of using a laptop on campus. Loss of laptop may result in a "zero" daily grade. Students are to report any known violations of the Responsible Use Agreement to appropriate administrative staff members. Random checks of student laptops may be conducted throughout the year to ensure that these policies are being followed. Additionally, the following infractions cannot be tolerated for any reason and carry additional penalties:

Level 1 Infractions

Type of Infraction

- Abuse, misuse, or negligence that leads to minor damage of technology equipment
- Installing unauthorized software that may cause disruption
- Disrupting class by not following instructions of the teacher where technology is concerned
- Gaming
- Streaming/watching movies or videos
- Laptop Security Violation

Disciplinary Action for Level 1 Infractions

- 1st Offense: Administrative warning, parent contact, and detention
- 2nd Offense: Administrative warning, parent conference, and two detentions
- 3rd Offense: Administrative warning, parent conference, and Saturday School

Level 2 Infractions

Type of Infraction

- Circumventing or breaking administrative settings on computer or device
- Participating in any activity to gain access to additional Network Resources that are not given to the user by the Technology Department
- Excessive and/or repeated device damage due to abuse or neglect
- Network Access violation
- Privacy and Safety violation
- Plagiarism and/or cheating

- Laptop Security violation
- File sharing and/or deleting files violation
- Cyber Bullying

Disciplinary Action for Level 2 Infractions

- 1st Offense: Administrative warning, parent conference, and out-of-school suspension (1 day)
- 2nd Offense: Administrative warning, parent conference, and out-of-school suspension (3 days)

Level 3 Infractions

Type of Infraction

- Possession of pornographic material or pursuing of inappropriate content
- Breaking into unauthorized Network Resources

Disciplinary Action for Level 3 Infractions

- Each case will be reviewed and may result in out-of-school suspension and further sanctions as determined by the administration.
- **At any time, student computers are subject to being held by administration until further notice.**

AGREEMENT - MACBOOK AIR

The Equipment subject to this Agreement (“Equipment”) includes the notebook computer, computer accessories, and related software in the following list:

- One (1) Apple MacBook Air
- One (1) 45W MagSafe AC Power Adapter

or

- One (1) Apple iPad
- One (1) Apple iPad charger

STUDENTS MUST PROVIDE A NEOPRENE COMPUTER SLEEVE (CASE) AND A HARD SHELL CASE FOR A MACBOOK. The MacBook must be transported and stored in the sleeve and case at all times. iPads are issued with a case and should remain in the issued case.

In addition to the neoprene computer sleeve, there are neoprene messenger bags that combine the sleeve and the messenger bag into one item. This is an acceptable choice as well.

The hard shell case, neoprene sleeve, and the neoprene messenger bag may be any color or design as long as it does not promote drug use, violence, hatred, or any disruptive behavior, in accordance with Lamar School’s Handbook.

These items may be purchased locally from Walmart, Best Buy, and Office Depot. They may also be purchased online. Students should be aware of the size of their MacBook and order the appropriate size case and sleeve.

Ownership

The School shall be deemed to have retained title to the Equipment at all times, unless the School transfers the title. The Student shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the School may from time to time install on the notebook computer used by the Student.

Equipment Use Term

The Student shall return all Equipment itemized above in good operating condition to the Technology Department of the School if the Student is not enrolled in the current school year (unless the School transfers the title). The School may require the Student to return the equipment at any time and for any reason due to disciplinary issues or for inspection by staff.

Gross Negligence

Lamar School reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include but are not limited to:

- Using the device in an unsafe manner
- Deliberately neglecting the device

Warranty

Lamar School honors Apple's three-year manufacturer's warranty on all MacBooks and iPads. The School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The Student assumes responsibility for the care of the Equipment. The School will inspect and re-image the laptops/iPads over the summer at the end of each school year. The School will perform this task as quickly as possible so the laptop/iPad can be returned to the Student. The School will also facilitate repairs during the school year including filing insurance claims.

Indemnity of School for Loss or Damage

All repairs must be handled by the Technology Department of Lamar School. If a MacBook is damaged, it must be turned in to the Lamar School Technology Department where a claim will be filed under the insurance policy or repaired by Technology Department.

Insurance

There is an insurance coverage policy included that will protect the MacBook against theft, fire, and accidental damage. All laptops will be covered under this policy while on campus. This does not apply to devices when in a student's possession off campus.

Entire Agreement and Modification

This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior computer use agreements between the parties.

Governing Law

This Agreement shall be construed in accordance with the laws of the State of Mississippi.

Severability

If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provisions, it would become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited.

Waiver

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Disclosures

The Student and his/her parent or guardian hereby agree to these policies and regulations and understand that there will be consequences for infractions that occur.

Equipment Storage and Use at School

The Equipment must be on the School's premises during each of the Student's normal school days. During the School's normal business hours or after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in a locked classroom, locker, or other secure, approved location. Teachers and coaches will provide secure locations for students during after school activities.

Responsibility for Property

Students are responsible for maintaining a fully working device at all times. The student shall use reasonable care to be sure that the device is not lost, stolen, or damaged. Such care includes:

- Not leaving device in an unlocked car or unlocked home.
- Not leaving device unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except the student's parents.
- Not using equipment in an unsafe environment.

Use of Equipment

The primary use of the Equipment by the Student is for the Student's educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School's Responsible Use Policy & Agreement.

Compliance with Software Licenses

The Student shall not make copies of software licensed to the school. The Student is responsible for compliance with the license terms of any licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.

Backup Requirements

The Student may store documents or other files on the Equipment, but the Student is responsible for making backup copies of such documents or other files. In the event of loss of such documents or other files, the School's responsibility is limited to reloading the School's standard software suite on the Equipment.

Care of Equipment

It is expected that the student will use the Equipment in a careful and proper manner, maintaining it in good operating condition. The Student shall immediately notify the School's Technology Department if the equipment is not in good operating condition or is in need of repair. The Lamar School Technology Department will evaluate the damage and determine the course of repair in accordance with the School's service contract. The Student shall be financially responsible for repairs due to negligence. Writing on a device or placing stickers on a device is prohibited.

Right of Inspection

The Student shall make the Equipment available to the School's Technology Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours. The school will determine if the laptop has endured normal wear and tear and will inform the student of any damage that requires repair.

Loss

The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear.



Responsible Use and Policy Agreement

I have read and agree with the Responsible Use and Policy Agreement set forth by Lamar School.

PARENT or GUARDIAN:

Parent/Guardian's Name _____

Parent/Guardian's Signature _____

Student's Name _____

Student's Signature _____

Date _____

Assigned Serial Number _____

MacBook Return (to be completed when computer is returned)

Serial Number matches: _____ Fully Charged: _____

3-Piece Power Adapter returned: _____

Issues: _____

Fines Due: _____ Fines Paid: _____

Student Signature: _____ Date: _____

Staff Signature: _____