



Acceptable Use Policy | Student K-4

Student Name (print First/Last Name)

Grade

Building

I understand that I may be permitted to use school computers, electronic devices, and the internet at home to access learning resources for certain remote learning situations. To use the school's computers, electronic devices, or the internet, I understand that I must follow school rules for computer and internet use at all times.

As a technology user I agree to the following:

1. I will only use the computers, electronic devices, and internet for school work.
2. I will only use the computers, electronic devices, and internet as directed by my teacher or other school employee.
3. I will not use the internet to try to look at websites that I know are for adults only or that I know I should not access.
4. If I accidentally access a website that I know I shouldn't look at, I will tell my parent/guardian or teacher right away.
5. If someone sends me something on the internet that I know is inappropriate, I will tell my parent/guardian or teacher right away.
6. I will not use the school's computers, electronic devices, or internet to bully or harm any other person.
7. If someone else uses the computers, electronic devices, or internet to bully or harm me, I will tell my parent/guardian or teacher right away.
8. I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or internet on purpose.
9. I will give the school's computers and other electronic devices back to the school at the school's request.
10. I will not use the school's computers, electronic devices, or internet to cheat on my schoolwork.
11. I will not copy anything that I see on the school's computers or internet and pretend that it is my own work.
12. I will keep my password a secret from everyone except my parent/guardian, teacher, or another school employee.
13. I understand that the school can see everything that I do on the school's computers, electronic devices, and internet.
14. I understand that the school has filters on its computers, electronic devices, and internet, which means I might not be able to see some information. I will not try to interfere with those filters.
15. I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

Student's Signature

Date

I have read this Agreement and consent that as a condition of my child's use of the technology resources, I release the school and its board members, agents, and employees, including its internet service provider, from all liability related to my child's use or inability to use the technology resources. I also indemnify the school and its board members, agents, and employees, including its internet service provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's technology resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children Online Privacy Protection Act.

I understand that data my child sends or receives over the technology resources is not private. I consent to having the school monitor and inspect my child's use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share any information sent to my child via the school's technology resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I agree that my child will return all technology resources to the school in good working order immediately upon request and that I am responsible for any damage to the technology resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's technology resources until this agreement has been signed by both student and parent/guardian.

I have read this agreement and consent to its terms.

Parent/Guardian Name (print First/Last Name)	Parent/Guardian Signature	Date
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PROVIDING ONE DEVICE FOR EVERY ONE STUDENT

Lakewood Public Schools is pleased to provide an electronic device (iPad or Chromebook) to all students for their use for educational purposes. The Lakewood Public Schools' Acceptable Use Policy, which can be found on the Lakewood Public Schools website (www.lakewoodps.org), applies to student use of computers in school as well as out of school. Inappropriate use or neglect of devices, carrying cases, chargers, internet, and all installed software may result in restrictions placed upon the use or the loss of the student's privilege to use the device.

Devices are individually assigned to students and it is the student's responsibility to care for the device. All devices must be returned to Lakewood Public Schools at the conclusion of each school year, or when a student withdraws from Lakewood Public Schools.

INTERNET & SOFTWARE GUIDELINES:

- Without an LPS Acceptable Use Policy Agreement (AUP) signed annually, a device will not be issued to a student.
- The LPS Acceptable Use Policy must be followed at all times.
- Students should have no expectation of privacy as related to devices and can expect staff and administrators to conduct random spot checks of their internet history, logs, and other records of usage.
- Inappropriate web activity (including, but not limited to, the viewing of inappropriate sites, installing a VPN, posting inappropriate messages, attempting to bypass the filter, or sending inappropriate email) may result in the loss of the privilege to use a district provided device and network.
- If a student "accidentally" accesses an inappropriate website, he/she should close the site, note the date & time of the incident and report it to a staff member or administrator as soon as possible.

CHARGING GUIDELINES:

- Students who have taken their device home overnight are to enter school each day with a fully charged device. Though chargers will be available in classrooms, there is no guarantee of availability for all students and devices.
- Align the power cord carefully when connecting it to or removing it from the device.
- If the battery is not charging, remove the power cord and carefully reconnect it to the computer.

GENERAL RULES & GUIDELINES:

- Students are responsible for their device, charger, and protective case at all times. Devices should never be left unattended.
- Should a student's device get lost/stolen, the student must report the loss to the building administrator and/or technology staff immediately. In the event of theft, parents are required to file a police report, and share the report with the building administrator.
- Students are not permitted to use their devices on buses.
- If a student is unable to carry and supervise his/her device, (i.e., PE Class) it is to be locked in the student's assigned locker or a location designated by administration.
- Students are not authorized to use other students' devices.
- Students must keep their passwords confidential.
- Students are only allowed to copy pictures, music, or video to the server if given permission to do so by a teacher or administrator. Such files must be related to a school project or assignment.
- Students may use headphones during class if permission is obtained from the teacher.
- Student use of devices during non-instructional time during the school day (i.e., Lunch) is restricted to instructional use.
- Obscene language and/or inappropriate materials, including screensavers, backdrops, and/or pictures are strictly prohibited. Inappropriate use of the device camera is also strictly prohibited.
- Illegal use of copyrighted materials is prohibited.
- Food and drink should not be used near the device. The spilling of drinks onto the computer is one of the major sources of device damage
- Devices should be used on a flat, stable surface.
- Students should report any technical issues affecting the performance of the device to technical staff.

DEVICE FEE INFORMATION:

Along with the Acceptable Use Policy, Lakewood Public Schools requires all students grades 5 - 12, and/or their parents, to sign the Device Agreement Form. **Insurance is not offered for grades PRE - 4 as devices are not taken home.** The Device Agreement Form is a record of whether or not the student participates in the voluntary Device Insurance Program. The device maintenance/repair fee structure is as follows:

	DECLINE INSURANCE PROGRAM	FULL PRICE LUNCH	REDUCED LUNCH	FREE LUNCH
Cost for Insurance	\$0	\$20	\$10	\$0
1 st Incident	Parent pays full cost of repair or replacement	Covered by District*	Covered by District*	Covered by District*
2 nd Incident	Parent pays full cost of repair or replacement	50% of Repair Cost**	50% of Repair Cost**	25% of Repair Cost**
3 rd Incident	Parent pays full cost of repair or replacement & Restrictions will be placed on device	100% of Repair Cost** & Restrictions will be placed on device	50% of Repair Cost** & Restrictions will be placed on device	25% of Repair Cost** & Restrictions will be placed on device

* All incident exclusions will be considered 2nd incidents.

**The average costs for repair and replacement are: Screen \$100, Device \$250 and Keyboard \$50.

Insurance DOES NOT cover the loss or damage of a charger or protective case. The loss or damage of a charger or protective case will result in a fee of \$25.

INCIDENT COVERAGE:

- Damage: Pays for damage to the device on school property or at another location.
- Accidental Damage: Pays for accidental damage caused by liquid spills, drops, falls, and collisions. An accident will be determined by the administration.
- Theft: Pays for loss or damage of device due to theft; providing the claim includes an official copy of the Police Report.
- Fire: Pays for loss or damage due to fire; providing the claim includes a copy of the official Fire Report from the investigating authority.
- Electrical Surge: Pays for damage of the device due to an electrical surge.
- Natural Disasters: Pays for loss caused by a natural disaster.

INCIDENT EXCLUSIONS:

- Vandalism: Intentional damage done to the device.

DISCLAIMERS:

- The Lakewood Public Schools reserves the right for final determination of damage claims or loss.
- The Lakewood Public Schools will not be responsible for any unauthorized financial obligation incurred through the use of the device.
- Bills for payment of claims will be sent from Technology Department, Lakewood Public Schools.

REVISED 6/7/2023