



New Albany Middle School

"Can't hide that Bulldog pride!"

New Albany Schools Parent/Guardian & Student Computer Use Agreement

A computer, power cord and carrying case will be issued to students to support the 1:1 Technology Initiative being implemented in New Albany School District. The student's curriculum in grades 3-8 will be accessible digitally on the computer. The computer should be kept away from food and drinks and stored in its carrying case when not in use. There will be a \$25.00 technology fee.

1. New Albany School District Internet Policies and Procedures will be strictly enforced when accessing the Internet. Students who circumvent the filtering process will be in violation of school policy. Violation of these policies may result in disciplinary action.
2. According to New Albany School District (NASD) Policies and Procedures and the NASD Official Student Handbook, students and parent/guardian are responsible for all items assigned to them at the school level and the school may require restitution of property and damages where appropriate.
3. Swapping, reconfiguring, or tampering with hardware or existing software may result in disciplinary action. This includes, but is not limited to, the following:
 - Altering or removing any software setting(s) or hardware components.
 - Deleting programs or altering setups
 - Installing unauthorized software or downloading unauthorized files, viruses, games, programs or other electronic media – prohibited for student and parent/guardian
 - Adding or changing passwords, or other lockout devices
 - Putting physical marks or deliberately damaging any storage cases or equipment such as removing keys or defacing hardware
 - Any documents or files created by the student MUST be saved to the USB drive provided. No documents or files should be saved to the computer unless authorized by school personnel.
4. Any inappropriate use, or destructive care of a computer or its case will result in:
 - Parent/guardian notification
 - Disciplinary sanctions as outlined in the Code of Discipline.
5. The computer being issued is an educational tool and should only be used in that capacity. Once the computer is issued to the student and his/her family, the student is responsible for it at all times. Any inappropriate or destructive use of a computer or its carrying case should be reported to the teacher or an administrator immediately.
6. Students must submit the required agreement to the school. The form should be signed by both the student and parent/guardian. Parent/guardian information meetings will be held to address the content of this agreement.

Damon Ladner
Principal

Jane Hubbard
Asst. Principal

7. The computer should be in the possession of the student to whom it is assigned or locked in a secure location at all times. The computer should never be left unattended (during lunch, after school, before-during or after extra-curricular activities, etc.). If a computer is found, it must be turned in immediately to the school office.
8. The student is to use only his or her assigned computer.
9. **The student is responsible for fully charging the computer each night. Computers should be brought to school every day for use during class.** Assignments will be downloaded/uploaded and accessible on the provided USB drive. Failure to return the computer to school for classroom use may result in disciplinary action.
10. If the computer is lost or stolen while signed out to you, a police report must be filed immediately and the school principal must be notified. In addition, the school may require restitution of property and damages where appropriate.
11. The student will return the computer to the school at the end of the year and/or when requested by school administration. If the computer is not returned it will be reported stolen and a police report will be submitted to law enforcement. In addition, the board may require restitution of property and damages where appropriate.
12. The student will return the computer to the school if he or she withdraws from New Albany School District. If the computer is not returned it will be reported stolen and a police report will be submitted to law enforcement.
13. The parent/guardian will supervise student use of the computer at home.
14. The student/parent/guardian will not attempt to repair the computer nor attempt to clean it with anything other than a soft dry cloth.
15. The student/parent/guardian will report any problems with the computer to the teacher or school administrator immediately.
16. The school system assumes no responsibility for any unauthorized charges, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal or unauthorized use of its computers such as copyright violations.

Computer/Network Rules and Guidelines

1. New Albany School District (NASD) maintains administrative control so that, at any time, a teacher or NASD employee may access any information on the student computer including email and Internet history.
2. NASD acceptable use policies and procedures should be followed at all times.
3. A student who violates any NASD policies and procedures will be subject to disciplinary sanctions as outlined in the Code of Discipline.
4. Personal information should never be shared over the Internet. If a student is asked for personal information, a teacher or administrator should be notified immediately.
5. The student/parent/guardian is not permitted to view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures. The device should be used for school purposes only.
6. The student/parent/guardian is not permitted to use the computer in any way that would cause harm to others or damage to their property.

7. If a student is harassed online in any way, a teacher or administrator should be notified immediately and appropriate measures will be taken to address the concern.
8. If a student accidentally accesses an inappropriate website, this should be reported immediately to a teacher or administrator. The student should close the site, but note the web address, date and time of this incident.
9. Access to any unreported inappropriate sites or involvement in online harassment will result in:
 - Parent/guardian notification
 - Disciplinary sanctions as outlined in the Code of Discipline
10. Electronic communication should be used only for appropriate, legitimate, and educational purposes.
11. The student/parent/guardian must comply with all copyright laws.

Computer Use Agreement

1. By signing the New Albany School District Computer Use Agreement, the student and parent/guardian agree to abide by the New Albany School District Internet Policies and Procedures and abide by all local, state, and federal laws.
2. By signing the New Albany School District Computer Use Agreement, the student and parent/guardian agree to comply with New Albany School District Official Student Handbook.
3. By signing the New Albany School District computer Use Agreement the student and parent/guardian agree to comply with all copyright laws.
4. By signing the New Albany School District Computer Use Agreement the student and parent/guardian agree to abide by the New Albany School District Student Harassment Policy.
5. By signing the New Albany School District Computer Use Agreement the student and parent/guardian acknowledge that both New Albany School District (NASD) Policies and Procedures and the NASD Official Student Handbook state that students and parent/guardian are responsible for all items assigned to them at the school level and the school may require restitution of property and damages where appropriate.
6. By signing the New Albany School District Computer Use Agreement the student and parent/guardian acknowledge that any student who violates NASD policies will be subject to disciplinary sanctions as outlined in the Code of Discipline.



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I hereby agree to abide by the terms specified in the New Albany School District Computer Use Agreement

Printed Student Name: _____

Student Signature: _____

Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Phone Number: _____

Assigned Equipment

Computer District Asset # _____

Power cord # _____

Carrying Case # _____

Damon Ladner
Principal

Jane Hubbard
Asst. Principal