



# **Comanche Independent School District**

## **Acceptable Use Policy for Electronic Communications and Mobile Devices Handbook**



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# Acceptable Use Policy For Electronic Communications System

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## *INTRODUCTION:*

Internet access is available to students, teachers, administrators and community members of Comanche ISD. We believe these services will offer vast, diverse and unique resources to both students and teachers. Our goal is to promote educational excellence in the Comanche Independent School District (further referenced as the District) by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of electronic devices all over the world and millions of individual subscribers. Our students, teachers and administrators will have access to local resources and to the WWW (World Wide Web), a graphical interface to other sites all over the world. Through this platform, one may link to resources from thousands of archives worldwide. A filtering system to eliminate access to questionable sites and materials will be in place as mandated by statute. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents, and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

## **TERMS AND CONDITIONS FOR USE OF THE CISD NETWORK AND THE INTERNET**

### *PARENTS OF CISD STUDENTS:*

All students of the Comanche ISD will automatically be granted the right to use technology equipment in accordance with the following guidelines. Recognition of students and/or team accomplishments and projects may be displayed as part of the school district's web page. This may include pictures and/or names. Students' rights may be restricted by failure to comply with these policies or by a written parental request.

Any parent wishing to restrict their children's access to any electronic device or online resources will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

### *USER RESPONSIBILITIES:*

Users are responsible for educator professionalism and proper student behavior on school electronic networks just as they are in a classroom, school hallway or on a school sponsored trip. Always be aware that communications on the network are often public in nature.

All users will be assigned accounts on this system. Community members need to request access to the system prior to use of the system. It is expected that anyone having an account with the District network will accept and abide by the following policies:

Access to District electronic devices and online services is a privilege and not a right. **Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement form and adhere to the policy therein at all times. Users found accessing electronic systems or materials in a way deemed inappropriate or causing physical damage to the machines or associated equipment will be denied privileges and appropriate disciplinary action will be taken.** All must abide by existing Federal and State laws in force regarding electronic communication. This includes accessing information without authorization, giving passwords out, or causing a system to malfunction. These laws can carry penalties of up to 20 years in prison.



Individual users of the district electronic networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor this agreement. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas may be treated like a school locker. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private. Within reason, freedom of speech and access to information will be honored.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

You can find this policy and updates for this policy on the Comanche ISD Webpage: <http://www.comancheisd.net>

### **GENERAL GUIDELINES**

- Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files, passwords, or data that belong to anyone else. No one should represent himself or herself as someone else by using another account. No one should forward personal material without prior consent.
- Be careful to protect your password. Never give your password to anyone. Contact the system administrator if you forget your password. Any abuse of your account by someone else is your responsibility. If you believe someone else may have your password, you should immediately change it and report the problem to the system administrator.
- Users will have access to all available forms of electronic media devices, communications and resources which are in support of education, research, goals and objectives supported by the District and campus plans.
- Users are responsible for their ethical and educational use of the electronic device online services at the Comanche Independent School District.
- No advertising for profit or campaigns for political office is allowed through the Network.
- All policies and restrictions of electronic device online services must be followed.
- When placing, removing, or restricting access to specific databases or other online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of an electronic device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the CISD Student Code of Conduct.
- The use of Web 2.0 tools (ex: wikis, forums, etc.) will be limited to authorized use for educational activities. A user must show subject relationship when utilizing these internet applications.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network is prohibited. Use or possession of hacking software is strictly prohibited.
- During the class period, student use of electronic devices and the internet is only allowed when supervised or permission has been granted by an instructional staff member.
- Although the District has an Internet safety plan in place, users are expected to notify an administrator whenever they come across information or messages that are inappropriate, dangerous, threatening, or make the user feel uncomfortable.
- Users who identify or feel there may be a security problem on the District network are expected to convey the details to an administrator without discussing it with others.

### **NETWORK ETIQUETTE**

- Be polite.
- Users must respect the rights of other individuals and not use language that is abusive, profane, or sexually offensive.
- Do not reveal data (home address, phone number, etc.) about yourself or other users.
- Remember that the other users on the District network or Internet are human beings whose culture, language, and humor have different points of reference from your own.

### **COPYRIGHT**

- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center (library) of each campus as well as posted on the District website.
- All applicable laws and statutes that protect the creative rights of intellectual material as defined in the copyright laws will be respected at all times by all students of the District and all persons employed by the District.



- Copyrighted materials, including computer software, video films, and computer generated art, will not be utilized on any equipment owned by the District unless a license has been obtained granting such rights to the District.
- Copyrighted materials legally licensed by the District for use by its students and/or employees will not be copied or removed from the District for use on equipment owned by individuals unless the license obtained by the District specifically grants rights for such use.
- Copyrighted materials for which individual students or employees have obtained a license may not be installed or utilized on equipment owned by the District.
- The District will establish and maintain a central inventory database where all license for use of copyrighted materials will be recorded.
- If any user of the District acquires the legal license to use copyrighted materials for the District, it is the responsibility of the person acquiring the materials to notify the Technology Director of such acquisition, the date of the acquisition, the source from which the materials were acquired, and the number of copies legally permitted by such license. If the acquiring individual does not properly notify the Technology Director, all copies of the software will be deleted from all District equipment.
- Additional References – Comanche ISD Handbook

## **EMAIL**

- Email should be used for educational or administrative purposes only.
- Email transmissions, stored data, transmitted data, or any other use of the electronic device online services by users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- Email is not guaranteed to be private. Messages dealing with illegal activities will be reported to the appropriate authority. All email and all contents on a District device are property of the District.
- Unauthorized use of another individuals USER ID to send, receive, or read electronic mail is improper.
- Use of District email facilities should NOT be extended to Non-District employees or Non-District students. □ Unauthorized alteration or deletion of email is inappropriate.

### **District email facilities may NOT be used for any of the following purposes:**

1. Sending chain letters;
2. Sending copies of documents in violation of copyright laws;
3. Forwarding e-mail messages without a legitimate District business purpose and/or forwarding messages under circumstances likely to lead to the embarrassment of the sender or to violate the clearly expressed desire of the sender to restrict additional dissemination;
4. Sending messages that have restricted access due to federal, state, or District regulations; or
5. Sending or soliciting messages that are obscene, that harass, or that are sent to promote a religious, political or other personal position not associated with duties as an employee of District.

*If a user is unwilling to see the message on the evening news or in the newspapers, it should not be sent.*

## **WEBSITE AND MEDIA PUBLISHING STANDARDS**

The following Standards will apply to all web sites developed and published in the name of the District on the World Wide Web.

- Any web pages that are created and maintained in the name of any part of the District must follow all policy regulations of the school board even if the web pages are maintained on a server not owned and operated by the District.
- Web pages, housed within the District website or another site will support and adhere to District and/or campus plans and follow District policies and regulations.
- To access the District web page, an account will be established in the name of a District employee. Only this employee will have access privileges.
- Individual campus' or departments are responsible for maintenance and upkeep of their portion of the website.
- Any links connected to a District approved website must meet District policy and regulations.
- All copyright laws must be followed. One should assume that use of anything found on the Internet or the World Wide Web is restricted unless the author gives notice that it is not.
- Students or employees must obtain a release form to electronically display original work.
- A signed release form must be provided to the District from a parent or guardian **if they wish to prohibit** a photograph of their child or any other personally identifiable information to be posted on an Internet page under the District's control.
- The District will not host or endorse any users personal website. If a user creates a website for educational purposes, District guidelines apply. (See Student Media Release Policy for details) □ The District may restrict the size of a website because of server space.
- If the user does NOT want to claim copyright for a work published on the Web, the user must include a statement that allows copying and specifies the conditions for such permission.



- **Social networks such as Facebook are currently blocked by the District filtering system**

### **CLASSROOM ASSIGNMENTS, WEBSITES AND DATA FILES**

- Many classes will have online assignments posted on the District website or within the users Texas Education Agency Project Share Epsilen Account. These can be accessed through any electronic device with internet access. Talk with the classroom teacher about the availability of coursework and assignments online.
- Comanche ISD is committed to the importance of a user being able to continue with his/her work when their mobile device is experiencing problems. To assist with this problem the District encourages each student to obtain a Flash Drive to save their work on. They may also save to the virtual drop box in their Internet based Epsilen account or Google Drive.
- Do not delete any system folders or files that you did not create or that you do not recognize. Deletion of certain files will result in computer failure and will interfere with your ability to complete class work and may affect your grades.

### **GRAPHICS, PHOTOS, AUDIO, VIDEO, GAMES, OR PROGRAMS**

- Any items downloaded or streamed over the Internet must be appropriate as per District policy and have an instructional objective. Use of the District network for unauthorized downloading of graphics, photos, audio, video, games, music, or forwarding non-educational materials (files, folders, or email messages) is not considered acceptable, as this places a heavy load on scarce resources.
- All software on a District owned device must be District approved.
- All software on privately owned devices, including Flash drives or other forms of removable media, must meet the ethical standards found in the Student Code of Conduct and throughout the Acceptable Use Policy.
- All copyright laws will be enforced.

### **MOBILE DEVICES HANDBOOK**

CISD has developed the following *Mobile Devices Handbook* to provide users with a specific guide for the administration and consequences of mobile device use and misuse. This document is an extension for the Acceptable Use Policy in the use of a District provided electronic device and/or the use of a personal electronic device.

### **ADDENDUMS**

- I. Internet Safety Tips and Resources
- II. Student Mobile Device Pledge
- III. Acceptable Use Policy Signature Page
- IV. Parent/Student Mobile Device Loan User Agreement and Payment Form

***Unauthorized Access* -Reference Board Policy CQ Local at [www.Comancheisd.net](http://www.Comancheisd.net)**



# CISD Mobile Devices Handbook

## **TERMS OF MOBILE DEVICE LOAN**

Students will comply at all times with the CISD Mobile Device Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the mobile device. Special Programs may offer the use of iPads to students in the program.

**Title:** Legal title to the mobile device is in the District and shall at all times remain with the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Mobile Device Handbook.

**Loss or Damage:** If a mobile device is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the device must be reported to the District by the next school day after the occurrence. Damage repair fees will be charged but will not exceed the actual cost of the parts or \$100, whichever is lower. Seniors must clear all records and pay all fees before participating in graduation ceremonies.

**Repossession:** If you do not timely and fully comply with all terms of this Agreement and the CISD Mobile Device Handbook, including the timely return of the device, the District shall be entitled to declare you in default and come to your place of residence, or other location of the device, to take possession of it.

**Term of Agreement:** Your right to use and possession of the mobile device terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Appropriation:** Your failure to timely return the device and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's mobile device.

## **MAINTENANCE FEE**

1. Students will make arrangements to pay all fees before taking possession of a mobile device.
2. In case of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the report be provided to the school. Upon completion of the investigation the District may assess a replacement fee for the mobile device.
3. If a mobile device is lost, students/parents are responsible to pay for the fair market value to replace the system.
4. Student will be charged the full price of the mobile device if deliberately damaged or vandalized.
5. Seniors must clear all records and pay all fees before participating in graduation.
6. Students/Parents are responsible for reasonable cost of repair for damaged mobile devices.

The costs of any parts needed for repairs will be based on manufacturer's current price list. **Deliberate damage will be priced according to the actual cost of repair.**

## **FINANCIAL HARDSHIPS**

Based on TEC 11.158, the school District may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of items owned or rented by the District. If this fee creates a financial hardship on the student or parent which prevents their ability to obtain a device, please contact the campus administration about options regarding payment of the fee. The administration will:

1. Provide payment options for the student to pay out the fee over time
2. Allow the student to provide hardship qualification information to campus administration

## **USE OF PRIVATELY OWNED MOBILE DEVICES (LAPTOP, TABLET, NETBOOK, SMARTPHONE)**

Students using privately owned mobile devices must follow the policy stated in this document while on school property, attending any school-sponsored activity, or using the District network.



1. System users may not connect non-district purchased technology equipment to the CISD Electronic Communications System. Personal mobile devices are permitted for use by all staff and students. These personal devices should only be connected to the Districts public wireless network called CISD WiFi.
2. All users with personal mobile devices being used for instruction or other district business must use the district provided wireless network which is filtered according to the Children's Internet Protection Act (CIPA) requirements.
3. Personal wireless laptops are never to be plugged into the Districts wired network. They are only authorized for wireless connectivity on CISD WiFi.
4. Personal mobile devices are never to be connected to non-district wireless services providers while on district property (e.g., MiFi, wireless cards, data cards, etc.)
5. Personal mobile devices (other than cell phones) must be clearly labeled with the user's name.
6. Personal mobile devices (other than cell phones) must be carried in an approved sleeve or bag/backpack.
7. It is recommended that personal mobile devices be outfitted with a GPS location program in the event they are lost or stolen. Free or for fee ones can be found on the internet (ex: Prey, LoJack, etc...).
8. Damage or theft of a personal mobile device is not the responsibility of the District. Disciplinary action will be taken if a user other than the owner maliciously abuses another user's personal property, but monetary responsibility lies with the owner.
9. **Do NOT** loan electronic devices or other equipment to other students (personal or district provided). **Do NOT** borrow an electronic device from another student and **DO NOT** share passwords or usernames with others.



**STUDENT CODE OF CONDUCT – MISBEHAVIORS & CONSEQUENCES**

<p><b>Phase I Misbehaviors</b> Phase I misbehaviors include any student action deemed by instructors and/or administrators to negatively affect the educational efficiency of the program.</p> <p>In addition to the infractions from Board Policy – Phase I Misbehavior will also include:</p> <ul style="list-style-type: none"> <li>• Downloading screensavers, games, and/or music that is not instructional.</li> <li>• Deleting instructional applications.</li> <li>• Loss or vandalism of power cords</li> <li>• Sharing an identification or password with another person.</li> <li>• Using another person’s password.</li> <li>• Trespassing, deleting, examining, copying, or modifying files, data, or work belonging to others without prior consent.</li> <li>• Intentionally wasting limited resources, including the distribution of “chain letters.”</li> <li>• Employing the network for commercial purposes, political activities, or private business.</li> <li>• Revealing the personal address, Social Security number, account number(s), or phone number of yourself or any other person.</li> <li>• Plagiarizing material or information from any electronic technological resources.</li> </ul>	<p><b>Phase I Consequences</b> Consequences of Phase I misbehaviors include, but not limited to, the following:</p> <p>First Offense:</p> <ul style="list-style-type: none"> <li>• Documentation in the Event Log found in Technician Workroom.</li> <li>• \$15 re-imaging charge to correct misuse.</li> <li>• Cost to replace lost part</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>• Written Warning</li> <li>• Call to parents</li> <li>• \$15 re-imaging charge to correct misuse. □ Cost to replace lost part</li> </ul> <p>Third Offense:</p> <ul style="list-style-type: none"> <li>• Removal of mobile device pending Parent Conference</li> <li>• Parent Conference</li> <li>• \$15 re-imaging charge to correct misuse. □ Cost to replace lost part</li> </ul>
<p><b>MISBEHAVIOR:</b> LEAVING MOBILE DEVICE UNATTENDED OR USING MOBILE DEVICES IN A MANNER THAT MAY CAUSE DAMAGE OR IS IN DIRECT VIOLATION OF DISTRICT POLICY.</p>	<p><b>CONSEQUENCE:</b> MOBILE DEVICE WILL BE CONFISCATED AND HELD BY ADMINISTRATION PENDING A PARENT CONFERENCE.</p>
<p><b>Phase II Misbehaviors</b> Phase II misbehaviors are more severe and persistent, this may be the fourth or more offenses of Phase I misbehaviors. In Phase II, student’s conduct infringes upon the rights of others has negatively impacted learning. Damages and vandalism to hardware are included in Phase II misbehaviors:</p> <p>In addition to the infractions from Board Policy – Phase II Misbehavior will also include:</p> <ul style="list-style-type: none"> <li>• Keyboard, hard drive, screen... damaged and requires replacement.</li> <li>• Student distributes illegally obtained electronic materials.</li> <li>• A violation of policy that negatively impacts the rights of another student.</li> <li>• Creating, accessing, or processing offensive or pornographic messages or pictures; obscene or threatening language; and harassing, hate related or discriminatory remarks.</li> <li>• Damaging or injecting viruses into electronic devices, computer systems, or computer networks.</li> <li>• Employing the network for commercial purposes, political activities, or private business.</li> <li>• Revealing the personal address, Social Security number, account number(s), or phone number of yourself or any other person.</li> <li>• Transmission of any material in violation of any U.S. or state regulation.</li> <li>• Violating copyright laws, including installation of copyrighted software.</li> </ul>	<p><b>Phase II Consequences</b> <b>Student is responsible for expenses incurred for intentional hardware damage.</b> Consequences of Phase II misbehaviors are at the discretion of the campus administrator and include, but are not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Removal of mobile device pending Parent Conference</li> <li>2. Mandatory Parent Conference</li> <li>3. Behavior contract.</li> <li>4. In-School Suspension</li> <li>5. Suspension (based on repeated Phase II and behavioral offenses)</li> <li>6. Notification of outside agency and/or police with filing of charges where appropriate.</li> <li>7. Reasonable charges for repairs.</li> </ol> <p>If misbehavior results in legal action – assignment to an alternative education program will be a possible consequence.</p>



**Phase III Misbehaviors**

Phase III misbehaviors are such that the student has disrupted or threatens to disrupt the school's efficiency to such a degree that his/her presence is not acceptable. Common signs of Phase III misbehaviors include, but are not limited to, the following offenses committed on school property or within 300 feet of school property, or while attending a school sponsored or school related activity except as noted.

In addition to the infractions from Board Policy – Phase III Misbehavior will also include:

- Electronic threats
- Habitual violation of Level I & Level II offenses.
- Transmission of any material in violation of any U.S. or state regulation.
- Engaging in conduct that contains the element of breaching computer security under Section 33.02(b)(1) of the Texas Penal Code.
- Use or possession of hacking software or any other software capable of causing harm.

**Phase III Consequences**

**Student is responsible for expenses incurred for intentional hardware damage.**

Consequences of Phase II misbehaviors are at the discretion of the campus administrator and include, but are not limited to, the following:

1. Removal of mobile device pending Parent Conference
2. Mandatory Parent Conference
3. Behavior contract.
4. In-School Suspension
5. Suspension (based on repeated Phase II and behavioral offenses)
6. Assignment to an alternative education program and notification of placement sent to the juvenile justice system
7. Notification of outside agency and/or police with filing of charges where appropriate.
8. Permanent loss of mobile device privileges.

**Sec. 33.02. BREACH OF COMPUTER SECURITY.**

(a) A person commits an offense if the person knowingly accesses an electronic device, computer network, or computer system without the effective consent of the owner.

(b) *[amended 9/1/97]* An offense under this section is a Class B misdemeanor unless in committing the offense the actor knowingly obtains a benefit, defrauds or harms another, or alters, damages, or deletes property, in which event the offense is:

(1) a Class A misdemeanor if the aggregate amount involved is less than \$1,500;

(2) a state jail felony if:

(A) the aggregate amount involved is \$1,500 or more but less than \$20,000; or

(B) the aggregate amount involved is less than \$1,500 and the defendant has been previously convicted two or more times of an offense under this chapter;

(3) a felony of the third degree if the aggregate amount involved is \$20,000 or more but less than \$100,000; (4) a

felony of the second degree if the aggregate amount involved is \$100,000 or more but less than \$200,000; or

(5) a felony of the first degree if the aggregate amount involved is \$200,000 or more.

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A person who is subject to prosecution under this section and any other section of this code may be prosecuted under either row, both sections.



## *Internet Safety Tips for Parents*

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### **Online tips for parents:**

1. LOCATION: The computer or mobile device should be in a central location in the home where you can see it and monitor use.
2. You should be able to see their electronic device screen while they are online.
3. If they take the laptop or mobile device to other friends' homes, talk with their parents about how they monitor online access.
4. Spend time with your children online. Have them teach you about their favorite online destinations.
5. MONITOR: Monitor your child's electronic device use. Limit Internet, email, instant messaging, and chat room access.
6. Make sure you know where your child is going online, where he/she's been, and with whom.
7. Closely monitor your child's participation in any chat room.
8. Make sure you understand how your children are using the electronic device, what web sites they are visiting, and who they are communicating with online.
9. Always maintain access to your child's online account and randomly check his/her email. Be upfront with them about your access and the reasons why.
10. COMMUNICATE with your child about your expectations and what you consider appropriate for him/her while they are online.

### **Online tips to discuss with your student:**

1. Never give out any type of personal information to anyone on the Internet. (Including name, address, phone, age, family income, friend's names, school location, photos, etc.)
2. Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure.
3. Never share passwords with anyone. When selecting passwords to use on the Internet, do not pick something that could easily be figured out or deciphered or is a common term.
4. Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be; Sally who says she's 12 can really be Bob who is 45.
5. Never open emails if you do not know who they are from or if they make you feel uncomfortable in any way. Unsolicited email that is opened could give you a virus and be the cause of unwanted mail (spam).
6. Never click on banner ads in a site. Most of the time, they will add your address to a database and you will receive unwanted spam mail.
7. Never use bad language or send mean or threatening email. Never joke around about inappropriate things when emailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
8. Never upload (post) pictures of yourself or your friends/family to the Internet or online service to people you do not personally know.

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, and will be protected at home by a connection to the school district's content filter program. Students are in violation of District policy if they access these sites through other proxies. Parents may want to oversee their home access.

### Additional Sources of Internet Safety Information:

FBI Parent's Guide to Online Safety: <http://www.fbi.gov/publications/pguide/pguidee.htm>

Internet Safety: <http://www.isafe.org>

NetSmartz: <http://www.netsmartz.org/netparents.htm>

Common sense media: <http://www.common sense media.org/advice-for-parents>

### **Addendum II**



# *Student Mobile Device Pledge*

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1. I will take good care of my mobile device (personal or school loaned).
2. I will never leave my mobile device unattended and know where it is at all times.
3. I will never loan out my mobile device to other individuals and will not borrow others device.
4. I will charge my mobile device's battery daily.
5. I will keep food and beverages away from my mobile device since they may cause damage.
6. I will not disassemble any part of my mobile device or attempt any repairs if District loaned.
7. I will protect my mobile device by only carrying it a campus approved bag, sleeve or backpack.
8. I will use my mobile device in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) or write on a District mobile device, power cords or carrying case.
10. I understand that my mobile device and carrying case are subject to inspection at anytime without notice.
11. **I will follow the policies outlined in the Mobile device Handbook and the Acceptable Use Policy while at school, as well as outside the school day.**
12. I will file a police report in case of theft, vandalism, and other acts not covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I understand that the district is not responsible for any damage or loss of my personal mobile device.
15. I agree to pay for the replacement of my power cords, battery, or mobile device case in the event any of these items are lost, stolen, or damaged.
16. I agree to return the District mobile device and power cords in good working condition.



FOR OFFICE USE:

Laptop Number \_\_\_\_\_

iPad Number \_\_\_\_\_

# Comanche ISD Acceptable Use Policy for Electronic Communications Signature Form

I have read and understand the **Comanche Independent School Districts Electronic Communications Acceptable Use for Electronic Communications Policy and Mobile Device Handbook**. The user agrees to abide by the rules of acceptable use and understands there are consequences for violating these rules. In consideration for the privilege of using mobile devices and the electronic communications system and in consideration of having access to the public networks, I hereby hold blameless and release from any liability, Comanche Independent School District, it's operator and any institutions with which they are affiliated, from all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulation.

## Parent/Guardian

I have read and discussed the Comanche ISD Acceptable Use Policy and agree to permit

\_\_\_\_\_ to have network and Internet privileges.

**Print Student's Name**

**Grade**

I further agree that I will not hold Comanche ISD in any way responsible if a student accesses inappropriate material through these services.

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
**Date**

## Student

I have read and understand the Comanche ISD Acceptable Use Policy and will abide by the terms and conditions. I understand that violation of these policies is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action taken, and/or appropriate legal action applied.

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

\_\_\_\_\_  
Date

## Employee

I have read and understand the Comanche ISD Acceptable Use Policy and will abide by the terms and conditions. I understand that violation of these policies is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action taken, and/or appropriate legal action applied.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Return to Associated Campus or Admission Office**

FOR OFFICE USE: Laptop Number \_\_\_\_\_

iPad Number \_\_\_\_\_

## Addendum IV



# Student/Parent Mobile Device Loan User Agreement

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**PLEASE PRINT ALL INFORMATION**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Last Name

First Name

Parent Name: \_\_\_\_\_

Last Name

First Name

Parent Email Address: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Do you have internet access at home? YES NO

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In this agreement, “we”, “us”, and “our” means Comanche Independent School District. “You” and “your” means the parent/guardian and student enrolled in Comanche ISD. The “property” is a mobile device owned by Comanche Independent School District with the following serial/asset tag number.

**Term:** You will comply at all times with the Comanche ISD Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

**Title:** Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Mobile device Handbook.

**Loss or Damaged:** If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence.

**Repossession:** If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Mobile device Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

**Terms of Agreement:** Your right to use and possess the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Appropriation:** Your failure to timely return the property and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s property.

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**Parent/Guardian Signature**

**Student Signature**

**Date**

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## Mobile Device Past-Due Invoices

If student has received an Invoice for computer repairs, cases, and/or power cords, payment is expected when school starts or upon registering. Computers will not be issued until payment is made or a payment plan is established.

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## FOR OFFICE USE ONLY:

**Payment Date:** \_\_\_\_\_ **Payment Amount:** \_\_\_\_\_

