

Electronic Access/User Agreements

User's Name _____			
<i>Last Name</i>		<i>First Name</i>	
<i>City</i>		<i>State</i>	
<i>Zip Code</i>			
User's Address _____			
User's Age ____	Date of Birth _____	Sex ____	Phone Number _____
			School _____

Please check if you are a certified employee classified employee member of the community.

As a user of the _____ District's computer network, I hereby agree to

District Name

comply with the District's Internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

User's Name (Please print) _____

User's Signature

Date

Electronic Access/User Agreements

STUDENTS

The Eminence Independent School District has access to the Internet, e-mail and other technologies as part of the instructional process. Students must receive Digital Citizenship training and sign a Student Acceptable Use Policy Agreement before they will be allowed to use the Internet or e-mail. Written parental or guardian consent is required before electronic resource access is given to a student. However, educators may use the Internet during class directed instruction with or without parental or guardian consent. Students will be held accountable for breaking any of the rules listed in the Student Acceptable Use Policy Agreement and understand that disciplinary actions may be taken if the rules are broken including possible suspension.

Students and parent/guardians of students under age eighteen (18) should review the District’s Acceptable Use Policy, 08.2323 and the attached guidelines before signing and returning this consent form.

I have read the Student Acceptable Use Policy and the rules in the attached set of guidelines which outline how I am allowed to use electronic resources and devices at school. I agree to follow the rules. I know that if I break the rules, I will have to visit the Principal and be disciplined as a result of not following the rules. This discipline could include suspension or reporting to law enforcement. I understand that my files and e-mail can be read by my teachers and the District Technology Coordinator.

Student Name (please print): _____
 First Middle Last

Student Homeroom: _____

Student Lunch Number: _____ Grade: _____

Student Signature: _____ Date: _____

PRIOR TO THE STUDENT’S BEING GRANTED INDEPENDENT ACCESS PRIVILEGES, THE FOLLOWING SECTION MUST BE COMPLETED FOR STUDENTS UNDER 18 YEARS OF AGE:

As the parent or legal guardian of the student (under 18) signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that this access is designed for educational purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

CONSENT FOR USE

By signing this form, you hereby accept and agree that your child’s rights to use the electronic resources provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

Name of Parent/Guardian (Please print) _____

Signature of Parent/Guardian *Date*

Daytime Phone Number: _____ Evening Phone Number: _____

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS.

ACES User Agreement

1. Each student and student's parent or guardian must sign and return the Apple Computers for Eminence Students (ACES) Use Agreement acknowledging receipt and acceptance of the terms of this Agreement prior to receiving an ACES MacBook Pro.
2. The restrictions set forth in the Eminence Independent Schools Acceptable Use Policy apply in their entirety to the MacBook Pros, whether the student is connected to the EIS Network or Internet away from school.
3. To protect students while at school and off-campus and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system.
4. The student's parent/guardian will be charged a fee of \$50 in order for the student to be able to take the MacBook Pro off-campus. In the event that the MacBook Pro is damaged, the MacBook Pro shall be returned to the District so that the District can make any necessary repairs.
5. Students and parents/guardians may **not** attempt any repairs/services on the MacBook Pro either directly or indirectly. Damaged MacBook Pros must be returned to the District for repair/service. Any attempt to repair/service the MacBook Pro could result in student/parent being charged the full replacement cost of the MacBook Pro (\$1099.00).
6. Remote software or configuration changes necessary for the MacBook Pro maintenance and security (and in order to ensure that only authorized software is installed on the MacBook Pros) may be sent out to all ACES MacBook Pros. Such software maintenance may involve the correction of an altered code or programming and, in some cases, may remove files from the MacBook Pro if the files are deemed to be a threat to the operation or security of the EIS Network or are stored in unauthorized software. No notification will precede this type of remote access.
7. Students are solely responsible for backing up their data. In the event that data stored on the MacBook Pro cannot be recovered, the District is not responsible for loss of the data.
8. Students may not permit individuals other than school personnel to use or access the MacBook Pro assigned to them.
9. Students may not share their District-issued power cords. Cost for a lost, replacement, or damaged power cord is the responsibility of the student/parent.
10. The MacBook Pro is at all times the property of the Eminence Independent Schools, and the student has no right to disable or modify any hardware or software installed on the MacBook Pro or to install new or additional programs or uninstall existing software programs on the MacBook Pro.
11. Students shall not remove District labels or tags from the computer, nor shall they add stickers, labels, or other markings to the computer.

ACES User Agreement

12. The MacBook Pro is deemed to be in the custody of the student from the time the student receives the MacBook Pro until the MacBook Pro is returned to the designated school representative. If the MacBook Pro is lost or stolen, a parent/guardian and student shall immediately advise the Principal/designee of the incident and provide all relevant information. When a MacBook Pro is reported lost or stolen, the District may utilize Internet Protocol tracking until the MacBook Pro is actually located by the District.
13. The MacBook Pro, cord, bag, and District-owned accessories must all be returned at the end of the school year, on the date of a student's withdrawal from Eminence High School if a student withdraws before the end of the year, or at any time upon request by a school administrator. The student must return the MacBook Pro, cord, bag, and all District-owned accessories to the District in the same condition they were in when they were originally provided to the student. Failure to return the MacBook Pro, cord, bag, and all District-owned accessories in accordance with these stated conditions may result in disciplinary action, additional fees (in order to replace/repair damaged or missing equipment), and/or prosecution for all applicable crimes, which will include, but will not be limited to, Grand Larceny. A student's transcripts or grades will not be released until the MacBook Pro, cord, bag, and all District-owned accessories are returned and subsequent fees are paid in full.
14. The District retains the right to review any material sent, mailed, or accessed through an ACES MacBook Pro or District-provided EIS Network account. School District personnel have the right to inspect all material stored on an ACES MacBook Pro. Students have no right to privacy or confidentiality in material that was created, sent, accessed, or stored using an ACES MacBook Pro or EIS Network account. If a MacBook Pro is lost, this event should be immediately reported to the District. If a MacBook Pro is stolen, this event should be immediately reported to the District and a police report should be immediately filed. A copy of this police report should be submitted to the District by the parent.
15. If the school determines that the student has failed to adequately care for the MacBook Pro, cord, bag, and all District accessories or that the student has violated District rules or policies, the District shall impose appropriate consequences and disciplinary actions as set forth in the Eminence Independent Schools Student Handbook. If the District determines that the student acted with intent to damage the District's property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal, and/or juvenile proceedings.
16. It is the responsibility of the student to fully charge the MacBook Pro each evening and to bring the MacBook Pro and its power cord to school each day in the bag provided by the District.
17. The MacBook Pro must be kept in the designated Eminence Independent Schools bag when not in use. If the bag is lost or damaged, a replacement bag must be purchased through the District for \$25. Alternate bags cannot be used. Students should not store textbooks in the bag. The MacBook Pro should be carried in the padded portion of the bag, while the power cord and any other supplies must be stored in a separate compartment.

ACES User Agreement

18. Jailbreaking the device voids all warranties and is not covered by this agreement. (“Jailbreaking” is the act of hacking an operating system and removing manufacturer protections in an attempt to modify a device.)
19. Any damage to the MacBook Pro not covered under AppleCare Warranty is subject to the ACES Fee Schedule. The AppleCare Warranty does not cover the cords, bag, accessories, or any personal software installed by the student. The Apple Warranty on the MacBook Pro also does not cover cosmetic damage to the machine, such as scratches, dents, stickers applied, broken plastic ports, or port covers.
20. Damage to the MacBook Pro, cords, bag, and accessories is the responsibility of the student/family.
21. Liability is limited to the replacement/repair of the device. No additional liability is implied or assumed.
22. All fees are nonrefundable.

ACES FEES SCHEDULE	
Fee: \$50 non-refundable fee per school year for off-campus usage.	Effective Date: Based on the receipt of signed agreement. Expiration Date: Last Day of School for the current School Year or date of withdrawal.
COST FOR DAMAGE/REPAIR FOR ALL USERS	
First Occurrence	Up to \$1099

ACES User Agreement

STUDENT COMMITMENT

I have read all of the rules in the Student Acceptable Use Policy and ACES USER AGREEMENT. I agree to follow these rules. I know that if I break the rules I will have to visit the Principal and be disciplined as a result of not following the rules. Disciplinary action could possibly include suspension or reporting to law enforcement. I understand that my files and email may be read by my teachers and the District Technology Coordinator.

Student First Name _____	Middle Name _____	Last Name _____
Homeroom _____	Lunch Number _____	Grade _____

Student's Signature _____	Date _____
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PARENT OR GUARDIAN

As the parent of Guardian of (*name of student*) _____, I have read the Student Acceptable Use Policy and the ACES USER AGREEMENT for Eminence Independent School District. I understand that all technology use is to be for educational purposes only and that Eminence Independent School District has taken precautions to eliminate access to inappropriate materials. However, I also recognize that it is impossible for the Eminence Independent School District to restrict access to all inappropriate materials, and I will not hold the District responsible for materials this child may acquire on the EIS Network. Further, I accept full responsibility for supervision if and when my child is accessing school electronic resources outside of the school property. I understand that my child's email and data files are not private.

Please check one:	
<input type="checkbox"/> I choose for my child to be an off-campus user. (Please make \$50 check payable to Eminence Independent Schools).	<input type="checkbox"/> I choose for my child to be an on-campus user only. (No additional fees required at this time).

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS

Name of Parent/Guardian (Please print) _____

<i>Signature of Parent/Guardian</i>	<i>Date</i>
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ACES User Guidelines

Always keep track of the ACES MacBook Pro and take reasonable precautions to keep it safe. Never leave the MacBook Pro unattended unless it is secured in a locked location.

When carrying the MacBook Pro, always place it in the MacBook Pro bag provided by the District.

Do not place the power cord or adapter against the MacBook Pro screen in the bag. This will cause the screen to break.

Always completely close the lid before lifting the MacBook Pro and always leave the lid completely closed until the MacBook Pro is placed on a stable surface such as a table or desk. Do not carry the MacBook Pro by the lid.

Never place any items on the keyboard. (Closing the MacBook Pro lid with ear buds, cords, or other items still on the keyboard will cause the screen to break.)

Be careful not to drop or fling the bag. (Remember, if the MacBook Pro breaks, you are responsible for reimbursing the District for the cost of the repair.)

When closing or storing the MacBook Pro, either turn it off or put it on standby to protect it from overheating.

If you notice that the MacBook Pro is working slowly or functioning in a strange or abnormal way, report the problem to the Technology Help Desk at school.

Remember to charge your MacBook Pro each night and to bring it to school each day, along with its power cord, in its District-provided bag.

Do not leave the MacBook Pro in a vehicle. Heat damage or theft could occur.

Do not eat or drink while using the MacBook Pro or have food or drinks in close proximity to the MacBook Pro. (Spilling liquid on the MacBook Pro will cause expensive damage not covered by the AppleCare Warranty. You would be responsible for the cost of that repair.)

Do not allow pets near the MacBook Pro.

Do not stack objects on the MacBook Pro.

Do not check the MacBook Pro as luggage at the airport.

Keep the MacBook Pro out of reach of babies and young children.

Use email and Internet safely.

Do not open, forward, or reply to suspicious emails. If you have a question about whether or not to open an email, check with the Technology Help Desk.

Do not open email attachments from someone you don't know—an attachment may contain a virus or a malicious program.

Never respond to emails that ask you for personal information, your user name, or your password.

Think before you write and send an email. Be polite and courteous at all times.

Do not pass on chain letters. They often contain links to viruses or are scams themselves.

Do not go to inappropriate/questionable websites or click on links that you do not recognize because doing so may trigger spam or a computer virus attack.

ACES User Guidelines

Be polite and courteous on the Internet. Do not use offensive language such as curse words or insults.

Remember that once any text or photo is placed online, it is completely out of your control, even if you limit access to your page. Anything posted online is available to the world.

You will not post information, photos, or other items online that could embarrass you or others.

Do not post personal information, such as your address, phone number, date of birth, class schedule, your whereabouts, or your daily activities. You could be providing this information to online predators.

Remember that many potential employers and colleges and universities now search the Internet to screen applicants. The online presence you are creating now will follow you for years to come.

Saving information: It is recommended that you save/backup any important files from your MacBook Pro to your student folder (H drive). If you do not, your files cannot be recovered if the MacBook Pro becomes damaged or if the operating system becomes corrupt.

Review/Revised:6/25/13