

Student Device Policy / Contract

Equipment

Ownership

- KAPS retains sole right of possession of the device and grants permission to the student to use the device according to the guidelines set forth in this document. Moreover, KAPS administrative staff retains the right to collect and/or inspect the device at any time, and to alter, add, or delete installed software or hardware.

Equipment Provided

- Efforts are made to keep all device configurations the same. All devices include RAM and hard-disk space, software, and other miscellaneous items. KAPS will retain records of the serial numbers of provided equipment.

Responsibility for Electronic Data

- The student is solely responsible for any non-KAPS installed software and for any data stored on the device. It is the sole responsibility of the student to backup such data as necessary. KAPS utilized Google for document backup and does not accept responsibility for lost documents due to hardware failure and lack of Google cloud use.

Device Use and Conduct Policy

The primary goal of KAPS available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses always takes priority over any other use of the device and other media center equipment. The following is a list of rules and guidelines that govern the use of KAPS devices and network resources. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

Students will:

- Be respectful of others. This includes no cyberbullying.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (Student names, telephone numbers, and addresses should not be revealed over the system).
- Return the devices to KAPS for system updates and re-imaging of the device.

Students may not use network resources:

- To create, send, share, access or download material, which is abusive, hateful, threatening, harassing or sexually explicit;
- To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- To alter, add, or delete any files that affect the configuration of a school device other than the device assigned for personal use;
- To conduct any commercial business that is not directly related to a class
- To conduct any illegal activity (this includes adhering to copyright laws);
- To access the data or account of another user (altering files of another user is considered vandalism);
- To install any software not approved or not licensed by KAPS onto devices.

In addition, students may not:

- Attempt to change any KAPS network or server configuration or the configuration of the device.
- Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- Give password(s) to anyone.
- Video tape staff or students without their consent or knowledge, this includes: webcams, devices, cameras, cell phones, or any other digital devices.
- Post anonymous messages.
- Use school issued email accounts for personal use

Discipline:

Any student who violates the rules and expectations relative to this Handbook and technology use will be subject to disciplinary action. Consequences may vary from a letter (or a phone call) home, to detentions or suspensions depending on the violation or degree of device misuse. Students who violate the rules may also have their devices reset to the original settings. Serious violations will result in the student's use of technology restricted and/or revoked.

Specifically, misuse of the device equipment or network may result in one or more of the following consequences depending on the severity of the infraction.

- **Written warning documented in the student information system**
- **Suspension of network/Internet privileges**
- **Expulsion from school**
- **Involvement of local law enforcement**

Device Use and Policies for Students

1. Computer Damages and Care

Computer Damages

- If a device is damaged, the school must be notified immediately. If a student damages a device due to negligence, the student/student's family is responsible for paying repair costs.
- KAPS reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:
 1. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked device while at school.
 2. Lending equipment to others.
 3. Using equipment in an unsafe environment.
 4. Using the equipment in an unsafe manner.
- A student who does not have a device due to a device being damaged accidentally will be allowed to use a loaned device from school. These devices will be available for students to use during the time of repair.
- A student who does not have a device due to a device being damaged intentionally may be allowed to use a loaned machine only if there is one available and if the damage makes the machine unusable. The student will not be allowed to take the device home. Other options for use in this situation would include access to a school machine during school hours.
- If the device charger is damaged or lost, the student/parent or guardian is responsible for replacing it.
- In the event of damage to the device not covered by the warranty and within the student's control, the student and parent will be billed a fee.
- KAPS will make every reasonable effort to repair the device at the lowest cost possible. Depending on the damage, the student may be charged a fee for full replacement.

Student Access to Internet

- At school, students will have access to the internet through the school network. When not at school students can access the internet if they have internet access available to them in their home or other locations. The school's security system will not be in place when students access the internet outside of the school. KAPS will make every reasonable effort to make sure inappropriate sites are "blocked" in and out of school, but when students are not utilizing the school's network, content filtering for students cannot be as effective.
- Student internet activity is the responsibility of the parent when the student is not at school. Students who have access to their school-provided devices at home should have their time and activities on those devices be monitored by their parents or guardians.

Students Access and Monitoring

- Ultimately the device is the property of the school, and the school has the right to determine what is appropriate, and to search the device if necessary at any time.
- The school's filter allows the school to block websites which are inappropriate for students while accessing the school's network.
- Students who access inappropriate sites during the school day or are accessing sites that are not related to a curriculum will face disciplinary action from the teacher and/or the administration.
- If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site and report the incident to an adult immediately.

Charging of Devices

- It is the student's responsibility to have their devices charged each day when they come to school. During a normal school day a typical device fully charged (through a normal electrical outlet) can be used the entire day with no additional charging required.
- Establish a routine at home for the charging of the device so that it can charge overnight. The charging time of the device and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. It is recommended that students NOT use the prongs on the charger to wrap the cord, as over time, this has proven to damage the cord.

Loss or Theft of Computers

- Computers that are lost or stolen need to be reported to the school office immediately.
- If a device is lost the student will be financially responsible for its replacement.
- If a device is stolen or vandalized, the parent shall file a police report or work with the school to do so.

Legal Issues and Jurisdiction

Because KAPS owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of KAPS network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, access, to open, examine and / or delete electronic files that violate this Computer Use Policy.

Device Care Reminders

You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned device. Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

General Care

- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing. If these actions are taken and damage occurs, the student/parent will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep the equipment clean. For example, don't eat or drink while using the device.
- Do not do anything to the device that will permanently alter it in any way.
- Do not put stickers or use any type of markers on the device.
- DO NOT charge your device while it is in the bag. Ensure the device has air circulation while charging.
- Close the lid of the device when it is not in use.
- Do not walk from one location to another with an open device. This is applicable at school and at home.

1. Keep Your Computer in a Safe Place

- The device bag, with the device and other equipment, must be stored in a safe place. Don't leave the device on the floor where it might be stepped on, or within reach of small children or pets.
- Devices left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the device back. If the device is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the device back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- Avoid storing the device in a car or other vehicle.

2. Computer Case

- Each student will be issued a device protective case that they are required to use to carry their device in during the school day and outside of school. Students may opt to use their own case of equal or greater quality, however, they will still be issued a case by KAPS that must be turned in at the end of the school year. It is specially designed for the device that students are using. It is important to keep the case clean, and take time to remove any items like paper clips that can scratch the exterior of your device.
- Students will be responsible for replacing the case if lost or not turned in at the end of the year.
- Computers must always have a case. If a student loses their case, it must be replaced immediately.

3. Keep Your Device Away from All Liquids

- Exposure to liquids will severely damage a device and will result in large repair costs. Water, sodas, juice, energy drinks, etc. will all ruin your device completely. Keep your friends' food and liquid away from your device.

4. Computer Problems

- It is a student's responsibility to maintain a 100% working device at all times.
- If the student's device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the teacher will have it looked at by IT. If the device cannot be fixed immediately, the student will be issued a different device to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the device, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for 100% of the repair or replacement cost.
- When in doubt, ask for help.

5. Only One User

- Do not allow anyone else to use your device. Loss or damage that occurs when anyone else is using it will be your responsibility.

6. Cleaning the device

- Use a soft, dry, lint-free cloth in most cases when cleaning the device. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia. It is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology office or administration office. Damage to devices due to incorrect cleaning methods will be student/parent-guardian financial responsibility.
- Be conscious when wiping down keys so as not to break the keys or damage the device

Technology Acceptable Use Policy

KAPS recognizes that communications and other new technologies are shifting the ways that information is accessed, communicated, and transferred by members of our society. These changes also alter instruction and student learning. The school supports access by staff and students to rich information resources, along with the development of appropriate skills to analyze, evaluate, and utilize such resources. Within the school, staff members and students are provided access to electronic information resources over a device network, which is a part of KAPS. This device network includes filtered access to the Internet. KAPS currently provides access to a variety of information resources, including web based curriculum resources via the Internet. These filters are designed and used to protect students (minors), teachers, and administrative staff from harmful material, abuse, and cyber-bullying websites, email, and

viruses. Internet access (although filtered) may still lead to resources that may not have been properly screened by educators for use by students of various ages. KAPS cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the school or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." Families should be aware that certain material accessible over public networks might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. KAPS supports and respects each family's right to decide whether or not their child will have access to resources via the Internet. If a student mistakenly accesses "inappropriate material", he/she should immediately notify a school staff member. Use of school systems, including Internet use, email messages, and other communication systems are not considered private and may be monitored by school staff and subject to open records requests.

Computer Network / Internet Rules

The purpose of the device network is to further the learning of students in the school. Access to the device network, and through its Internet resources, is given to students who agree to act in a considerate and responsible manner. Use of the device network is a privilege, not a right. Access requires responsible and lawful use. Parental permission is required for students to have independent access to resources via the Internet. Responsible use means that everyone has a part:

1. Students are responsible for appropriate behavior on school devices and networks just as they are in a classroom or in a school hallway. General school rules for behavior apply. Specific guidelines for devices may also exist for individual classrooms or device labs. If a student is in doubt about whether a device related behavior is permitted, it is her/his responsibility to ask a teacher or other staff member. Students are also responsible for reporting improper use to a staff member.
2. Parents and guardians are responsible for supervision of Internet use outside school, and for setting and conveying standards that their children should follow when using electronic resources.
3. It is the responsibility of each user to employ the device network in support of education and research consistent with the goals and objectives of KAPS.

Accepted Uses of Computer Networks

Acceptable uses of Computer Networks

Students will use electronic information resources to:

- Access global educational resources
- Broaden their research capabilities by using primary sources
- Develop higher level thinking skills
- Differentiate and evaluate available sources of information
- Gain essential skills needed for the 21st century
- Turn in assignments, collaboration on assignments, and communication of assignments
- Accessing assignments that are online

Unacceptable uses of Computer Networks

The following behaviors are examples of unacceptable uses of device equipment and are not permitted. This list is not intended to include every prohibited behavior.

- Sending, receiving, or displaying offensive messages or pictures, including ethnic or gender related slurs or jokes
- Using obscene language or gestures
- Using device resources for purposes without clear educational value
- Social media access
- Threatening, harassing, insulting, or attacking others
- Damaging devices or any items relating to device systems, either physically or by intentionally altering software with viruses, malware, "worms," or similar methods
- Violating copyright laws or revealing trade secrets
- Conducting business for profit
- Using another person's password, disclosing one's own password to others, or impersonating someone else
- Trespassing in another person's folders, work, or files
- Intentionally wasting limited resources (such as network bandwidth, disk space, and/or consumables)
- Using computing resources for non school-related commercial purposes and/or transactions
- Using computing resources for illegal purposes
- Users shall not attempt to bypass or disable KAPS content filters

Consequences

- a) Violations may result in loss of access.
- b) Additional disciplinary action may be determined with existing practice regarding inappropriate language or behavior at the discretion of administration.
- c) When applicable, law enforcement agencies will be involved.

STUDENT DEVICE POLICY - CONTRACT

By signing below, you acknowledge that you have read the entirety of the "Student Device Policy" and will abide by the policy.

After signing this contract, your student can be assigned a KAPS device to use for the school year. This signature page must be returned to the front desk in order for your student to check out a device.

STUDENT NAME _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

PARENT NAME _____ DATE _____

PARENT SIGNATURE _____ DATE _____