



Device Responsible Use Procedures

Dear Parent or Guardian:

Barnwell School District 45 encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policies and regulations that have been established for technology use in the district. The district's Acceptable Use Policy is available on the district web site www.bsd45.net in the "For Students" section under "Rights and Responsibilities."

Students must:

1. Respect and protect their own privacy and the privacy of others.
 - a. Use only assigned accounts.
 - b. Keep personal information such as: name, address, phone number, etc., offline.
 - c. Keep passwords secret.
 - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Conserve, protect, and share these resources with other students and Internet users.
 - c. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind, responsible, respectful and lawful.
 - b. Use electronic communication devices for schoolwork only.
 - c. Barnwell School District 45 email should only be used for school-related email and projects.
 - d. Report threatening or offensive materials to a teacher or administrator.

Terms and Conditions of the Computing Device Agreement:

- **Students are required to pay a \$25 nonrefundable device fee.**
 - Fees:
 - Lost, stolen, or damaged device- \$250. This fee must be paid before the student is issued another device.
 - Lost, stolen, or damaged power cord- \$25.
 - Lost, stolen, damaged or missing case cover- \$50.
- Each device should only be used by the student it is issued to.

My child and I have read, discussed and agree to **Barnwell School District 45 Responsible Use Procedures (RUP)** and **Terms and Conditions for Device Usage**.

Student Name (print): _____ Homeroom Teacher _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____