
2018-2019 PBS One to One (OTO) Program Technology Agreement.

1 **Introduction:**

1.1 **Purpose:**

The purpose of the one-to-one program at PBS is to enhance instruction by providing modern methods of creation, research, and manipulation, while providing experience in common applications and skills fit for a technological world.

1.2 **Cost:**

- High School: \$450 per year paid separately.
- Middle School: \$250 per year (partially covered by one-check fee)

1.3 **Benefits:**

- Use of a PBS owned device.
- Shared costs of repairs.
- Software: Including 'office style software' and other course required software.
- Virus protection
- Email, spam and web filtering
- Access to the school's MFC copiers with a print allowance.
- Wireless Internet access on campus
- Tech support while on campus and additional support via email after hours
- Loaner device when necessary (eliminating time without a device)
- Data backup protection via Onedrive.

1.4 **One-To-One Agreement:**

The agreement is between Parkview Baptist School (PBS), the Student receiving the device and his/her parent(s) or legal guardian (Student). The Student and Parent(s) or legal guardian agree to the following while using a PBS provided device, software and any related materials while an enrolled Student at PBS.

2 **Equipment:**

2.1 **Ownership:**

PBS retains ownership of the device and grants permission to the Student to use the device according to the guidelines defined. PBS retains the right to collect and/or inspect the device at any time, including via electronic access. And, similarly, to alter, add, or delete installed software or hardware. There is no expectation of privacy on the device.

2.2 **Termination of Possession:**

1. Students who leave the school shall return the device to PBS and lose all access to data.
2. Middle School students will return their device at the end of each school year. Data can be stored in OneDrive. However, data not transferred to OneDrive may be lost due to upgrades or repairs.

2.3 **Transfer of Ownership:**

Upon graduation and having participated in the device program for four years, the ownership of the HS device will transfer from PBS to the Student. Prior to the transfer of ownership, the Technology

Department will alter the device so that it is no longer a member of the PBS network. This altering will completely wipe out all information on the device. Students are expected to backup their information before this occurs. If the Student has not participated in the device program for four years, information on buying the device from the school may be requested.

2.4 Equipment Provided:

2.4.1 High School:

High School students are issued windows based PC's with Microsoft office installed and other software available as needed.

2.4.2 Middle School:

Middle School students are issued iOS based apple tablets with Microsoft Office installed as well as other apps as needed. These ipads are in PBS cases and are expected to stay in the cases.

2.4.3 Device Issuance:

Students will keep the same device throughout their current division (MS or HS) unless it is replaced due to damage or loss.

2.4.4 Loaners:

- Students may be issued loaners while their device is being repaired. All terms of this agreement apply to the loaner while the Student has possession of it. Once repaired their original device will be returned.
- Loaners devices or chargers will NOT be issued for a student who forgets their device or charger.
- Loaners devices or chargers will NOT be issued for a student who forgets to charge their device.

2.5 Damage or Loss of Equipment

2.5.1 Responsibility for Loss or Damage:

The Student is responsible for maintaining a 100% fully functional device at all times. Most items can be repaired with a copay from the student (see below). However, *PBS reserves the right to charge the Student the full cost for repair or replacement when damage occurs due to gross negligence.* The loss of the device or total destruction can result in being charged the full replacement cost of the device.

2.5.2 No Option to Work with Damaged Equipment:

The Student may NOT opt to keep a broken device or to avoid using the device due to loss or damage. Since PBS owns the devices, it is in the school's best interest to insure ALL devices are in optimal working conditions at all times.

2.5.3 Actions Required in the Event of Damage or Loss:

- Report the problem immediately to the Technology Department.
(helpdesk@parkviewbaptist.com)
- File Police Report if vandalized or stolen off campus
- Contact administration if suspected foul play on PBS campus.

2.5.4 Warranty for Equipment Malfunction:

The warranty only covers damage to the device caused by manufacturer's defects. Families incur no additional charges for repairs covered by warranty.

2.5.5 Accidental Damage:

PBS opts to share the cost of some damage to equipment by providing a copay for the following repairs.

- Laptop Keyboard Repair (re-attaching keys or replacing entire keyboard) - \$10
- Applying a new serial tag or ID sticker that was removed - \$10
- Broken Power Cord - ~ \$60 but varies by device.
- Lost or damaged ipad charger (\$20 for brick, \$20 for chord)
- Cracked Screen - \$100 for laptops, \$150 for iPads.
- Broken iPad case – cost of replacement. (Currently \$40)
- Accidental Complete destruction (flood, breakage, etc): One year's tech fee

- PBS reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence.

2.5.6 Vandalism or Theft:

- **Theft or Loss:** the Student/ Parent will be billed the full cost of the device. If the device is recovered within 30 calendar days of the first day it was reported missing, all but a \$100 administrative charge will be refunded.
- If the device is stolen or vandalized while not at PBS, the Parent shall file a police report.

2.6 Guidelines for Proper Device Care

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

2.6.1 Hardware:

1. Do not let anyone else use the device. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
2. Always store the device in a device sleeve or backpack designed to protect a device when the device is not in use.
3. Never leave any object on the keyboard when you close your laptop. Closing your device with any paper in it can break the hinges. Pens/pencils left on the keyboard will damage the screen after closing the lid.
4. Keep the device either locked (i.e. locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Please be aware that devices left in unattended bags or in unlocked classrooms are considered “unsecured” and may be picked up by school personnel as a protection against theft.
5. Do not remove or change the physical structure of the device, including the keys, any screws, screen cover or plastic casing. Doing so will void the warranty and families will be responsible for 100% of the repair or replacement cost. This includes ipad cases.
6. Do not remove or interfere with the serial number or any identification decals placed on the device. Removing any serial number or identification sticker will result in a \$10 replacement fee. If the stickers are wearing off naturally, bring the device by the Help Desk to have a new one applied free of charge.
7. Do not do anything to the device that will permanently alter it in any way. Stickers, if they are **completely** removable without cosmetic damage, may be applied (e.g. clings).
8. Keep the equipment clean. For example, do not eat or drink near the device.
9. If you need to clean the case or keyboard, unplug the charger along with any additional cables and shutdown the device completely first. Then you may use a soft, lint free cloth. But, be sure to avoid getting moisture in any openings. DO NOT spray anything directly on the device.

2.6.2 Software:

1. Restart your device every Monday morning to apply all important updates.
2. Read and follow general maintenance alerts from the Technology Department personnel.
3. Promptly report any problems to the Technology Help Desk or via email to helpdesk@parkviewbaptist.com

2.6.3 Software Customizations:

The Student *is* permitted most software customizations.

1. **Shortcuts, favorites, start menu, etc:** students are free to rearrange these as they desire.
2. **Fonts:** Because fonts must go in the system folder, the helpdesk will have to assist you in installing those. We recommend <http://www.dafont.com/> as a trustworthy source of fonts.
3. **Software:** ALL software must be approved and installed by helpdesk. You are not allowed to install any software on your own. This includes programs that do not allow a typical install.
4. HS Students are allowed to install software to the computers from two sources
 - a. The ‘Software Center’ is a program on the desktop of the computer.
 - b. The custom Windows 10 app store
5. MS students are not allowed to install any apps on their devices.

2.7 Other expectations:

1. Never share passwords. Never use your password to help someone else log-on to the Internet or their device. Never use someone else's password.
2. Back up your data. Never consider any electronic information "fail-proof" when it is only stored on one device.
3. Students may not use devices for activities not related to the current academic activity. This includes games, surfing the web, social media sites, or even checking their email.
4. Students may not disconnect from the PBS network while on campus or connect to a personal 'hot-spot' style network.
5. Students are not allowed to use their own devices on campus nor connect those devices to the PBS network.
6. Students may not attempt to bypass the school internet filter. (Searching for proxy sites or VPN sites will be considered an attempt to bypass the school filter and subject to disciplinary actions.)
7. We will not provide substitute devices or chargers in the case of uncharged batteries.
8. *Please note that if a Student forgets to bring the device or power adapter to school, a substitute will not be provided.*

2.8 Battery and Power Management and Care

1. Only **power adapters** issued with your device or purchased by the Technology Department are permissible to be used on the device. Using another power adapter will result in forfeiting the warranty on the device. Do not purchase a power adapter from any outside source. (It is acceptable to use APPLE branded chargers with ipads.)
2. **Arrive every day with a fully charged battery.** Establish a daily routine at home for recharging. A full charge should be able to last you a full day.
3. Reducing **screen brightness** to a comfortable level can extend battery life.

3 PBS Network Responsible Use Policy For High School Students:

The goal of the available technology at PBS is to enrich the learning that takes place in and out of classrooms. Certain legal and ethical restrictions do apply with this access. The following is a list of rules and regulations that govern the use of PBS devices and network resources.

Network Resources refer to all aspects of PBS owned and leased equipment including devices, printers, scanners, and other peripherals as well as Internet services, email, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of PBS network resources for on or off campus access.

Students may not use network resources to:

1. create, send, access or download material that is abusive, hateful, harassing or sexually explicit
2. make or use any program, website, or other system to bypass school filters.
3. alter, add, or delete any files that affect the useful configuration of a school device.
4. conduct any commercial business (this jeopardizes PBS's non-profit status)
5. conduct any illegal activity (this includes adhering to copyright laws)
6. access the data or account of another user (altering files of another user is considered vandalism)
7. install any software onto PBS devices other than from the Software Center or PBS custom Windows app store.
8. copy PBS school software (copying school owned software programs is considered theft)
9. 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)
10. forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email"

11. When using social networking sites, email, or instant messaging Students must consider the impact on themselves and on other members of the community and be mindful of school rules and core values.

More specifically:

- Any posting that ends up creating an uninviting atmosphere for any member of our community will be considered a violation of the school's harassment policy.
- Students should be aware that when their social networking sites identify them as PBS Students, they need to be mindful that they are representing the school. They should not post anything compromising that would then be publicly linked to the school.
- Students should be aware that many college admissions offices and future employers will look at their applicant's social networking sites if available. Be aware of the future repercussions of your postings.
- Students should be aware that sending or exchanging sexually explicit messages or photos electronically via cell phone, email, or other devices is very serious and leads to irreversible consequences. The messages or photos may become widely distributed across the Internet with little or no control. At a minimum, the result can be extremely embarrassing and emotionally damaging. Furthermore, the sending, forwarding, or even possession of sexually explicit photos of minors by anyone, including young students, is a violation of school rules and federal law. The school is legally obligated to report such instances to authorities.

3.1 Responsibility for Electronic Data:

The Student is solely responsible for any non-school installed software and for any data stored on the device. It is the sole responsibility of the Student to backup such data as necessary. PBS provides a means for backup along with directions, but PBS does not accept responsibility for any such files or software.

3.2 File Sharing and File Sharing Programs

- The installation and/or use of any unapproved Internet-based file-sharing tool is strictly prohibited.
- Any Student who violates these rules will be subject to disciplinary action.
- Any It is illegal to use file-sharing programs to obtain copyrighted material.

Legal Issues and Jurisdiction

- PBS is obligated to take steps in order to ensure that all of the network and resources are used in a legal manor because the school owns and operates the equipment and software that compose our network and resources.
- Any illegal use of network equipment or resources is strictly prohibited. All content created, sent, accessed, received, uploaded or downloaded using any part of the school's network or resources is subject to the rules stated in this policy.
- Along with the Technology Department, school administrators monitor the network and may find it necessary to investigate electronic incidents even if they happen after hours and/or outside of the school's campus. As the owners of the network and resources including but not limited to the email system, the school administration reserves the right at its discretion to remotely access, open, examine and/or delete electronic files that violate this *Network Responsible Use Policy* if deemed necessary.

3.3 Disclaimers

- PBS does not have perfect control of the information on the Internet or every incoming email. An email filtering system is in place along with a reliable Internet filter to protect from sites in direct contrast with the mission of the school. Sites 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 PBS. While the intent of PBS is to make the Internet access available for educational goals and objectives, account holders may have the ability to access other materials as well.

- At PBS we expect Students to obey the *Network Responsible Use Policy* when using the Internet. Students found in violation of the policy will be disciplined.
- In addition, PBS account holders take full responsibility for their access to school's network resources and the Internet. Specifically, PBS makes no 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 by access to network resources or the Internet;
 - the costs, liability or damages incurred due to of service interruptions
- Students must adhere to the *PBS Responsible Network Use Agreement* at all times and in all locations. When in doubt about acceptable use, please do not hesitate to ask the Help Desk.

4 Monitoring:

- PBS will monitor device use through a variety of methods – including but not limited to electronic remote access – in order to assure full compliance with the *PBS Responsible Network Use Agreement*. Although a student's device will be monitored off-campus, this monitoring will never include the use of the camera or microphone.

5 Printing and Copying:

5.1 Availability:

- 5.1.1 Both MS and HS students have access to 3 of the schools multi-function copier-printer-scanners.
- 5.1.2 Students must login to use these resources

5.2 Print budget/ allowance

- 5.2.1 Students will be given a print allowance. (for the 2018-2019 school year that is predicted to be \$5.00, which is enough to make 500 B&W copies.
- 5.2.2 Students are allowed to add money in order to make more copies or color copies. Currently B&W copies are charged at \$0.01/side and color is charged at \$0.05/side. This price is essentially the price PBS pays in our contract with Xerox rounded to the whole cent.
- 5.2.3 Printing has direct costs and environmental costs. As such, students should not use the printer for frivolous purposes.

PBS OTO Program Acknowledgement Form

2018-2019

Please return signed form to the 5th grade/Freshman/New Student Boot Camp Orientation instructor upon check in. We must receive a completed form before a device can be issued to the Student.

The following items are some of the most important points covered in the *Device Use Agreement* and the *Network Responsible Use Policy*. Please read everything carefully before signing.

1. The Student will not leave the device unattended unless it is locked in a secure place (e.g. locker or Technology Department). The family is fully responsible for the device replacement cost of the current device if the computer is lost or stolen.
2. Students may not disconnect from the PBS network while on campus or connect to a personal network.
3. Students may not bring personal devices to use at school or attach those devices to PBS network.
4. Students may not attempt to circumvent the school's internet filter.
5. Students are not allowed to take part in non-academic activities (like games) during academic times.
6. It is understood that the Student is responsible for backing up important files.
7. If accidental damage occurs (e.g. liquid spills, dropped device which resulted in a damaged screen, etc.), there will be a deductible charge and the device will be repaired.
8. Student will not duplicate or distribute copyrighted materials other than a back-up copy of items which are legally owned by that Student.
9. It is understood that the PBS Technology Department will monitor device use through a variety of methods in order to assure compliance with the *Network Responsible Use Policy*.
10. Student will read and follow all maintenance alerts from the Technology Department and understand that the device may be collected briefly for necessary maintenance.
11. Student will report any problem(s) with the device to the Technology Department in a timely manner.
12. Student will use a protective carrier at all times when not in use. (i.e. sleeve, padded backpack, etc.)
13. Student will arrive at school with battery fully charged for use during the school day and understands that if the device battery is not charged a substitute device will not be provided. Secure charging stations are available on a first come, first served basis.

By signing this document you acknowledge receiving the PBS Technology Agreement and agree to abide by its terms.

Student Name (please print clearly) _____

Student Signature + Date _____

Parent Name (please print clearly) _____

Parent/Guardian Signature + Date _____