



**STUDENT COMPUTER/DEVICE CHECK OUT PROGRAM
ACCEPTANCE OF RESPONSIBILITY and HOME USE AGREEMENT**

I, _____ agree to allow _____
Name of parent or guardian Name of student

to participate in the Computer/Device Check Out program at **Key Middle School**. I understand that the student named above will be loaned a computer/device to be used at home and at school.

Please check off the boxes of the devices that your child will be **allowed** to check out

Laptop

The laptops are to be used for completing school work and can be checked out for one week. Laptops have content filtering software installed.

MiFi

MiFi are wireless internet hotspots to be used for completing school work. They provide a wireless internet signal to which you can connect up to five devices. MiFi provide filtered internet access. MiFi have a data limit, so they must be used for school work only. MiFi can be checked out for one week.

iPod Touch

iPod Touches are to be used to listen to audiobooks with the Audible app that is installed on the device. The iPod Touches are locked so they can access the Audible app only; students should not attempt to access other resources on the device. iPod Touches can be checked out for three weeks.

Parent signature

Student signature

Student ID



PARENT/GUARDIAN AND STUDENT AGREE TO THE FOLLOWING CONDITIONS:

1. Parent /Guardian and student will review the responsible use of borrowed school equipment. Discussion guidelines and Acceptable Use Policy are included with this document.
2. Parent/Guardian and student will review all aspects of the Fairfax County Public School's *Student Rights and Responsibility*, the *Acceptable Use Policy for Network Access*, and that these documents apply to the use and care of the computer listed above both at school and outside of school.
 - a. Devices should be kept away from all pets, small children, food and drink.
 - b. Devices should be kept away from extreme temperatures (hot or cold)
 - c. Devices should never be left unattended in the classroom, on the bus, in the hallway, in the gym or in any other public place
3. The device will be used for instructional purposes and not for recreational or employment activities.
4. FCPS has the right to recall and review the contents of the device named above at any time including any personal information that may be stored on or accessible by the device.
5. Downloading of personal games or music, and installing additional applications are prohibited.
6. Once the device is returned, data the student may have stored on the device will no longer be accessible.
7. The device listed above has an Internet content filtering application configured to limit student access to harmful and inappropriate Internet sites. Parents and guardians are still responsible for monitoring their students' use of the above named device.
8. The device and accessories will be surrendered immediately upon request of the instructor or other school official.
9. Parent/Guardian and/or student accepts full responsibility for the device listed above. Parent/Guardian agrees to reimburse the school for any damage caused as a result of student negligence or misconduct regardless of where the damage occurs.
10. Technical support for the checked out device is available from the school during the school day.
11. Parent /Guardian will reimburse **Key Middle School** for the cost of replacement should the device be lost, stolen or damaged. The costs incurred will not exceed the original cost of the device and its accessories. In the case of lost, stolen or damaged equipment, parent/student agrees to contact the school within **five** business days so that appropriate procedures can be put into action to ensure replacement.



Acceptable Use Policy for Student Network Access

FCPS information systems are operated for the mutual benefit of all users. The use of the FCPS network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other FCPS employees.

The FCPS network is connected to the Internet, a network of networks, which enables people to interact with millions of networks and computers. All access to the FCPS network shall be preapproved by the principal or program manager. The school or office may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems.

Other disciplinary action may be imposed as stated in the Fairfax County Public Schools *Student Responsibilities and Rights* (SR&R) document. FCPS implements Internet filtering on all FCPS sites in accordance with the federal Children's Internet Protection Act. Schools will continually educate students on personal safety practices and effective techniques for identifying and evaluating information and its sources.

Respect for Others

Users should respect the rights of others using the FCPS network by:

- Using assigned workstations as directed by the teacher.
- Being considerate when using scarce resources.
- Always logging off workstations after finishing work.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

Ethical Conduct for Users

Accounts on the FCPS network, both school-based and central, are considered private, although absolute security of any data cannot be guaranteed. It is the responsibility of the user to:

- Use only his or her account or password. It is a violation to give access to an account to any other user.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Not read, modify, or remove files owned by other users.
- Restrict the use of the FCPS network and resources to the mission or function of the school system. The use of the FCPS network for personal use or for private gain is prohibited.
- Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of FCPS network and resources to illicitly access, tamper with, or experiment with systems outside FCPS. The information systems and Internet access available through FCPS are available to support learning, enhance instruction, and support school business practices.
- Refrain from using offensive, obscene, or harassing language when using FCPS network systems.
- Abstain from accessing, changing, or deleting files belonging to others.

**Respect for Property**

The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with terms of a preauthorized license agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted.

- Do not modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to teacher or program manager.
- Leave workstations and peripherals in their designated places.

Internet Safety and Security

- Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal or program manager.
- Users will not change or delete files belonging to others.
- Real-time messaging and online chat may only be used with the permission of the teacher or program manager.
- Students are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all materials they seek.
- Users are responsible for reporting any inappropriate materials they receive.
- Users are prohibited from accessing portions of the Internet that do not promote the instructional mission of FCPS.
- All student-produced web pages are subject to approval and ongoing review by responsible teachers and/or principals. All web pages should reflect the mission and character of the school.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Students have the responsibility to cite and credit all Internet material used.
- Students are prohibited from downloading illegal material, or inappropriate content as defined by current version of Regulation [6410](#) on FCPS computers.

Related Document: The current version of *Regulation [6410](#), Appropriate Use of Fairfax County Public Schools' Network and Internet Resources*