



STUDENT LAPTOP INFORMATION AND USAGE AGREEMENT SUMMARY:

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***Page 7-Student Electronic Information Resources Access Agreement*:** The form that must be signed by the student. It states the student's responsibilities in accessing the Internet.

***Page 8-Parental Consent Form*:** The form that must be signed by the parent / guardian of each student that outlines the parent / guardian responsibilities.

***Page 9-Laptop Assignment Form*:** The form that documents the contents of each laptop kit and the serial number of the laptop that is given to each student. This must be signed by the student.

*** Forms that must be signed before laptop can be released.**



Capitol Region Education Council

Electronic Information Resources

The Capitol Region Education Council has approved an Electronic Information Resources Policy in which the Council permits the use of electronic information resources to educate and to inform. The use of these resources will permit students to reach out to many people to share information, learn concepts and research subjects.

CREC will take steps, such as using filtering programs, access controls and monitoring by teachers to restrict access to controversial materials. On a global information network such as the Internet, however, it is impossible to restrict access to all potentially inappropriate materials. It is the responsibility, therefore of students, parents and staff to understand and abide by CREC's Electronic Resources Policy to ensure that access to the resources provided by CREC are educationally appropriate.

Following is an Electronic Information Resources (i.e., World Wide Web) Access Agreement. Please review this Agreement and CREC's policy with your child so that he/she will understand his/her responsibilities when accessing and using CREC's electronic information resources. Compliance with this Agreement by all users of these resources will help protect all students from misuse of those resources, and it will help protect the computer equipment from abuse.

Failure to abide with the Agreement and CREC's policy will result in consequences ranging from loss of the privilege to use this educational tool, the assessment of costs, and/or disciplinary action.

Also, please find *Guidelines for Telecommunications Use at Home*. These guidelines may be helpful if your child has access to a communications service in your home.

In order to permit your child to use these resources at school, you must sign this Access Agreement today. If you have any questions concerning CREC's policy or Access Agreement, do not hesitate to contact your child's school principal.

Guidelines for Telecommunications Use at Home

Exploring the many resources available through telecommunications and the Internet can be a wonderful educational experience for you and your child. However, there are risks for children and teenagers who use on-line services, especially if they are unsupervised or unaware of potential problems that can arise while on-line. There are few restrictions on the kinds of information that are accessible to Internet users, and some of the information may be inappropriate - even harmful or offensive.

The best way to assure that your child is having positive on-line experiences is to stay in close touch with what your child is doing. Open communication with your children and getting on-line yourself will help you to understand the benefits of these systems and alert you to potential problem areas. Consider the following guidelines for your household:

- The computer used for on-line services should be in a place in your home that can be monitored by you.
- Develop a set of family rules that you want your child/ren to follow while on-line. Discuss these rules with your child/ren to be sure they understand the reasons behind them.
- Show your child/ren some of the exciting educational potential on the Internet. Help them research and discover resources there. Be part of their on-line experience.
- Do not allow your child/ren to give out their full name, address, telephone number, credit card/checking account numbers or other personal information on-line.
- Be sure that your child/ren do not agree to meet anyone s/he has contacted on-line without your permission. Parents/guardians should be part of any meeting that is arranged.
- Discuss privacy with everyone in your house who uses e-mail. You may want to make a rule that no one opens anyone else's e-mail.
- Discuss screen names. May your child/ren use her/his real name or something else?
- Be sure you realize that some people on-line may misrepresent themselves, so caution is always best when communicating on-line.
- Set reasonable time limits for the use of on-line services in your house. Most services change by the time used. Setting a monthly budget for use is a good way to help your child/ren learn judicious use of time on-line.
- Become familiar with the parental control features and software filters for the Internet that are now available. These will allow you to block access to certain features of the World Wide Web that you want to restrict in your household.
- Determine if your child/ren may purchase services or products on-line. Be sure you explain the risk in using credit card information on-line.
- If your child/ren receives a message that makes her/him feel uncomfortable, forward a copy of message to your service provider and ask for assistance.

The best way to make sure your child/ren are safe on-line is to discuss your expectations openly and keep in close communication with your child/ren as s/he uses the Internet. Stress the positive aspects of telecommunications, and help your child/ren get involved in a responsible and mature way.

Student Use of the CREC Computer Systems

We are pleased to offer students access to the CREC computers and computer networks, including access to electronic mail (e-mail) and the Internet (which will be referred to collectively as “computer systems”.) Access to the school’s computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education-related purposes. Use of the CREC computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

CREC believes in the educational value of such computer systems and recognizes their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of CREC these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, *access to the computer systems is a privilege, and not a right.* Students will be required to adhere to a set of policies and procedures as set forth in detail below. Violations may lead to withdrawal of the access privilege.

Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer system are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner at all times in accordance with district standards and state and federal laws.

It is important that students and parents understand that CREC, *as the owner of the computer systems, intends to monitor and review* the use of these computer systems in an effort to ensure that users engage only in appropriate uses. CREC will monitor and review in a limited fashion, but will do so as needed to maximize utilization of the computer systems for educational purposes.

As part of monitoring and reviewing, CREC will retain the capacity to bypass any individual password of a student or other user. *The system’s security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes.* CREC’s ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet access and of document downloading and printing.

Students will not be allowed to use the Internet at school until

- 1) The student has signed the Electronic Information Resources Access Agreement;
- 2) A parent/guardian of the student has signed the accompanying parent consent form; and
- 3) Signed copies of both forms have been received by the CREC representative.

Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these computer systems.*

Student Conduct

Except as provided below, students are permitted to use CREC's computer systems for legitimate educational purposes *only*.

Conduct including, but not limited to, the following is prohibited with respect to use of these computer systems.

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime, pursuant to Public Act 95-143, and other laws);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches CREC's confidentiality requirements, or the confidentiality of students;
- Sending any copyrighted material over the system.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law or by CREC Council policy or school rules or regulations, it must not occur in the use of these computer systems.

CREC Student Laptop Access Agreement

We are excited that you and your child are participating in our laptop computer program. Using a computer is a technical tool that will enhance your child's education at CREC, in the classroom, the computer lab and at your home.

After attending the scheduled computer training, your child will receive the laptop and other components. This equipment is worth approximately \$2000 and should be cared for in an appropriate manner. You are receiving a packet of information about our Acceptable Use Policy and Student Conduct for using the computer and the CREC computer systems. Your responsibilities as a family are explained below and need your signature to indicate that you have read and understand these responsibilities.

No laptop will be given out without the signatures of the student and the parent or guardian of the student.

Student and Parent or Guardian Agreement:

1. We will use the equipment properly, as instructed during the computer workshop, classroom demonstrations and any additional directives from CREC staff.
2. We will return the equipment to CREC upon request.
3. We will contact the CREC technology department or our teacher if we have any problems with the laptop.
4. If the laptop is lost or stolen, we will contact the police, obtain a police report and submit a copy of this report to CREC within 48 hours.
5. We understand that our share of the cost to maintain the laptop through CREC is \$80.00. We understand that we are responsible for the \$250 deductible in case of a non-warranty claim.
6. We understand that we may be assessed additional costs due to negligent or deliberate damage by the student.
7. By signing my/our name below, I/we agree to the above terms.

Student Printed Name: _____

Student Signature: _____

Date: ___ / ___ / ___

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: ___ / ___ / ___

STUDENT ELECTRONIC INFORMATION RESOURCES ACCESS AGREEMENT

I, _____, as a user of the CREC

Please Print Student's Name

electronic information resources and computer networks, have read and accept and agree to abide by the Electronic Information Resources Policy of CREC and with the following preconditions of my use of CREC electronic information resources:

1. I will use electronic information resources only for education research purposes, and only, as those purposes are consistent with the curriculum and educational objectives of CREC.
2. I will use electronic information resources in a responsible, ethical and legal manner at all times.
3. I will use electronic information resources only with the permission of the supervising teacher or staff member.
4. I will be considerate of other electronic information users and their privacy and I will use polite and appropriate language at all times while accessing and using these resources.
5. I will not give out any personal information about myself or anyone else while using these resources unless approved by the instructor monitoring the use of their resources.
6. I will not give out any telephone numbers or passwords.
7. I will not knowingly degrade or disrupt electronic information resources, services or equipment, and I understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services.
8. I will report all security problems I identify while using these resources to my teacher or to the school staff who is monitoring my use of these resources.
9. I will act responsibly at all times and will avoid all other activities that are considered to be inappropriate in the regular school environment.
10. I am aware that the inappropriate use of these resources can be a violation of local, state and federal laws and that I may be prosecuted for violating those laws.
11. I will not use other persons' information as my own. I will always give credit to the original creators of the information I find online.
12. I will abide by all copyright laws and will seek assistance if a question arises.

I have read the rules and discussed them with my parent(s)/guardian(s). I understand them and I will follow them.

Please Print

Focus Study Teacher _____ School CREC-MLC Grade _____

Student Printed Name: _____

Student Signature: _____

Date: ___ / ___ / ___

PARENTAL CONSENT FORM

I give CREC permission to allow my child to access and use electronic information resources for educational and research purposes.

I have read this Electronic Information Resources Access Agreement and the Administration's Electronic Information Resources Policy and will explain and discuss its importance with my child. Students will be instructed by school staff in the appropriate use of these resources and will also be instructed to follow the Administration's Electronic Information Resources Policy.

I understand and I will explain to my child, that s/he may lose her/his privileges to use these resources at school and may face disciplinary action if s/he does not follow this Agreement and the Administration's Policy. I understand that I may be held liable personally for costs incurred by my child's deliberate misuse of electronic information resources or of the CREC electronic equipment or software programs.

I understand that the CREC has no control over the content of the information available on the Internet, which is a worldwide group of interconnected computer networks. I understand that the district will employ filtering programs, access controls, and monitoring by teachers to protect students from any misuses and abuses as a result of their use of the CREC electronic services. I also understand that these controls, filters and monitors are not foolproof and that my child might still be able to access materials which I might consider controversial and offensive. I will not hold the CREC liable for materials my child obtains from these electronic information resources. I will be responsible for my child's use of electronic information resources which s/he uses in other than a school setting.

Student Printed Name: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: ___ / ___ / ___

STUDENT LAPTOP ASSIGNMENT FORM

The Capitol Region Education Council assigns the laptop computer listed below for use in the CREC school. In signing below, I agree to the following provisions:

- exercise reasonable care to protect the laptop from damage. I may be held responsible for any damages caused by unreasonable usage.
- not load any personal software. I fully understand and agree that repair of damage to the CREC system by unprotected software to my laptop will be my responsibility.
- **immediately** report all damage, loss or other problems to the technology representative assigned to my school/location.
- comply with all CREC Technology Policies.

Laptop Serial Number _____(To be entered upon distribution of Laptop)

CREC Location: Metropolitan Learning Center Magnet School

Please Print

School CREC-MLC Grade _____

Student Printed Name: _____

Student Signature: _____

I give the CREC school permission to issue my child a laptop.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: ___ / ___ / ___

CREC Representative: Lee Noury
Technology Coordinator

Date: ___ / ___ / ___