

Scattergood Friends School 2008-2009 Computer and Technology Use Agreement

Scattergood Friends School seeks to provide each of its students with the tools to effectively learn and communicate within and beyond Scattergood's educational program. As such, each student at Scattergood will be provided with a laptop computer, which will be used in a variety of ways to enhance the learning opportunities for all members of the Scattergood community. Further, students will have access to a variety of other technological resources. Stated herein are the regulations for the use of the aforementioned equipment and resources, including but not limited to: laptop and desktop computers, copiers, scanners, printers, digital cameras, audio-visual equipment, servers, user accounts, and the campus data network.

Conditions

All technological equipment and resources – including assigned laptops – are the property of Scattergood Friends School and may be subject to removal, repair, replacement, or expansion at any time.

All equipment and resources are subject to the manufacturer's warranties, the terms of which are available in writing in the Scattergood technology office. Scattergood makes no warranties – express or implied – as to the condition or fitness for particular uses of technological equipment or resources.

Scattergood has the right to periodically inspect any piece of equipment for damage. If a student damages a piece of equipment, or any piece of equipment is damaged or lost while in the care of a student, Scattergood must be promptly reimbursed for any charges related to the repair or replacement of said equipment.

Rights

All users have a right to a safe, secure operating environment in which the school does everything reasonable to protect the integrity of a user's resources against unauthorized appropriation or alteration. This said, the school cannot foresee all contingencies and can make no guarantees in this respect.

Users have a right to expect that the privacy and confidentiality of their data and reasonable use of the system will not be violated. Computing staff have an obligation to preserve the confidentiality and privacy of any user data to which their legitimate responsibilities of maintaining and safeguarding the network give them access.

It is important for users to understand that posting information in public forums such as newsgroups, chat rooms, and websites is considered a public act, and thus enjoys no privacy protection. That said, Scattergood will not restrict the free speech of those using the Scattergood network by regulating the content of such postings.

E-mail and data that are stored on an assigned laptop retain a much higher degree of privacy than material stored on public computers. Only when school officials have evidence that a user is misappropriating computing resources may the Dean of Students and technology coordinator read an individual's e-mail or personal files. File searches will be handled in a similar manner, with the exception of searches for audio/video file extensions (such as .mp3 or .wmv), which may be conducted as a component of routine maintenance. Further, search and access protocols may be waived in the process of virus removal, although the student will be notified if this is the case.

Any member of the community who feels that his or her privacy rights have been violated by technology staff have the right to appeal to the director for redress.

Responsibilities

Laptops and other equipment provided by the school are the responsibility of the student(s) to whom they have been assigned. While normal equipment failure is covered under the warranty (as determined by the manufacturer), the student is responsible for any accidental or intentional breakage, loss, or theft. While Scattergood may attempt to recoup losses through Scattergood's insurance policy, Scattergood does not make any guarantees regarding insurance reimbursements, nor does Scattergood assume any liability for damages caused to equipment under a student's care. In the event that a piece of equipment is damaged or stolen, charges incurred will not exceed the full replacement cost of said equipment.

Several rules – provided to students upon the delivery of laptop computers – are in place at Scattergood to protect equipment from damage, hence protecting students and parents from the incurrence of unnecessary charges. These rules must be

followed, with violations resulting in consequences ranging from slips to major rules violations. These rules include, but are not limited to:

- Equipment may not be left in a public space overnight
- Equipment may not be left out of a case, unattended
- Equipment may not be carried outside of the assigned case

Upon delivery of any equipment to a student, the student shall inspect the equipment and immediately notify Scattergood of any damage, non-conformance, or other discrepancies. If the student fails to provide such notice within twenty-four hours after accepting delivery, it shall be presumed that the equipment was in satisfactory working order at the time of delivery.

Each member of the community must work to safeguard the security of Scattergood's technology resources. Any attempt to compromise the security or functionality of Scattergood technology resources is a serious offense and a violation of the responsible use policy. Examples of unacceptable behavior are:

- Willfully damaging or recklessly endangering laptops or other school technological resources
- Seeking to circumvent or eliminate the security system on any computer or the network at large
- Destruction, alteration, disfigurement, or other interference with the integrity of computer-based information or equipment
- Using a laptop computer assigned to another member of the Scattergood community, other than on officially authorized loaner machine from the technology department
- Failure to prominently display the laptop user's name on the machine's lid and carrying case
- Violation of the privacy of other users by gaining or seeking to gain unauthorized access to information
- Allowing another user access to your password and your account information
- Use of Scattergood technology resources to access websites or other materials from which you are prohibited by law, the Student Handbook, or other official school policies
- Use of Scattergood technology resources to illegally copy software or other copyrighted material

Reminders

If you cannot locate your computer or other equipment in your care, you must *immediately* report it as missing to the technology office.

All members of the community should remember that they have the responsibility to obey all state and federal laws, including those regarding copyright infringement.

All users have the responsibility to adhere to normal community standards and rules while using Scattergood technology.

Signature of student: _____ Date: _____

Signature of guardian: _____ Date: _____

Off-Campus Use Agreement (OPTIONAL)

Any damages, loss, or theft while a Scattergood computer is off campus are NOT covered by Scattergood's insurance (or, in many cases, homeowner's insurance). By allowing your student to take his or her computer off campus, the signatory parent is accepting FULL financial responsibility for any damages, loss, and/or theft that may occur during the equipment's absence from the Scattergood campus. Scattergood will offer a loaner computer to the student, and the parent listed below will be billed the full repair or replacement amount. **Secure storage for the laptops is provided during vacation times and upon request at any other time a student leaves campus.**

NOTE: YOU MAY CHOOSE NOT TO SIGN THIS FORM, in which case the student may NOT take any Scattergood technology equipment off campus, without exception.

Student's Name: _____

Parent Signature: _____ Date: _____