

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 their legal guardian(s).

1.3 Fees:

The technology fee covers student devices, high speed internet, Wi-Fi equipment, internet filter, network security, loaners, reduced repair costs, tech department employees and many other aspects of technology in PBS.

2 Equipment and Services:

2.1 Ownership:

PBS retains ownership of all devices and grants permission to the student to use the device according to the guidelines defined. All issued devices and accessories must be returned if student is no longer enrolled at PBS. 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.

There is no expectation of privacy on any devices owned by PBS or connected to PBS network.

2.2 Services Provided:

2.2.1 Internet

1. Students have access to high-speed filtered internet via Wi-Fi on campus.

2.2.2 Devices

1. Grades 5-12 are issued a Windows based laptop with Microsoft Office and other software available as needed
2. Younger grades have access to devices in their classrooms. Currently ipads through 3rd grade and Windows laptop in 4th grade.

2.2.3 Quick device replacement with little instructional interruption.

1. Replacement devices can be provided if damage will lead to loss of instructional time. (These devices will replace the originally issued device, but all expectations remain the same.)
2. Please note that if a student forgets to bring the device or power adapter to school, a substitute will **not be provided**.

2.2.4 Printing/Copying/Scanning:

1. Students are provided a \$5.00 annual allowance but may **pay** for additional copies
2. Students are provided discounted printing costs of \$0.01/BW side and \$0.05/Color side.

2.2.5 Software

Full office suite, File storage, Email software, paid educational websites, filter and safety controls.

2.3 Care and Protection

1. Bring a fully charged device to school daily with charger.
2. Students may not alter the laptop physically. This includes **stickers**, paint, white-out, internal modifications etc.
3. Devices must be protected.
 1. Any device issued in a case must remain in its case.
 2. Students must use a **protective carrier** for devices. For example, a backpack with a padded laptop area, or a padded sleeve.
 3. Do not place any paper or other items between the keyboard and screen of the computer.
 4. 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.
 5. Devices should be kept out of possible risk of damage or theft. (Do not leave in vehicles, unattended in backpack, etc.)

2.4 Damage or Loss of Equipment

2.4.1 The Student is responsible for always maintaining a 100% fully functional device.

1. The Student may NOT opt to keep a broken device or to avoid using the device due to loss or damage.
2. PBS owns the devices. It is in the school's and student's best interests to ensure ALL devices are always in optimal condition.

2.4.2 Actions Required in the Event of Damage or Loss:

1. Report the problem immediately to the Technology Department in person or email, helpdesk@parkviewbaptist.com.
2. File police report if vandalized or stolen off campus.
3. Contact administration if suspected foul play on PBS campus.

2.4.3 Accidental Damage:

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

1. Cracked Screen – half of a tech fee.
2. Broken LCD – up to half a tech fee
3. Laptop Keyboard Repair (re-attaching keys or replacing entire keyboard) - \$10-\$50
4. Broken or lost Power Cord - varies by device – \$30 - \$65
5. Broken or Lost Case - \$50
6. Lost stylus - \$40
7. Unremoved personal stickers - \$20 and possible disciplinarian referral. (students are not allowed to apply stickers)
8. Other Damage: Broken corners, sides, etc. will be charged as required. (usually \$50-\$100. Varies depending on internal damage)
9. PBS reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence or intentional destruction. In addition, disciplinary consequences may apply.

2.4.4 Vandalism, Loss, or Theft:

1. Accidental Complete destruction or Loss (flood, breakage, etc.): One year's tech fee
2. 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.
3. If the device is stolen or vandalized while not at PBS, the Parent shall file a police report.

2.5 Monitoring:

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 Policy*.
2. 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:**

3.1 Requirements:

1. Students must utilize their school provided email address for all school related communications.
2. Students must check school email account daily.
3. Save documents to PBS provided OneDrive cloud storage. This safeguards files and allows access from any computer with your PBS user information via office.com.
4. Back up your data. Never consider any electronic information "fail-proof" when it is only stored on one device.
5. Students should report computer problems to Helpdesk by emailing helpdesk@parkviewbaptist.com, or come by the Helpdesk before school, during break, lunch, or after school.
6. Notify Technology Department if you receive any suspicious or inappropriate communication on your school email.

3.2 Restrictions:

1. No chat: Unless moderated by the teacher, students are not allowed to use any chat program during school.
2. Never share passwords, never use someone else's password, and never use your password.
3. Never access and/or altering another user's data files or email.
4. Students may not create, send, access, or download material that is violent, offensive, abusive, hateful, harassing, or sexually explicit.
5. Students may not attempt to bypass the school internet filter. (Searching for such sites will be considered an attempt to bypass the school filter and subject to disciplinary actions.)
6. Students may not use devices for activities not related to the current academic activity during school. This includes games, surfing the web, and social media sites.
7. Students are not allowed to use their own devices on campus nor connect those devices to the PBS network.
8. Students may not alter, add or delete any files that affect the useful configuration of a school device.
9. Students may not conduct any illegal activity. This includes adhering to copyright laws.
10. Students are not allowed to Install any software onto PBS devices other than from the Software Center or PBS custom Windows App Store. All other software must be installed by PBS helpdesk.
11. Do not forward junk, spam, or unsolicited commercial emails.
12. 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.

4 **Legal and Disclaimers:**

4.1 Legal Information

1. PBS is obligated to take steps to ensure all network and resources are used in a legal manner.
2. Any illegal use of network equipment or resources is strictly prohibited. All content 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.
3. 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 to remotely access and modify electronic files that violate this *Network Responsible Use Policy* if deemed necessary.

4.2 Disclaimers

1. PBS does not have perfect control of the information on the Internet.
Although, PBS does have filtering protocols in place, and our sole intent is educational material, it is possible that students could gain access to internet sites that contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of PBS.
2. PBS does not have perfect control over the email.
Likewise, filtering protocols are in place, but no system is perfect.
3. 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:
 1. the content of any advice or information received by an account holder
 2. the costs, liability or damages incurred by access to network resources or the Internet;
 3. the costs, liability or damages incurred due to of service interruptions
4. 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.