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2019-2020 PBS One to One (OTO) Program Technology Agreement

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**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 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 terms and policies set by Parkview Baptist School as outlined in this agreement while using any device, whether personal or provided by PBS, as well as software, network resources, and any related materials. PBS reserves the right to modify the Technology Agreement and its policies at any time. Students and their parents/legal guardians will be notified of any changes.

**2 Equipment:**

2.1 Ownership:

1. PBS retains ownership issued devices and grants permission to the Student to use the device according to the guidelines defined.
2. All PBS owned/issued devices and information stored on them are property of PBS and are subject to collection and/or inspection at any time, including via electronic access. PBS reserves the right to alter, add, or delete installed software or hardware. There is no expectation of privacy on any devices owned by PBS or connected to PBS network.
3. Students who leave the school shall return the device to PBS and lose all access to stored data.
4. Upon graduation, having participated in the program for four years, the ownership of the High School laptop will transfer from PBS to the Student.
  - a. 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 will completely wipe out all stored information on the device. Students are expected to backup their information before this occurs.
  - b. If the student has not participated in the program for four years, information on buying the device from the school may be requested.
5. Middle School 8<sup>th</sup> grade students will turn in issued equipment at the end of the school year.

2.2 Fees:

- High School: \$450/year
  - Use of a PBS owned laptop
- Middle School: \$250/year (partially covered by one-check fee)
  - Use of a PBS owned iPad
- Flex Program:
  - Please discuss options with administration regarding Flex School plans.
- Printing/Copying/Scanning
  - Students will have access to designated campus copiers/printers/scanners with a \$5.00 annual copy/print allowance.
  - Students may request additional funds in \$5.00 increments which will be charged to the student's miscellaneous fees through PBS accounting department.
  - Current costs are \$0.01/BW side and \$0.05/Color side.
    - Note that's 500 pages per year black and white
    - This is per side. (Students can print two sided, but that will be charged as two sides)
    - This is essentially our cost and is probably cheaper than the toner in your home printer.

2.3 Devices/Services Provided:

2.3.1 High School:

- Students in grades 9-12 are issued a Windows based laptop with Microsoft Office and other software available as needed.

- New PBS students and incoming 9<sup>th</sup> grade students are issued their laptop and charger during the mandatory Orientation/Boot Camp session (available in July).
- 2.3.2 Middle School:
- Students in grades 5-8 are issued an Apple iPad with Microsoft Office installed as well as other apps as needed.
  - iPads are issued during grade level Prep Days prior to the start of school in August.
- 2.3.3 Flex School:
- Flex School students will need to work with administration to setup a program for their needs.
- 2.3.4 General Information:
- Students will keep the same device throughout their current division (MS, HS, or Flex) unless it is replaced due to damage or loss.
  - Students with iPads will return devices and accessories at the end of their 8<sup>th</sup> grade year
  - Loaner devices or charges are NOT issued to students who forget to bring a device and/or charger or fail to bring a fully charged device to school.
  - Featured Benefits
    - Shared cost of repairs
    - OneDrive cloud storage for data protection
    - Loaner devices – eliminating time without a device during repairs
    - Student email, spam and web filtering
    - Campus wireless internet access
    - Tech support via campus Helpdesk and after-hours email support
- 2.4 Damage or Loss of Equipment
- 2.4.1 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.
- 2.4.2 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 always in optimal working conditions .
- 2.4.3 Actions Required in the Event of Damage or Loss:
- Report the problem immediately to the Technology Department in person or email ([helpdesk@parkviewbaptist.com](mailto:helpdesk@parkviewbaptist.com)).
  - File police report if vandalized or stolen off campus.
  - Contact administration if suspected foul play on PBS campus.
- 2.4.4 Accidental Damage:
- PBS opts to share the cost of some damage to equipment by providing a copay for the following repairs.
- Cracked Screen - \$200 for laptops, \$150 for iPads.
  - Applying a new serial tag or ID sticker that was removed - \$10
  - Laptop Keyboard Repair (re-attaching keys or replacing entire keyboard) - \$10
  - Broken Power Cord - ~ \$60 but varies by device.
  - Lost or damaged ipad charger (\$20 for brick, \$20 for chord)
  - Broken corners, sides, etc will be charged as required.
  - Broken iPad case – cost of replacement. (Currently \$50)
  - 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.
- 2.4.5 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.

## 2.5 Monitoring:

- 2.5.1 PBS monitors device use through a variety of methods, including, but not limited to, electronic remote access 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.

## 3 **PBS Network Responsible Use Policy:**

The goal of the available technology at PBS is to enrich learning. Certain legal and ethical restrictions do apply with this access. Students are expected to use PBS technology resources in an ethical, legal and responsible manner. This section covers 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 and all use of PBS technology and network resources for on or off-campus access.

### 3.1 Responsibilities:

1. Any device issued in a case must remain in its case. Devices discovered outside of their case may result in the full cost of device replacement if damaged.
2. Students must use a protective carrier for devices not issued in a case. For example, a backpack with a padded laptop area, or a padded sleeve.
3. Bring a fully charged device to school daily with charger.
4. Save documents to PBS provided OneDrive cloud storage. This safeguards files and allows access from any computer (personal, PBS loaner, etc.) with your PBS user information via office.com.
5. Back up your data. Never consider any electronic information "fail-proof" when it is only stored on one device.
6. Damages, theft, or loss of device must be reported to Technology Department immediately.
7. Devices should be reasonably kept out of possible risk of damage or theft. (Do not leave in vehicles, unattended in backpack, etc.)
8. Students should report computer problems to Helpdesk by emailing [helpdesk@parkviewbaptist.com](mailto:helpdesk@parkviewbaptist.com), or come by the Helpdesk before school, during break, lunch, or after school.
9. Students should only leave class to seek Helpdesk assistance with teacher permission and an immediate issue preventing student from participating in current class instruction.
10. All issued devices and accessories must be returned if student is no longer enrolled at PBS.
11. Students must utilize their school provided email address for all school related communications.
12. Students must check school email account daily.
13. Notify Technology Department if you receive any suspicious or inappropriate communication on your school email.
14. Students are responsible for the proper daily care and handling of their device from time of issue through which time the device ownership transfers to student or the device is returned to PBS.

### 3.2 Restrictions:

1. Do not let anyone else use your device. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
2. Never share passwords, never use someone else's password, and never use your password to help someone else log-on to the Internet or their device.
3. Accessing and/or altering another user's data files or email is prohibited.
4. Students may not create, send, access, or download material that is violent, offensive, abusive, hateful, harassing, or sexually explicit.
5. The installation and/or use of any unapproved Internet-based file-sharing tool is strictly prohibited. It is illegal to use file-sharing programs to obtain copyrighted material. Students who violate these rules will be subject to disciplinary action.
6. Students may not make or use any program, website, or other system to bypass school filters.
7. Students may not use devices for activities not related to the current academic activity. This includes games, surfing the web, and social media sites.
8. Students may not disconnect from the PBS network while on campus or connect to a personal 'hot-spot' style network.
9. Students are not allowed to use their own devices on campus nor connect those devices to the PBS network.
10. 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.)
11. Students may not alter, add or delete any files that affect the useful configuration of a school device.
12. Students may not conduct any commercial business. This jeopardizes PBS's non-profit status.
13. Students may not conduct any illegal activity. This includes adhering to copyright laws.

14. Installing any software onto PBS devices other than from the Software Center or PBS custom Windows App Store is not allowed.
15. Copying any PBS owned software is considered theft.
16. Do not forward junk, spam, or unsolicited commercial emails.
17. When using social networking sites, email or instant messaging on any device or network, students must consider the impact on themselves and on other members of the community and be mindful of school rules and core values.
18. Any postings that end up creating an uninviting atmosphere for any member of our community will be considered a violation of the school's harassment policy.
19. If students' social networking sites identify them as PBS students, they are representing the school and should not post anything compromising that could be publicly linked to the school.
20. Many college admissions offices and future employers look at applicant's social networking sites and students should be aware of the possible future repercussions of their postings.
21. Sending and exchanging sexually explicit messages or photos electronically by any means (text, email, etc.) is very serious and leads to irreversible consequences. Sending, forwarding or possession of sexually explicit photos of minors by anyone, including young students, is a violation of school rules and federal law. PBS is legally obligated to report such instances to law enforcement.
22. *Please note that if a Student forgets to bring the device or power adapter to school, a substitute will not be provided.*

#### **4 Legal and Disclaimers:**

##### 4.1 Legal Information

- PBS is obligated to take steps to ensure all network and resources are used in a legal manner due to the school's ownership and operation of equipment and software composing its 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. This includes any personal devices connected to the PBS network.
- PBS Technology Department and school administrators monitoring the network may find it necessary to investigate electronic incidents even if they occur after hours and/or off-campus. As the owners of the network and resources, including but not limited to the email system, PBS 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.

##### 4.2 Disclaimers

- PBS does not have perfect control of the information on the Internet or every incoming email. An email filtering system is in place as protection from sites in direct contrast PBS's mission. Internet sites 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.
- All PBS Students are expected 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 PBS 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.

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Student Last Name

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Student First Name

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Division

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**Parkview Baptist School OTO Program Acknowledgement and Device Receipt Form**

**2019-2020**

**Please return signed form to the 5<sup>th</sup> 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. Student will always use a protective carrier when not in use. (i.e. sleeve, padded backpack, etc.)
2. 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.
3. Students may not disconnect from the PBS network while on campus or connect to a personal network.
4. Students may not bring personal devices to use at school or attach those devices to PBS network.
5. Students may not attempt to circumvent the school's internet filter.
6. Students are not allowed to take part in non-academic activities (like games) during academic times.
7. It is understood that the Student is responsible for backing up important files.
8. 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.
9. Student will not duplicate or distribute copyrighted materials other than a back-up copy of items which are legally owned by that Student.
10. It is understood that the PBS Technology Department will monitor device use through a variety of methods to assure compliance with the *Network Responsible Use Policy*.
11. Student will read and follow all maintenance alerts from the Technology Department and understand that the device may be collected briefly for necessary maintenance.
12. Student will report any problem(s) with the device to the Technology Department in a timely manner.
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.

This is acknowledgement of receipt for the following tech related items from Parkview Baptist Technology:

**Please initial each.**

\_\_\_\_\_ 1. I received a computing device: (iPad or Laptop Computer)

**ASSET TAG NUMBER:** \_\_\_\_\_

\_\_\_\_\_ 2. I received a power supply (charging brick)

\_\_\_\_\_ 3. I received a charging cord.

\_\_\_\_\_ 4. I received a stylus

\_\_\_\_\_ 6. In addition, I received the following items:

\_\_\_\_\_ 5. I acknowledge that all were in 'like new' condition unless noted here:

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

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Student Name (please print clearly)

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Parent Name (please print clearly)

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Student Signature + Date

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Parent/Guardian Signature + Date