



## ADMINISTRATION OFFICE

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Mr. Justin Gross, Superintendent  
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### Winterset Community School District 1:1 Laptop Program – Agreement Form

Winterset Community School District is proud to offer laptop computers to its K through 12<sup>th</sup> graders. The purpose of this program is to make technology readily accessible to students while providing them with real world experiences. Students will be able to demonstrate creative, collaborative, and critical thinking skills in a more engaging classroom environment. While gaining problem-solving abilities, students will also practice acceptable, ethical, and appropriate use of technology as life-long learners.

Use of the Winterset Schools laptops is a privilege. Therefore,

#### **I agree that I will:**

- Be prepared and have my assigned laptop ready to work at the beginning of class
- Use the laptop only for activities by teacher has allowed
- Respect the laptop of others
- Secure the laptop appropriately
- Report any loss or damage to any laptop immediately
- Protect the laptop by keeping it in a school approved case
- Protect the laptop by using a surge protector or battery appropriately
- Charge the batteries as directed
- Protect the laptop by unplugging the power supply and other peripherals when transporting the laptop
- Protect the display by carefully closing the lid when moving the notebook
- Be financially responsible for malicious damage to or loss of the laptop

Using the Winterset Schools computer network as well as the Internet is a privilege. Therefore,

#### **I agree that I will:**

- Act responsibly when accessing the Internet
- Access only teacher authorized sites and only at the appropriate times
- Notify my teacher immediately if I accidentally access an inappropriate site
- Use my assigned laptop drive to store school related files only
- Protect my user account by logging off when not at my computer

#### **I agree that I will NOT:**

- Send defamatory or harassing messages that are sexually oriented, threatening, abusive, damaging to another's reputation, or illegal
- Send, transfer, take, or share obscene, sexually oriented, lewd, or otherwise illegal images or photographs
- "Hack" into any computer system
- Use copyrighted materials that exceed fair use guidelines without written permission of the author
- Use chat rooms or instant messaging systems or free email on the Internet
- Loan my laptop to another student
- Share passwords
- Share personal or private information with anyone on the internet or via e-mail
- Engage in unauthorized use of the network
- Maliciously damage or steal school computer equipment or electronic data
- Change the settings of school-supplied software

Students who violate these standards are subject to the following consequences:

- First violation - loss of computer privileges for 3 weeks
- Second violation - loss of computer privileges for 9 weeks
- Third violation - loss of computer privileges for 12 months
- Fourth violation - loss of computer privileges for the rest of student's career at Winterset Community Schools

Students who have lost their computer will be assigned to a work group with minimal applications, which will allow them to complete their assignments. Violations relating to or supporting of illegal activities will be reported to law enforcement agencies.

### BOARD OF EDUCATION