

Quanah ISD Macbook Acceptable Use Agreement

Learning in the Present; Preparing for the Future

Quanah ISD is pleased and proud to offer our staff and students in Grades 7-12 access to an Apple Macbook computer and the Internet. Use of the wireless network will provide QISD campuses access to numerous software programs and the Internet for educational purposes. Quanah ISD believes that teaching using 21st Century tools will improve the educational opportunities for our students.

Internet connection at home will be beneficial to students. The Macbook computers will have many uses at home without Internet Access, but the students' ability to get full benefit from their assigned computer will be much greater if they have Internet access.

We hope that you share our excitement of being able to offer the Macbook computers as an instructional resource to our students and teachers at Quanah ISD. The impact on teaching and learning will be enormous. Our students will gain access to up to date information and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any new initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students. We are committed to that goal.

This agreement represents an outline of the Macbook Policies and Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies and Procedures. Students and parents/guardians are encouraged to read and understand these Policies and Procedures prior to signing this Agreement.

Access to the Quanah ISD computers and system is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to the Quanah ISD computers and systems, and/or may result in more serious disciplinary action(s) and/or financial obligations.

Quanah ISD has insured the Macbooks for the current year. The following charges will be incurred for each occurrence if the Macbook or accessories are damaged, lost, or stolen:

First Breakage:

The Actual cost of repair/replacement or \$250 deductible—money due before the Macbook is returned to the student.

Second Breakage:

The actual cost of repair/replacement or \$250 deductible—money due before the Macbook is returned to the student.

Third Breakage:

The actual cost of repair/replacement, student loses take-home privileges until the financial obligations are taken care of and an administrative decision is made regarding the student's possible further use of the equipment.

Responsibilities of Stakeholders:

General Care of the Macbooks

Treat the Macbook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.

If the computer is damaged, or not working properly, it must be turned into the Technology Staff for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Macbook.

Keep your Macbook closed when transporting it and inside your approved carrying case.

Do not leave your Macbook in an unsecured area. This includes an unlocked locker.

Do not loan the Macbook to anyone.

Protect the Macbook by unplugging the power supply and other peripherals when transporting the Macbook.

Protect the display by carefully closing the lid when moving the Macbook.

When transporting their Macbook to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed. Students are expected to treat their Macbook with care and respect. The computer and case are the property of Quanah ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the Macbook or carrying case are not allowed and will result in loss of privileges and disciplinary consequences.

Students should not use their Macbook while walking. Students are strongly encouraged to use Macbooks on a flat stable surface such as a table. Macbooks are fragile, and if they are dropped they may break.

Students should protect their Macbook from extreme heat or cold. Macbooks should never be left in a car, even if the car is locked.

Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using the Macbook, or use their Macbook near others who are eating and drinking.

Heavy object should never be placed or stacked on top of your Macbook. This includes books, musical instruments, sport equipment, etc.

Students should use care when plugging in their power cord or phone cord and when using their CD ROM drive.

Computers should never be placed in their carrying case while they are turned on. The computer should either be turned off or in "sleep" mode. In addition, computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.

General use of the Macbooks and the Quanah ISD Network System

Quanah ISD fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner.

Use the following regulations as a guide when working within our computers or computer system:

Follow the Quanah ISD acceptable use policy when using the Internet at home or at school.

Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately. Students must immediately report theft or damage to a teacher and to technology staff. For hardware and software problems, students must take their Macbook to Technology staff members.

Do not load software from CD's or the Internet unless you have permission from a Quanah ISD teacher.

Do not remove programs or files from the Macbook.

Honor your family's values when using the Internet. Parents will discuss family values and expectations regarding the use of the Internet at home. Parents will supervise their child's use of the Macbook at home.

Do not give personal information when using the Internet.

The school's internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the Quanah ISD faculty.

During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity.

E-mail (or any other computer communication) 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.

Students may access only those files that belong to them or which they are certain they have permission to use.

Students are expected to follow all copyright laws.

Files stored within the school computer systems (both Macbook and file servers) should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.

Students are expected to only access teacher authorized sites at the appropriate times.

Students are expected to notify their teacher immediately if they accidentally access an inappropriate site.

Students may only use their assigned network drive to store school related files only.

Students should always protect their user account by logging off when not at their computer.

Each computer is assigned to an individual student. Students should never "swap" or "share" their computer with another student. Macbooks should be in a student's possession or secured at all times.

Students may never share their password with another student. Passwords should always be kept confidential.

Students are responsible for saving or backing up their documents to the server.

Students should never attempt to "hack" into any computer system or engage in unauthorized use of the network.

All users must agree to never maliciously damage or steal school computer equipment or electronic data.

All users must agree to never change the settings of school supplied software.
If the computer is stolen while at home, parents/guardians should immediately report the theft to the local police. This information should also be conveyed to the campus principal at the first opportunity available.
The use of chat rooms or instant messaging systems or free email on the internet is prohibited. The students may only use the email account and chat software that is set up by Quanah ISD.

Daily Preparation Tasks

Recharge the Macbook battery every night. If you are unable to recharge it yourself, check the Macbook into Technology Staff for recharging before leaving school for the day.
Bring the Macbook to school every day and have it ready to work at the beginning of each class.
If a student fails to bring their fully charged Macbook to school each day, disciplinary action will result.
Students who do not have permission to take their Macbook home may pick up their Macbook in the campus office each morning, and are required to return their Macbook to the campus office at the end of each day.
Students may be allowed to recharge their Macbooks during classes that are conducive to this.

Very few classes will have this capability, so avoid any potential problems by charging them each night at home.

Using the Computer for Internet and E-Mail

Quanah ISD will filter Internet access at all times on the Macbook. Any attempt to disable that filter will result in disciplinary consequences.
Students and parents/guardians understand the Quanah ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school and at home, it is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their computers 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, and for any reason.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in consequences, as determined by the staff and administration of Quanah ISD.

Students who leave the District and fail to check in their Macbooks and related equipment will have felony theft charges filed against them immediately upon the District's knowledge of such an event. The District will prosecute the occurrence to the fullest extent of the law.

Quanah Independent School District Macbook Acceptable Use Agreement

We have read this Parent/Guardian and Student Agreement and understand our responsibilities in the use of the Macbook, computer network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the Macbook initiative Quanah ISD is implementing.

Parent Signature

Date

Parent Printed Name

Student Signature

Date

Student Printed Name

Date

School Official Signature

Date

School Official Printed Name

