

**PINGREE-BUCHANAN PUBLIC SCHOOL
ELECTRONIC DEVICE ACCEPTABLE USE POLICY**

The Pingree-Buchanan Public School reserves the right to modify this policy at any time to deal with unforeseen circumstances that must be dealt with for the protection of the students and the system.

Disclaimer of Liability:

The Pingree-Buchanan Public School District's acceptable use policy (AUP) provides guidelines for the use of K12, the Internet, and other district technology. This policy shall apply to all uses.

The Pingree-Buchanan Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district will not be responsible for any damages suffered while using computers or other technology devices on or off school property. This includes loss of data resulting from delays, non deliveries, miss-deliveries, or service interruptions caused by negligence of any kind or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Privacy Relating to Your Files:

Network administrators and/or parents may at any time review files and communications to maintain system integrity and ensure that users are using the system responsibly. When students' names are shown on the school website, only their first name and last initial will be used.

Software Use and Installation Restrictions:

There will be no unauthorized downloading of any kind. Personal software will not be installed on school-owned computers or the network. Any external storage device used for data storage brought into the school buildings must be virus-checked prior to use. Downloading software from the internet is not permitted without Technology Department consent.

You may not use the system to:

1. Perform any illegal activity, including violation of copyright or other contracts.
2. Use the network for financial or commercial gain.
3. Degrade or disrupt equipment, software, or system performance.
4. Trespass and/or vandalize the data of another user.
5. Gain unauthorized access to resources or entities.
6. Use any account/password/login of another user.
7. Repost personal communications without the original author's consent.
8. Repost anonymous messages.
9. Download, store, or print any files or messages which are profane, obscene, or that use language which offends or tends to degrade others.
10. Violate any "Educational Purpose Guidelines" which will be imposed by the school.
11. Intentionally waste limited resources including paper, ink, network storage capacities, and network access time by participating in "chain letters". (Chain letters involve passing the same message to lists of friends and requires them to repeat the transmission to their list of friends as the cycle continues.) Also, avoid sending inappropriate messages to mailing lists or individuals.
12. Use the system to submit, obtain, publish, store, or display information known to be inaccurate.
13. Reveal a personal address or telephone number of anyone (including one's self) without permission of a teacher or administrator.
14. Transmit information that encourages the use of tobacco, alcohol, or controlled substances or otherwise promotes associated activities.
15. Participate in activities that harass, insult, attack others, or promote discrimination against either individuals or groups.

16. Participate in “messaging services”.
17. Engage in any activity or action which may be considered inappropriate and not in the best interests of the Pingree-Buchanan School District and its students.
18. Download software to be stored on Pingree-Buchanan computers.
19. Download music from the Internet to be used for your listening pleasure.
20. Change desktop, appearance, and screen saver settings.
21. Create, modify, or otherwise use personal websites on social media.

Educational Purpose Guidelines:

You are encouraged to use the system for:

1. The computer shall be used for educational purposes only.
2. Classroom activities as assigned by the teaching staff.
3. Career development research.
4. Limited, high-quality self-discovery activities.
5. E-mail communications using K12 e-mail services ONLY. All other e-mail accounts may not be accessed and used with school district technology equipment.

1:1 Devices:

Each student in grades 7-12 will receive a computer device to use throughout the school year. The MacBook, cords, and accessories will be returned during the final week of school.

If a student graduates early, withdraws, is expelled, or terminates enrollment at Pingree High School during the school year, the individual must return their MacBook and accessories in their original condition on the day of departure from the district.

If a student fails to return the MacBook and accessories at the end of the school year or upon termination of enrollment at Pingree High School the student will pay the replacement cost of the MacBook and accessories; otherwise, the item is considered stolen and that student will be subject to criminal prosecution or civil liability.

The school retains the right to inspect school-issued MacBook computers used by students. Inspections will be done in cases of suspected misuse or damage. The school may also perform unannounced, spot inspections of student computers selected at random and at random times throughout the year.

Please see MacBook handbook for device care and usage guidelines.

Violations of the AUP:

Technology use violations will be handled by the Administration and technology supervisors, who will jointly determine the consequences of each individual infraction. Such students will be denied immediate use until a decision has been made. During the non-use time period, students will be allowed to complete assignments through other means.

Student Pledge for MacBook Use

1. I will take good care of my MacBook.
2. I will never leave the MacBook unattended.
3. I will never loan out my MacBook to other individuals.
4. I will know where my MacBook is at all times.
5. I will charge my MacBook's battery daily.
6. I will keep food and beverages away from my MacBook since they may cause damage to the device.
7. I will not disassemble any part of my MacBook or attempt any repairs.
8. I will protect my MacBook by only carrying it while in a protective case.
9. I will use my MacBook in ways that are appropriate, meet Pingree High School District expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the MacBook or case owned by the district.
11. I will not deface the identification label on any MacBook.
12. I understand that my MacBook is subject to inspection at any time without notice and remains the property of the Pingree High School District.
13. I will follow the policies outlined in the *MacBook Handbook* and the *Acceptable Use Policy* while at school, as well as outside of school.
14. I will report any case of theft, vandalism, and other acts to Pingree High School administration so that a police report can be filed.
15. I will be responsible for all damage or loss and understand the repair/replacement procedures.
16. I agree to return the MacBook and accessories in good original working condition.

I agree to the Acceptable Use Policy (pg 1-2), the Student Pledge (pg 3), and have reviewed the MacBook Handbook.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent Name (Please Print): _____

Parent Signature: _____

Date: _____