



Kingsburg Joint Union High School
Student 1:1 Handbook
2018-2019

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The Vision for Teaching and Learning in the *Kingsburg Joint Union HS District*

The *Kingsburg Joint Union High School District* (“*KJUHSD*”) is committed to making available to all students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of the *Kingsburg Joint Union High School District* to ensure excellence in education for every student. *KJUHSD* has the right to place reasonable restriction on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection.

KJUHSD is taking innovative steps to dramatically transform teaching and learning by implementing a 1:1 initiative. This initiative will provide students the tools to have instant access to the world of information and also to become producers rather than just consumers of information. A sound technology foundation for each and every student needs to be based on continual professional development, and appropriate acquisition and maintenance of technological resources.

KJUHSD is undertaking an aggressive initiative to transform teaching and learning within the district. The 1:1 initiative allows several things to occur for the benefit of student learning. Some of these benefits:

- Promoting student engagement and enthusiasm for learning.
- Encouraging collaboration among students, teachers, parents/or legal guardians, community members, and people throughout the nation and world through interactive capabilities and opportunities.
- Reducing the use of worksheets and workbooks.
- Guiding students in their learning and production of knowledge.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

Opt in or Opt out

KJUHSD Technology Lease Program (optional). Devices will be issued to students to be used in textbook fashion. That said, *KJUHSD* has developed an optional Lease Program for each device. The annual fee to “opt in” to the program costs \$30 per student (\$55 for households of two *KJUHSD* children, \$75 for three *KJUHSD* students or more) Contained in the lease program is a protection plan against damage/repair to the device. This three-tiered plan helps establish copays for instances of damage:

1. First occurrence of damage: \$50
2. Second occurrence of damage: \$100
3. Third occurrence of damage: \$150
4. Fourth occurrence of damage: full cost of repair/replacement and removal from the Lease Program for the remainder of the school year.

Equipment Ownership

KJUHSD retains sole right of possession and ownership of all Devices utilized in the 1:1 initiative, and grants permission to the student to use the Device according to the rules and guidelines set forth in this document and the *KJUHSD Ethical Use policy (EUP)*. Failure to follow the terms of this policy will result in disciplinary action, including but not limited to confiscation of any and all Devices lent to the student and revocation of student access to *KJUHSD* technology, as well as any other disciplinary action deemed appropriate by *KJUHSD* policy. *KJUHSD* reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, *KJUHSD* administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. **There is no reasonable expectation of privacy while using *KJUHSD* computers, networks, or technology.**

Equipment Provided

Each student will be issued the following items: *Laptop computer, protective bag, AC charger, and software* (hereinafter collectively referred to as the “Device”). *KJUHSD* will retain records of the serial numbers and *KJUHSD* asset tags of provided equipment.

Issuing of Devices

All students enrolled at Kingsburg High School and Oasis High School will be issued a Device. Students and parents must read and sign the *KJUHSD* Student Use/ Loan Agreement and the *KJUHSD* Ethical Use Policy before they will receive their

student schedules and their device. The Device will be assigned to an individual student and the serial number will be recorded. Students are permitted to take the Device home nightly. Students are responsible for the Device once it is issued to them. Possession and use is limited to and conditioned upon full and complete compliance with this Handbook, the EUP and all KJUHS Technology policies.

Student transfer/ withdrawal

Students withdrawing from the District will return the Device and all checked out equipment before their last day. If not returned, the family will be financially responsible for the replacement cost of the Device. Failure to return will result in school records not being released or civil and/or criminal liability under applicable laws.

Students transferring in: Upon transfer to KJUHS, a student will receive this handbook and technology packet. Students and parents must complete the KJUHS Student Use/ Loan Agreement and the KJUHS Ethical Use Policy before being issued a device. Upon completing the handbook signature pages and the required technology orientation, a device will be issued to the student.

Responsibility for Electronic Data

It is the sole responsibility of the student to backup data as necessary.

Part One: Device Use and Conduct

The following is a list of rules and guidelines that govern the use of *KJUHS*'s Devices and network resources. Students must follow these rules and guidelines at all times when using *KJUHS* technology.

Network Resources in this document refers to all aspects of the school's owned or leased equipment, including, but not limited to, computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. **These rules apply to any use of the school's Network Resources whether this access occurs while on or off campus.**

Students will:

- Only access Network Resources for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Not use devices to engage in harassment, bullying, or cyberbullying of any individual as defined by *KJUHS* Board Policy 5131.2 and California Ed. Code 48900r2
- Observe and respect license and copyright agreements.
- Keep usernames, passwords and personal information confidential (Student names, telephone numbers, and addresses should NEVER be revealed over the system).
- Return the Device to *KJUHS* at the end of the school year for system updates and re-imaging of the Device.

Students may not use network resources:

- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions;
- 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. *KJUHS* will monitor the network for violations;
- To access Web sites or other content blocked by the District, via codes or any other method.
- 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 course offered by *KJUHS* in which the student is enrolled, e.g., Marketing, Entrepreneurship/Economics class;
- To conduct any activity that violates school rules, *KJUHS* Board Policy, or the law (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 non-approved software onto *KJUHS* Devices.
- To copy *KJUHS* school software (copying school owned software programs is considered theft).

In addition, students may not:

- Bring in their own laptops from home to use at school.
- Attempt to change any *KJUHS*D network or server configuration or the configuration of the Device.
- Change or alter usernames or passwords that are assigned by *KJUHS*D.
- Record video or audio of staff or students without their consent or knowledge, this includes (but is not limited to):
 - Webcams.
 - Laptops.
 - Cameras.
 - Cell phones.
 - or any other digital devices.
- Forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email.”
- I.M. (instant message) or chat during class unless related to academic expectations set forth by the instructor.
- Attempt to, or install any software on the Device or repair, configure or modify the Device hardware or operating system software.

Content Filtering

*KJUHS*D monitors Devices, in compliance with the Children’s Internet Protection Act (“CIPA”), and will continue to do everything practicable to keep students safe when using technology. This includes installing content filtering on all Devices. Filtering technology is not perfect. It is possible that restricted content may not always be stopped by filtering technology. *KJUHS*D does not have control of content posted on the Internet, nor does it have control of incoming email. Sites and content accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the *KJUHS*D. *KJUHS*D expects students to use technology appropriately and follow all policies when using the Internet, and believes that parent/or legal guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law.

Discipline

Use of the Device and any *KJUHS*D network resource is a privilege, not a right. Students found in violation of the *Ethical Use Policy* and or the expectations relative to this handbook and technology will be subject to disciplinary action up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, then a *KJUHS*D administrator or designee will decide appropriate consequences in accordance with school policy and the law. Any student violations may also result in the student’s access to *KJUHS*D technology being limited or revoked, or students having their hard drives restored to original settings. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school’s electronic system or devices.

District Monitoring

*KJUHS*D has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access. This includes, but is not limited to, monitoring sites students visit on the Internet and reviewing email. The Administration and technology staff shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. *KJUHS*D also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Students waive any right to privacy in anything they create, store, send, disseminate or receive on *KJUHS*D’s computers and computer network systems, including the Internet.

Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify suspicions of misuse.

Disclaimer / No Warranties

KJUHSD account holders take full responsibility for their access to *KJUHSD*'s network resources and the Internet. Specifically, *KJUHSD* makes no representations or warranties with respect to school network resources nor does it take responsibility for:

- The content of any advice or information received by an account holder.
- The costs, liability or damages incurred as a result of access to school network resources or the Internet
- Any consequences of service interruptions, loss of data, or delivery failures/miss-deliveries, for whatever reason.

Parent/Guardian and Student agree to release, indemnify, and hold *KJUHSD*, its Governing Board, Officers, Agents, Employees, and Volunteers harmless from all claims, actions, proceedings, cost, damages and liabilities, including attorney's fees, arising out of, connected with, or resulting from use of the equipment both during the Agreement and any subsequent possession by Parent/Guardian or Student after the Agreement term. This provision shall survive the Agreement term.

Privileges & Responsibilities

Usage of *KJUHSD*'s network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district. Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

- Use of another user's account.
- Attempting to breach the desktop security of a computer.
- Attempting to break into password protected areas of a network or tampering with network systems.
- Use of technology to engage in behavior prohibited by *KJUHSD*'s anti-harassment/bullying policy.
- Accessing *KJUHSD* blocked web sites.
- Activity that is likely to cause a substantial disruption to the orderly operation of the school and/or learning environment.
- Activity that is prohibited under state, federal, or local law. Examples may include but are not limited to:
 - Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity.

Any user who violates the ethical use policy may be denied access to the school's technology resources.

Digital Citizenship

Individuals who utilize *KJUHSD*'s technology resources are expected to abide by the principles of digital citizenship, which are part of the *KJUHSD* curriculum. Users must respect the intellectual property of others by crediting sources and following all copyright laws.

Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is not possible to constantly monitor all individual network use at all times. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student should notify supervisory personnel or other appropriate personnel of what occurred.

Privacy

Electronically Stored Data

Users shall not have a reasonable expectation of privacy while using district computers, networks, or technology. Examples of this include, but are not limited to the following:

- KJUHSD Google Apps domain
- Cloud technology such as files stored on third party servers
- Email
- District computers, devices, network, and servers

Education of Students in Safe and Appropriate Use of Technology

- Students will receive continuing instruction in safe, ethical, and appropriate use of technology. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others.

Student Access & Monitoring

- At school, students will have access to the Internet through the school network. When not at school, students can access the Internet on district Devices if they have Internet access available to them in their home or other locations.
- *KJUHSD* will not provide students with Internet access outside of school. The Device's content filter will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school could also be "blocked" in other locations where students access the Internet. Students may access the Internet on their district Device at any time outside of school. As with any other Internet-enabled Device, ***KJUHSD* recommends that parents/or legal guardians monitor their student's time and activities on the Internet. Students should understand that their parent's/guardian's rules about Internet usage outside of school are applicable even when the student is using their district Device.**
- There is no reasonable expectation of privacy while using *KJUHSD* computers, networks, or technology. Ultimately the Device is the property of *KJUHSD*, and *KJUHSD* has the right to determine what is appropriate and to search the Device if necessary at any time.
- *KJUHSD*'s filtering software allows *KJUHSD* to block websites that are inappropriate for students whether they are accessing the web via *KJUHSD* wireless network or if they are connected to the Internet at other locations.
- Software also allows for screen monitoring while at school, which makes it possible for appointed *KJUHSD* personnel to monitor student Device screens.
- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.
- If prohibited or inappropriate Web sites or content are accessed by accident, the student should immediately leave the site and report the incident to a staff member. NOTE: Kingsburg Joint Union High School District will continue to expand "digital citizenship" in which students are educated on acceptable standards of online behavior. **The best filtering software in the world cannot match the combination of education and supervision at school and home.**

Bringing the Device to School

- Students are expected to safely transport their Device between school and home. It is imperative students bring their Device and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their fully charged Device.
- The Device must be kept in the carrying bag provided by *KJUHSD* at all times.
- The Device should not be put in another bag for transporting ie: backpack, athletic bag, etc.
- Students who accidentally leave their Device at home will **NOT** have access to a Device that day.

Charging of Devices

- It is the students' responsibility to have their Devices charged each day when they come to school.
- Students should establish a routine at home for the charging of the Devices so that it can charge overnight. The charging time of the Device is very similar to the charging of a cell phone.
- It is the students' responsibility to maintain the power adapter and cord.
- The Device should only be charged with the issued charger.

Loss or Theft of Devices

- Devices that are lost, stolen, or vandalized need to be reported to the school's main office immediately. In addition, stolen or vandalized Devices should be reported to the police.
- **If a Device is lost or stolen the student will be financially responsible for its replacement.** If a Device is stolen or vandalized while not at an KJUHSD sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible.
- The Device should never be taken into the locker rooms, bathrooms, or other changing areas. Special care of the Device should be taken when in areas where food or drink is being served.
- KJUHSD recognizes that there is no acceptable use for student Devices in locker rooms, bathrooms or other changing areas. The Device must remain stored in appropriate case and not be in use, while in these areas.

Downloading Programs & Personalizing the Device

- No student may download, install, or use any software in violation of applicable copyrights and license agreements.
- Only authorized district employees are allowed to repair, configure or modify the device hardware or operating system software.
- Only previously approved software may be installed on the Device. Requests for software approval should be initiated with the district technology support department and approved by the district technology Committee
- Any items used to personalize the Device must be appropriate and not violate any *KJUHSD* policy or rule.
- Only removable decals or silicone type "grip" or skins will be allowed on the outside of the Device. Each Device is easily identified by a specific numbering system ("Asset Tag") that is placed on the Device by the Technology Department and may NOT be removed.

Personal Devices from Home

- Students are not allowed to bring their own computers from home to use or connect to *KJUHSD's* network. Devices at *KJUHSD* are all provisioned with the same basic programs and structures.

Ear Buds/Headphones

- The uses of ear buds/headphones in class and/or during study times are at the teacher/supervisor's discretion.
- Ear buds/Headphones will not be provided by the *KJUHSD*.

Student Printer Use

- Students Devices will not have access to printers on campus.
- *KJUHSD* expects that the need to print materials on paper will be reduced as a result of students' ability to send assignments and other materials to their teachers through their Device.

Legal Issues and Jurisdiction

- Because the *KJUHSD* owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of *KJUHSD's* network resources is subject to the rules stated in this policy. *KJUHSD* monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school. *KJUHSD* reserves the right, if needed, and at its sole discretion, to remotely access, open, examine, and/or delete electronic files that violate this or any other District Policy.

Read all Safety Warnings and Information

- Students and their parents/or legal guardians are strongly encouraged to review any user information for the laptop Device to understand more about, its capabilities, and required care.

Part Two: Device Damages and Consequences

Device Damages

If a Device is damaged (either accidental or intentional), the school must be notified immediately. *KJUHSD* administration will determine if the damages were due to accidental or intentional conduct as well as the severity of the incident. Negligence may be considered intentional conduct. The examples listed include but are not limited to the following:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Device while at school.
- Lending equipment to others other than one's parents/or legal guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
- Not adhering to the care reminders listed in Part III of this handbook

A student whose Device is being repaired will have access to a loaner Device if possible. If it is determined that the Device was damaged intentionally, *the student will NOT be able to take the loaner Device home. If the student leaves the school district and does not turn in the Device, KJUHSD will make a reasonable effort to obtain the Device. If those efforts are unsuccessful, KJUHSD will treat it like a stolen Device and will notify the appropriate authorities.*

Discipline

Any student who violates the rules and expectations relative to this Handbook, and/or *KJUHSD* Ethical Use Policy, and/or their school's Student Handbook, will be subject to disciplinary action. If there is evidence that a violation has occurred, then a *KJUHSD* administrator or designee will decide appropriate consequences in accordance with school policy and the law. Disciplinary action could include but is not limited to, verbal warnings, loss of technology privileges, and up to and including suspension or expulsion from school. In addition, inappropriate use of the machine may result in the user losing his/her right to use the device and/or take it home and/or fine(s) assessed due to intentional/negligent damage or lost/stolen devices or accessories. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's electronic system or Devices. The interpretation, application, and modification of this policy are within the sole discretion of *KJUHSD*. Any questions or issues regarding this policy should be directed to the building principal.

If either Parent/Guardian or Student violates any term of this Handbook, *KJUHSD* may declare an early termination of this Agreement and require the immediate return of the Device to District with no refund of any payments made as part of the Technology Lease Program. Alternatively, *KJUHSD*, at its sole option, may allow Student's continued use of the Device on a restricted basis, as determined by *KJUHSD* (for example: Student may be required to leave the Device at school and may only be allowed to use it during the instructional day while on campus).

Fines for Damages or Repair

Students and/or parent/guardian(s) will have the ability to purchase *KJUHSD* Technology Lease Program at the beginning of the year, or when they transfer in to *KJUHSD*. This optional program is good for the school year in which it was purchased, and will end when the Device is turned in at the end of the year. In the event of a damaged, lost, or stolen Device within the student's control, it will be at the administration's discretion to determine if the damage was intentional or accidental. If the damage or repair was determined to be intentional, the student will incur full cost of the repair or replacement of the device. If the student has chosen not to purchase the *KJUHSD* Technology Lease Program, then they are liable for the full cost of the repair or replacement of the device. If the student chooses to purchase the *KJUHSD* Technology Lease Program, the following 2018-19 fee schedule will apply

- Family cost per student: \$30
- Family with 2 students: \$55
- Family with 3 students or more: \$75

The following are the repair cost benefits of the optional yearly repair insurance program

- First repair – \$50 co-pay
- Second repair – \$100 co-pay
- Third repair – \$150 co-pay
- Fourth repair- Full Cost of repair or replacement of Device and removal from Lease Program for remainder of school year

Part Three: Device Care Reminders

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned Device. Loss or damage resulting from failure to abide by the details below may result in limited use of the Device. Please refer to the **Device Damages and Consequences** section.

General Care

- Treat this equipment with as much care as you would your own property.
- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing.
- 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.
- Backup your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the Device.
- Removable computer skins or protective covers may be purchased at the student's sole expense, but the following guidelines must be followed: The promoting of products, which are illegal for use by minors such as alcohol, tobacco, or drugs. The displays of obscene material, profanity, or references to subversion are not appropriate. Computer skins should show respect for yourself, those around you, the school and the community. Computer skins not appropriate for a school setting will be removed.
- Removable computer skins/covers purchased must fit the computer properly and cause no damage when removed
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.

Keep the Device in a Safe Place

- It is required to keep the Device in your *possession*.
- The Device should not be left on the floor where it might be stepped on, or within reach of small children or pets.
- The Device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- 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 subject to consequences detailed in "Consequences for Damages." Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- If a student participates in an after school program like athletics, your Device must be secured appropriately. Do not leave it unattended.
- Avoid storing the Device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as the **Device completely powered off and it's not excessively hot or cold.**

Keep the Device Away from All Liquids.

- Exposure to liquids will severely damage a Device and will result in large repair costs. Water, soda, juice, power drinks, coffee, etc. can all ruin your Device completely. Open cans of soda and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/soda/etc. in your backpack with your Device—even if it is sealed.

Device Bags

- Each student will be given a protective bag that they are required to use to carry their Device in during the school day and outside of school. The device can remain in the bag, even when in use. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your Device.

Device Problems

- If the Device is not working properly the student needs to first talk to the teacher in the class to determine if minor troubleshooting will take care of the problem. If the problem still exists, the student must take the Device to the appointed technical support location as soon as possible after discovery of the problem. If the Device cannot be fixed immediately, the student may be issued a different Device to use on a temporary basis.
- Even though response may not be immediate, district personnel capable of finding a solution will be notified and the problem will be taken care of in as timely a manner as possible.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic/aluminum casing.
- When in doubt, ask for help.

Only One User

- NEVER allow anyone else to use your Device. Parents or guardians may utilize the Device for the sole purpose of monitoring a student's use or classwork; personal or business use of a Device by a parent or guardian is prohibited.

Cleaning the Device

- Device screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. **Never use a chemical to clean the screen.** Use a soft, dry, lint-free cloth in cleaning the Device.
- Correct cleaning measures will be addressed during the rollout process.
- If you are not able to completely clean the machine using the above methods please contact the *KJUHSD* Technology Department and they can assist with the cleaning.

Shutting Down the Device

- Fully shutdown the Device when it won't be used for an extended duration. Simply putting your Device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- It is best practice to shut down your computer at night, connect the charger, and then power on again in the morning when needed.

Carrying the Device

- The Device should remain in the protective bag at all times.
- The Device bag should be fully zipped shut before transporting the device.
- No books should be placed on your Device.
- Never carry your Device by the screen.
- Do not grab and squeeze the Device, as this can damage the screen and other components.

Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or devices

made specifically for this purpose, when working on your lap. Also, avoid lap--based computing while connected to the power adapter as this will significantly increase heat production.

- Parents/or legal guardians and students should review any safety warnings

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT ETHICAL USE POLICY/STUDENT HARDWARE AGREEMENT

This agreement ("Agreement") is entered into for the 2018-2019 school year between Kingsburg Joint Union High School District ("District") and Parent/Guardian, on behalf of Student, regarding a laptop computer, including a charger, and case.

KJUHS is providing the laptop computer and accessories described above (the "Equipment") to Parent/Guardian to facilitate Student's access to the KJUHS's educational computer network. Parent/Guardian take possession of the Equipment under the terms of this Agreement. This Agreement shall be effective as of the date signed, and it shall terminate the last day of school for the current school year ("Termination Date"), unless otherwise terminated earlier. On or before the Termination Date or earlier termination of this Agreement, Parent/Guardian shall return the Equipment in good working order to the KJUHS as directed by the KJUHS. Parent/Guardian will be charged the actual full cost of any portion of the Equipment that is lost, stolen, or damaged. (See BP/AR 3515.4.) This liability may be reduced by Parent/Guardian enrolling in the Equipment Lease Program. The Lease Program is available to students whose Parent/Guardian enrolls in the program by completing the separate Lease Program form.

Agreement Terms

Parent/Guardian and Student understand, acknowledge, and agree:

- Use of the Equipment is a privilege and not a right. The KJUHS may terminate this Agreement and require the return of the Equipment at any time with no prior notice and without cause, with no refund of any payments made as part of the Lease Program. The Equipment shall remain the sole property of the KJUHS throughout the term of this Agreement. Insurance coverage or ownership is not expressed, implied, or transferred through the lease of the Equipment.
- Student is expected to safely transport Equipment between school and home and bring the Equipment charged, clean, and in working order every day that Student is in attendance.
- Nothing done with or saved to the Equipment on or off KJUHS property or on or off the KJUHS computer network is private.
- The KJUHS has the right, but not the obligation, to monitor and review everything done with and saved to the Equipment, whether or not done or saved while the Equipment is on KJUHS property or on the KJUHS computer network.
- Student shall be responsible for maintaining the Equipment in Student's possession and care at all times unless otherwise directed by a KJUHS employee.
- KJUHS retains the right to inspect the Equipment, and to alter, add, delete, or remove software or hardware from the Equipment, at any time with no prior notice to Parent/Guardian or Student, including the substitution of Equipment. Parent/Guardian and Student may not remove or install programs or apps on the Equipment, or alter or repair the Equipment in any manner.
- KJUHS reserves the right to limit or prohibit access to the Equipment at any time.
- Parent/Guardian shall immediately report any damage to or loss of the Equipment to KJUHS Technology staff.
- Parent/Guardian shall be financially responsible for any damage to or loss of the Equipment as set forth in this Agreement, up to the full replacement cost of the Equipment, as modified by Parent/Guardian's participation, if any, in the Lease Program. This provision shall survive the Agreement term.
- The Equipment shall only be used by Student and Parent/Guardian. Student and Parent/Guardian shall both be responsible for all usage of Equipment.
- While KJUHS is including an Internet filter on the device that will be in place when the Equipment is online outside of the KJUHS computer network, Parent/Guardian and Student acknowledge that the Equipment may still be capable of unfiltered and unmonitored access to the Internet when going online outside of the KJUHS computer network. This means that Internet access may be unfiltered when the Equipment is not on KJUHS property and not connected to KJUHS WiFi. Parent/Guardian shall be responsible for monitoring all Internet activity on the Equipment when it is online outside of the KJUHS computer network. Any attempt to disable or circumvent KJUHS Internet filters is a violation of this Agreement,

and may subject Student to discipline.

- The Equipment shall be used at all times, including off of KJUHS D property and outside of the KJUHS D computer network, in keeping with applicable law and KJUHS D policies and regulations. For example, the Equipment must be used consistent with KJUHS D policies regarding technology use, and student conduct and discipline, as they may be amended from time to time. The most recent version of KJUHS D policies and regulations are accessible on the KJUHS D's website at: <http://www.kjuhsd.com/board-policy/>.
- Any violation of this Agreement, including conduct off KJUHS D property and outside of the KJUHS D computer network, may result in disciplinary actions being taken against Student and the termination of this Agreement by KJUHS D. Parent/Guardian and Student acknowledge prior receipt of KJUHS D's current policies applicable to the use of the Equipment, including the Acceptable Use Agreement – E 6163.4.
- If either Parent/Guardian or Student violates any term of this Agreement, KJUHS D may declare an early termination of this Agreement and require the immediate return of the Equipment to KJUHS D with no refund of any payments made as part of the Lease Program. Alternatively, KJUHS D, at its sole option, may allow Student's continued use of the Equipment on a restricted basis, as determined by KJUHS D (for example: Student may be required to leave the Equipment at school and may only be allowed to use it during the instructional day while on campus).
- If Student ceases to be enrolled in KJUHS D, for any reason, the Equipment shall immediately be returned to KJUHS D and the Agreement shall terminate early with no refund of any payments made as part of the Lease Program.
- Parent/Guardian and Student agree to release, indemnify, and hold KJUHS D, its governing board, officers, agents, employees and volunteers harmless from all claims, actions, proceedings, costs, damages and liabilities, including attorneys' fees, arising out of, connected with, or resulting from the use of the Equipment. This provision shall survive the Agreement term.

**KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
LEASE PROGRAM OPTION
1:1 STUDENT HARDWARE AGREEMENT
(Ed. Code § 17453.1)**

This lease program option ("Option") is entered into for the 2018-2019 school year between Kingsburg Joint Union High School District ("KJUHS") and Parent/Guardian on behalf of Student regarding a laptop computer, including a charger, and case.

KJUHS is providing the personal computer and accessories described above ("Equipment") to Parent/Guardian to facilitate Student's access to the KJUHS's educational computer network. The provision of the Equipment by KJUHS is governed by the separate 1:1 Student Hardware Agreement executed by Parent/Guardian, which is modified by this Option. By executing this Option and making the required payments, Parent/Guardian and Student will be participating in the KJUHS lease program ("Lease Program" or "Program") as described below.

Agreement Terms and Protection Plan

For \$30.00 per school year (\$55.00 total if Parent/Guardian has two students in Program, and \$75.00 total if Parent/Guardian has three or more students in Program) ("Rent"), Parent/Guardian may choose to take possession of the Equipment as part of the Lease Program. The Lease Program does not cover theft or accidental loss of Equipment. If Parent/Guardian participates in the Lease Program, and there is an "Occurrence", Parent/Guardian shall only be responsible for the following amounts: First Occurrence: \$50.00; Second Occurrence: \$100.00; Third Occurrence: \$150.00. After any third Occurrence, Parent/Guardian and Student will not be eligible to participate in the Lease Program and this Option shall be terminated.

If participating in the Lease Program, upon execution of this Option, Parent/Guardian shall pay the nonrefundable Rent payment to the KJUHS in the amount listed above. This Option shall be subject to all the terms of the Student Computer Equipment Agreement executed by Parent/Guardian, and may be terminated by KJUHS with no notice on the same grounds. Insurance coverage or ownership is not expressed, implied, or transferred through the lease of the Equipment. **This agreement must be completed, signed and returned to the Kingsburg Joint Union High School office prior to a student receiving his/her Device.**

**KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
1:1 STUDENT HARDWARE AGREEMENT
LEASE PROGRAM OPTION – 2018/2019
(Ed. Code § 17453.1)**

Participating in the Lease Option Program
(Must include payment to activate)

NOT participating in the Lease Option Program

Signatures required below by student and parent(s) or legal guardian(s).

Student's Name (Printed): _____ Grade: _____

Student's Signature: _____ Date: _____

Parent/Guardian's Name (Printed): _____

Address of Parent(s)/Guardian(s): _____ City _____

Signature(s) of Parent(s)/Guardian(s): _____ Date: _____

_____ Date: _____