

# Naples CSD Student Responsible Use Agreement & Device Contract

(Acceptable Use Policy)

I, \_\_\_\_\_, \_\_\_\_\_, agree to the following:  
*Student's name, printed* *grade level*

| Parent Initials | Student Initials | <i>Please take this opportunity to discuss the guidelines below as many of them can be applied at home as well.</i>   |
|-----------------|------------------|---|
|                 |                  | <p><b>I agree to use any technology at school in a manner that is appropriate for the educational setting.</b> Examples of inappropriate use include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● downloading or using games/apps that are obscene, lewd, or violent.</li> <li>● any use (in or out of school) that disrupts educational settings by compromising other students' physical, emotional, or mental safety.</li> <li>● cyberbullying (in or out of school).</li> <li>● <i>accessing or downloading apps/extensions/software/websites that are malicious or potentially harmful to our network and systems.</i></li> </ul>   |
|                 |                  | <p><b>I agree to use social media respectfully by</b></p> <ol style="list-style-type: none"> <li>1. abiding by the Dignity for All Students Act.</li> <li>2. avoiding any use (in or out of school) that disrupts the educational setting by compromising other students' physical, emotional, or mental safety.</li> <li>3. using electronic devices for appropriate material only.</li> <li>4. avoiding all cyberbullying (in or out of school).</li> </ol>   |
|                 |                  | <p><b>I agree to respect and protect the privacy of others by</b></p> <ol style="list-style-type: none"> <li>1. using only accounts assigned to me.</li> <li>2. getting explicit consent from any individual I intend to photograph or record PRIOR to taking any photo/video/audio.</li> </ol>   |
|                 |                  | <p><b>I agree to respect and protect copyright laws and intellectual property of others by</b></p> <ol style="list-style-type: none"> <li>1. respecting copyright and fair use laws (no illegal copies of music, games, movies).</li> <li>2. citing sources appropriately (not plagiarizing).</li> </ol>  |
|                 |                  | <p><b>I agree to respect and practice the principles of community by</b></p> <ol style="list-style-type: none"> <li>1. communicating only in ways that are kind and respectful.</li> <li>2. using school or personal electronic devices in classrooms only with teacher permission.</li> <li>3. reporting threatening or discomfoting materials to staff immediately.</li> <li>4. refraining from accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages that are obscene, pornographic, threatening, rude, discriminatory, or meant to harass).</li> <li>5. making no attempts to bypass the Internet filter, <i>including GoGuardian.</i></li> </ol> |

**Consequences for violations may include:**

- parent notification
- disciplinary action
- loss of a student's privileges to use the District's technology
- financial responsibility

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## **Supervision and monitoring:**

School personnel monitor the use of devices and the Internet to ensure student safety. We reserve the right to examine, use, and disclose any data found on the District's information networks or devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property. We may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## **Opportunities for Instructional Use**

Naples CSD makes every effort to select technology products that protect the confidentiality of students' personally identifiable information and avoid 3rd party promotional marketing material. In order for students to use some selected tools, it may be necessary for the District to provide basic information such as name or school email. Service providers communicate information about their collection, protection, use and disclosure of data through their own privacy policies. Please find a list of online educational providers and their contact information, at the following web address: <http://bit.ly/NCSProviders> This is a live document that will be updated periodically.

I, \_\_\_\_\_, understand the Responsible Use Agreement.  
*Student's signature*

I, \_\_\_\_\_ have reviewed these guidelines with my student and I give consent for my student to use the above-mentioned online educational services.

\_\_\_\_\_  
*Parent/Guardian's signature*

\_\_\_\_\_  
*Date*

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## **District Owned iPads and Chromebooks**

### **Distribution/Collection**

Devices will be distributed at the beginning of the school year and must be returned at the end of the school year. They may be collected during the year for maintenance and updates. If a student leaves NCS during the academic school year for any reason at all, the device will be returned to the school a week before departure.

### **Broken or Damaged Devices**

The District will provide cases for the devices and some normal wear and tear is to be expected. However, financial responsibility for lost or damaged devices will be assumed by students/families at the following rates:

|  |             |
|--|-------------|
| <b>Cracked screen</b>                        | <b>\$50</b> |
| <b>Dented device (rendering it unusable)</b> | <b>\$50</b> |
| <b>Lost charger</b>                          | <b>\$10</b> |
| <b>Lost case</b>                             | <b>\$10</b> |

Parents will be notified of damages by an initial phone call home and will subsequently receive an invoice from the business office. We are also happy to work with families on a payment plan.

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## **District Owned Devices**

iPads and Chromebooks are district owned devices and the contents on the iPad or Chromebook can be viewed at any time. The student should have NO expectation of privacy of materials found on a school supplied device or school supported email service.

## **Internet Connectivity**

While at school, students will be accessing the Internet through the NCS network, which follows the required Children's Internet Protection Act (CIPA) regulations. When the device is out of school, it will access any available WiFi and follow the Internet controls associated with that network. We recommend that you talk to your children about the standards they should follow on the Internet just as you would on the use of all media information sources. We also recommend that student use of the Internet is monitored by an adult.

I, \_\_\_\_\_, agree to the following:

*Student's name , printed*

| <b>Parent Initials</b> | <b>Student Initials</b> | <b><i>Please take this opportunity to discuss the guidelines below as many of them can be applied at home as well.</i></b>                |
|------------------------|-------------------------|---|
|                        |                         | I will bring my device to school each day I am at school, FULLY CHARGED.  |
|                        |                         | I will NOT use any personal accounts on my school-owned device.   |
|                        |                         | I will not put on a passcode that blocks access on my device.   |
|                        |                         | I will follow classroom rules and expectations regarding appropriate use of the device and installed apps.                                |
|                        |                         | I have read and will follow the Naples Central School District Responsible Use Policy.  |
|                        |                         | I understand that the device can be inspected at any time without prior notice.   |
|                        |                         | I will not let anyone else borrow my device.  |
|                        |                         | I agree that I am (or my parents are) responsible for damage to my assigned device and accessories regardless if they are lost or stolen. |

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_