

## Panhandle CUSD #2 District Electronic Use Agreement

### Email

- All students in grades Kindergarten thru 12<sup>th</sup> grade will be assigned a school email.
- This email will be used to provide communication between students and staff, between fellow students, between field experts or mentors, and to provide access to district educational material.
- These email accounts are to be used for school-related educational purposes, and should not be used as a personal email account. All accounts, programs and files are subject to inspection and search at any time without notice.
- Students and/or parents/guardians are responsible for keeping log-in information private and secure.
- Any misuse of student email may result in a revoking of the student email account and possible disciplinary action.

### Student Laptops

- All students in grades 2-12<sup>th</sup> grade will be assigned a district-owned laptop for school use.
- Parents/guardians agree to pay the rental fee of \$25/year for grades 9-12, and \$10/year for grades 2-8.
- Parents/guardians will be responsible for 100% of the cost of any repairs should the damage be determined to be caused by misuse or negligence.
- Laptops will be rented from the district, and will remain district property (see exception below).
- All laptops (with the stated exception) will be returned to the school when a student graduates or moves out of the district, or anytime at the request of the district.
- Laptops are to be brought to or kept at school every day.
- Laptops that are taken home by students are to be charged fully before being returned to school the next day.
- Laptops are to be used only for district assigned educational purposes. No personal documents, software or accounts are to be installed on a district laptop.
- Students using district-assigned laptops are responsible and accountable for appropriate use of the Internet regardless of where they are, or when Internet access occurs.
- Students and/or parents are responsible for making sure the laptops are used and stored appropriately when in the home.
- Students will follow all instructions and guidelines for use of computers as set for by teachers and as set forth in district policies and handbooks.
- Students are not allowed to decorate or otherwise deface any district-owned laptop.
- Laptops are to be used only by the student they are assigned to. They should not be loaned to another person/student.
- Students are responsible for backing up their documents/information to the district server.
- Use of laptops is not allowed during lunch periods or P.E. Laptops must be in lockers (7<sup>th</sup>-12<sup>th</sup> grades) or desks/assigned areas (K-6<sup>th</sup>) during non-class time.
- All students will follow the Panhandle Internet Code of Conduct as stated in the Student Handbook.
- All accounts, programs and files are subject to inspection and search at any time without notice.
- Parents/guardians are responsible for reviewing all district policies with their student(s).
- Students/parents should not attempt to service or repair a district laptop. The laptop should be returned to the technology department for any necessary service/repair.
- Use of student laptops for any illegal purposes will result in confiscation of laptop and possible disciplinary action.

**By signing below, I/we attest that we have read and agree to the above information.**

Parent Name \_\_\_\_\_  
please print

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
please print

Student Signature \_\_\_\_\_ Date \_\_\_\_\_