

**Staff/Students may, if in accord with the policy above:**

- Design and post web pages and other material from school resources.
- Responsibly use social networking and internet communication resources with a teacher's permission and within the guidelines stated above.
- Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.

**Social Networking:**

Social networking sites and resources (Facebook, YouTube, Twitter, etc) can be useful tools in the school environment and may be utilized in the classroom only with teacher or administrator permission. In such cases, certain guidelines should be followed:

- Follow the handbook etiquette guidelines and the school's code of conduct when posting online. What is inappropriate in the classroom is inappropriate online.
- Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution.
- If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.
- All student online activity making use of school equipment or websites must be in compliance with the district's Acceptable Use Policy.

**Consequences for Violation:**

- Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

**Supervision and Monitoring:**

- School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**I have read and agree to abide by the Heartland Community Schools Acceptable Use Policy for use of the Internet with the school issued device.**

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parents: Please discuss these guidelines with your student(s) to insure they understand the responsibility, not only for the safe care of the equipment, but for safe use of online sources.**

# Laptop Loan Agreement

Your child has been loaned a MacAir laptop and carrying case to improve and personalize his/her education this year. It is essential that the Heartland Community Schools Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district's device.

In order for your child to use the laptop in class and to take it home, you must be willing to accept the following responsibilities and terms. In addition there is a \$30 annual insurance fee, payable to Heartland Community Schools. This fee is required before your child will be allowed to take the device home. Until the fee is paid in full, the student may use the device only while at school. All lunch accounts, fees, and fines must be paid in full in order for your child to remove the laptop from school property.

In cases of negligence (loss or abuse) by the student, a \$100 maximum charge for the first incident of damage may be assessed. If there are additional incidents of damage, the full cost of repair and the loss of privilege of removing device from school property may be required of the student. In the case of theft or accidental breakage in the course of normal, educational use, the administration of Heartland Community Schools may elect to waive the charges.

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## Parent Responsibilities and Terms

### As a parent, I will:

- read the Acceptable Use Policy and discuss it with my child.
- supervise my child's use of the laptop at home.
- make sure my child charges the laptop nightly and begins the school day with a fully charged battery.
- make sure my child brings the laptop to school each day and keeps it locked in their locker when not using it for a class.
- discuss appropriate use of the Internet and supervise my child's use of the Internet.
- not attempt to repair the laptop.
- report any problems or damage to the laptop to a school administrator.
- report loss/theft of the laptop to school and proper authorities (police) within 24 hours.
- not change or attempt to change the configuration of software or hardware.
- not remove any apps or certificates on the laptop except for personal apps of my child.
- insure that my child only uses accounts assigned by the school.
- not alter or remove the school device management certificates at any time.
- agree to allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- agree to make sure that the laptop is returned to the school when requested and upon my son's/daughter's withdrawal from Heartland Community Schools.

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## Student Responsibilities and Terms

### As a student, I will:

- read the Acceptable Use Policy and discuss it with my parent/guardian.
- adhere to the terms of the Heartland Community Schools Acceptable Use Policy and District guidelines each time the laptop is used, at home or at school.
- recharge the laptop nightly and begin the school day with a fully charged battery.
- bring the laptop to school each day and keep it locked in my locker when not using it for a class.
- keep the laptop in its assigned protective case at all times when not being used.
- make the laptop available for inspection by an administrator or other staff member upon request.
- use appropriate language in all communications.
- abide by copyright laws.
- not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- not give out personal information, such as name, address, photo, or other identifying information online.
- report loss/theft of laptop to parents, school and proper authorities (police) within 24 hours.
- not use the laptop to record (audio or visual) others without their permission.
- not change or attempt to change the configuration or settings of management certificates.
- not attempt to repair, alter or make additions to the laptop.
- report all problems and damage immediately to the administrator or technology staff.
- not remove or attempt to remove identification tags on the laptop or deface with stickers, marking pens, etc.

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## Laptop Loan Agreement Signature Page

- One MacAir, charger, and Brenthaven protective sleeve and accessory bag are being loaned to Borrower and are in good working order.
- It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- This equipment is, and at all times remains, the property of Heartland Community Schools of Henderson, Nebraska, and is herewith loaned to the student for educational purposes only for the academic school year.
- Student may not deface or destroy this property in any way.
- Inappropriate use of the machine may result in the student losing his/her right to use this device.
- The equipment will be returned to the school when requested by Heartland Community Schools, or sooner, if the student withdraws from Heartland Community Schools prior to the end of the school year.
- Nebraska statutes 79-737 and 79-2,127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.
- Borrower acknowledges and agrees that Borrower's use of the district property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Heartland Community Schools.

I agree to follow the Heartland Community Schools' responsibilities and rules at all times while using the school issued device in accordance with the Acceptable Use Policy and Laptop Loan Agreement.

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# Media Release Form

(Please check ONE of the following)

Students and teachers at Heartland Community Schools may be videotaping and taking photographs of many of the activities throughout the school year. Your child's image may be used in promotional videos or presentations to outside groups, school web pages, and/or various media outlets and newspapers. By signing below, you agree to allow your child to be in photographs and/or videos used by Heartland Community Schools.

I do not give consent for Heartland Community Schools to use photographs of my child in promotional videos, presentations, school web pages, and/or other media outlets.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_