



1:1 Policy and Procedures

Southern Valley Schools

2017-2018

Southern Valley Schools is proud to offer our high school students Apple MacBook Air computers for use at school and at home. The 1:1 Laptop Program, which provides mobile computing and wireless technology to all Southern Valley High School students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a MacBook Air.

Student Expectations:

1. Treat the computers with respect.
2. Treat other people with respect, in person and online.

1:1 Learning Policies and Procedures For 1:1 Program Southern Valley Schools

Southern Valley Schools is proud to offer our students opportunities to learn in a dynamic and growing environment.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a MacBook Air.

- Students will receive instruction from school district staff on the proper use of the laptop.
- Students will be able to take the laptop home during the school year if the student signs the Student Acceptable Use of Technology, Laptop Consent sheet (see user guide), and provides homeowners insurance or joins the school's insurance cooperative.
- Students are expected to treat the laptop as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the laptop unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the laptop; for example, do not leave the laptop where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The laptop comes with preloaded software. Students may not load additional software onto the machine without the express permission of the technology department.
- **Students are to use the laptop to access only socially and educationally appropriate materials and websites.**
- **Parents/students are charged with full responsibility for any financial obligations incurred from the use of the laptop.**
- Students are to use the laptop in accordance with the Southern Valley Schools Acceptable Use Regulations and to maintain the laptop in accordance with the procedures and information provided.
- Laptops are the property of Southern Valley Schools and must be returned at the end of the academic year, upon withdrawal from Southern Valley Schools, or at the request of a teacher or administrator. Willful failure to return the laptop in accordance with the stated conditions will result in criminal prosecution.
- Since the MacBook Airs are the property of Southern Valley Schools, officials of the school have the right to review all material stored on or accessed by any laptop. **School officials may revoke a student's computer use privileges for misuse or violation of policies.**

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Section 1: Laptop Specifications

MacBook Air

- Processor: 1.6GHz dual-core Intel Core i5 (Turbo Boost up to 2.7GHz) with 3MB shared L3 cache
- Memory: 4GB of 1600MHz LPDDR3 onboard memory
- External Ports: USB 3 ports, Thunderbolt 2 ports, MagSafe 2 power port, SDXC card slot
- Operating System: Apple Macintosh OS X Yosemite (latest release)
- Anti-Virus Software: Light Speed
- Screen: 13 Inch
- Keyboard and Mouse: Standard Laptop Keyboard and Touch Pad
- Multimedia Package: Built in Stereo Speakers; Software Control Volume, Built in

Microphone, Camera

- Battery: Last up to 12 hours
- Wireless Networking: built in
- AC Adapter – 45 Watt type
- Some additional software will be provided.

Laptop Restrictions

- No personal machines will be allowed in Southern Valley Schools.

Section 2: Receiving Your Laptop

Laptops will be distributed during our “Laptop Deployment Day.” Parents and students must attend a yearly Information Session. Before receiving the laptop, students and parents must sign and return these forms/agreements:

1. Southern Valley Schools Technology/Internet Acceptable Use Agreement
2. Insurance Form
3. Laptop Consent Forms*
4. Personal Technology Plan

*** See student user agreement.**

All students must have insurance forms signed and turned in before receiving laptop.

Any student that needs assistance with laptop insurance fees should contact the building principal.

Section 3: Taking Care of Your Laptop

***See student user agreement.**

Section 4: Using Your Laptop at School

General

- Ownership: The school shall be deemed to have retained title to the equipment at all times, unless the school transfers title to student. The student shall hold no security or ownership interest in the equipment. Likewise, the student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the notebook computer used by the student.
- Laptops are intended for use at school each day. Students are responsible for bringing their laptop to all classes, unless specifically advised not to do so by their teacher.
- Laptops must be brought to school each day fully charged. Only charge your laptop with the provided charger. **A charging station will be provided in the library for free each time a computer is charged.**

It is recommended that students use their laptops within their bags, as they will provide more protection for the computer.

Laptops Undergoing Repair

- Any attempt by the student to repair equipment on their own will void warranty and insurance coverage. The student is never to duct tape or superglue or otherwise try to repair damaged equipment on his/her own. Attempting to do so is considered gross negligence and voids warranty and or insurance coverage resulting in the student being responsible for any and all charges related to the repair or replacement of the equipment.
- Damage to equipment due to negligence or willful misconduct is not covered by warranty or insurance. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.
- Loaner laptops may be issued to students when they leave their laptops for repair with the Technology Team.
- Students will be expected to return the loaner laptop by the end of the school day to the Technology Team office.

Screensavers and Backgrounds

- Only school appropriate backgrounds and screensavers may be used on the laptops.
- Presence of weapons-related materials, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures on the laptop or within its files will result in disciplinary action and, where appropriate, referral to law enforcement.
- Passwords on screensavers are not to be used.
- The computer is the property of the school district. Therefore, school staff have the right to check any material stored on a student's laptop, including the screensaver at anytime.
- Violations of this policy will result in disciplinary action.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing

- Materials printed on school printers must be school related. No personal printing is allowed.

Section 5: Managing Your Files and Saving Your Work

Saving Your Work

- **Students should save all of their work daily and sync with the server before leaving the school.** It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. We encourage using GOOGLE DRIVE so your work is online!
- **SAVE OFTEN and SAVE TO YOUR GOOGLE DRIVE** (Refer to the Syncing Section of your User Guide).

Section 6: Laptop Software

Installed Software

- Compliance with software licenses: The students shall not make copies of software licensed to the school.
- The software originally installed by Southern Valley Schools must remain on the laptop in usable condition and be easily accessible at all times.

- The Technology Team has the discretion to approve and install additional software programs and files.
- Distributing software to unauthorized machines is prohibited.

Additional Software

- Students are **NOT ALLOWED** to install anything on school laptops nor remove or alter software.

Security

- Internet usage is filtered and documented at all times.
- The laptop has an Anti-virus protection software package installed.
- The virus software will be updated from the Internet. **Students are required to allow anti-virus updates to download uninterrupted.**

Inspection

- Students may be selected at random to provide their school-issued laptop for inspection without notice.

Section 7: Protecting and Storing Your Laptop Computer

Laptop Identification

- Student laptops will be labeled in the manner specified by the school. **Under no circumstances are students to modify, remove, or destroy these labels.**

Password Protection

- Students must change their password the first time they log in. This password is to be kept private.
- Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action.

Section 8: Acceptable Use Guidelines

General Guidelines

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Southern Valley Schools.

- Access to the Southern Valley Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Southern Valley Schools Acceptable Use Policy.
- Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility.
 - Cheating
 - Plagiarizing
 - Falsifying Information
 - Violating Copyright Law
 - Hacking
 - Gaining unauthorized access to any network or computer

Any attempt to alter data, the configuration of a computer, or the files on another user, without the consent of the Principal or Technology Team, will be considered an act of vandalism and subject to disciplinary action in accordance with the district Acceptable Use Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

Network, Email, Internet, and Other Computer Use Rules

Email and Social Media

The only e-mail account that students are allowed to access during school hours is that student's Southern Valley Schools Gmail account (unless they have permission from a teacher). Please note that emails sent via the Gmail server and accessed on school-issued computers are not private and may be reviewed at any time and without notice. Correspondence on the Gmail server is limited to users within Southern Valley Schools.

Social media sites and resources can be useful tools in the school environment and may be utilized in the classroom, **with permission**. Certain guidelines should be followed:

- No private chatting during class without permission
- When posting online, treat other people with respect.
- Think before you post!
- 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.
- Always use appropriate language
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others
- Do not send mass emails, chain letters, or spam
- Students should maintain high integrity with regard to online content

Section 9: Precautions and Consequences

Technology Left in Unsupervised Areas

- Under no circumstances should laptops or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, commons areas, unlocked classrooms, bathrooms, busses and hallways. Any computer left in these areas is in danger of being stolen.
- Store laptops in supervised areas or lockers. Optional locker locks will be provided by the school.
- Unsupervised laptops will be confiscated by staff and taken to the administrative office. Disciplinary action, including a \$5 fine, will be taken for leaving your laptop in an unsupervised location. Each student is responsible for his or her laptop once it has been issued.

Insurance

- Insurance must be purchased through the Southern Valley Schools Damage/Loss Cooperative or parent must purchase insurance through home owners insurance. **Proof of insurance must be turned in before student is allowed to take computer home or out of the building.**
- If electing to participate in the Southern Valley Damage/Loss Cooperative, cost to participate is \$35 per student. Checks made payable to "Southern Valley Schools" An individual check must be made for this fee for each student. This fee is applicable for one academic year.
- Homeowner's insurance or the Damage Loss Cooperative will cover one machine per student for any costs outside the manufacturer's warranty.
- Damage to equipment due to gross negligence or willful misconduct is not covered by warranty, insurance, or the school's Damage/Loss Cooperative. If damage is attributed to either of these causes, the student will be held responsible for all charges related to the repair or replacement of equipment.
- ***Governing Law: 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. Student/borrower acknowledges and agrees that his/her use of the district property is a privilege and that by student/borrower's agreement to the terms hereof, student/borrower acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Southern Valley Public Schools.
- If your laptop is stolen, you are required to file a police report.

***Power adapter, bag or any other school-owned accessories are not included. These items require a full replacement cost with the exact same item.**

Damage/Loss Cooperative Coverage

If parents/students elect to pay \$35.00 and be part of School District Protection coverage, the School District Protection coverage would cover **75%** of expense on the first incident and **50%** of expense on the 2nd incident. Three or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the School District Protection Plan is 24/7. Again, parents will be given the option of Self Insurance, under their homeowner's insurance plan and not pay the \$35.00. If parents choose to self-insure, proof of insurance will need to be provided before a student is issued a computer.

Noncompliance with the policies of the Southern Valley Schools Laptop Handbook or acceptable use policies will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate. (See Acceptable Use Policy.)

Electronic mail, network usage, and all files stored on a school-issued laptop is not considered confidential and may be monitored at anytime by designated Southern Valley Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

Appendix I - ACCEPTABLE USE POLICY

Definition: The Computer Network includes, but is not limited to, the use of local area networks, Internet, online commercial communications, and all other computer communications provided by the Southern Valley School District.

Purpose: The purpose of the District's Computer Network is to assist in preparing students for success in life and provide them with electronic access to a wide range of information.

The following conditions are imposed on the use of the Computer Network and violation of these conditions is cause for revoking the privilege of access to the network or further disciplinary action. These conditions apply whether the user accesses the network during school time and on school property or at a remote location.

Acceptable:

1. The computer network is to be used for the educational purposes stated above.
2. Computer network use in the School District is a privilege and not a right.
3. Use of the computer network to support illegal, inappropriate or obscene purposes, is expressly prohibited and is grounds for disciplinary or legal action, account termination and monetary reimbursement for expenses incurred due to such activities. Illegal activities are defined as violations of local, state, or federal law. Inappropriate use is defined as violation of the intended use or purpose of the network such as the use of any unauthorized games, email accounts, chat rooms, attempts to gain unauthorized access, harassment, threats, racial slurs or any other actions that are disruptive to the network or network users. Inappropriate activities include, but are not limited to, the distribution of profanity or other offensive language and sexually explicit materials including nudity and other graphic or textual depictions of sexually explicit activities.
4. Commercial use, product advertisement, or political lobbying activities on the computer network are prohibited.
5. Each individual computer network account will be issued to one designated user only. Each user is ultimately responsible for all activity in the use of the account and will keep the password confidential.
6. Computer network users shall be committed to the efficient use of computer networks and use all practical measures to conserve time and storage space in their use of these resources.
7. The Superintendent or designee of the School District is the final authority on the acceptable use of the network and accounts under its jurisdiction.
8. Copyright law is strictly adhered to within the School District. Any violation of copyright law is prohibited.
9. The School District cautions users that no computer network should ever be considered as completely private, and are subject to monitoring by local, state, and federal authorities.
10. The Southern Valley School District will take reasonable precautions to insure the security and appropriate use of the computer network. However, it accepts no responsibility for harm caused directly or indirectly through its use.

Examples of Unacceptable Uses.

1. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
2. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.
3. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

4. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.
5. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the Internet for non-school use; or sending an e-mail related to one's own private consulting business.
6. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
7. Technology-Related Limitations: Technology resources shall not be used in any manner, which impairs its effective operations or the rights of other technology users.
8. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
9. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
10. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
11. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
12. Users shall not copy, change, or transfer any software without permission from the network administrators.
13. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
14. Users shall not engage in any form of vandalism of the technology resources.
15. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

<p>Parent/Guardian Responsibilities</p> <p>Your son/daughter has been issued a MacBook Air computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.</p> <ul style="list-style-type: none"> • I will supervise my son's/daughter's use of the MacBook Air at home. • I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/ daughter's use of the Internet and email. • I will not attempt to repair the MacBook Air, nor will I attempt to clean it with anything other than a soft, dry cloth. • I will report to the school any problems with the MacBook Air. • I will not load or delete any software from the MacBook Air. • I will make sure my son/daughter charges the MacBook Air battery nightly. • I will make sure my son/daughter brings the MacBook Air to school every day. • I understand that if my son/daughter comes to school without his/her computer I may be called to bring it to school. • I agree to make sure that the MacBook Air is returned to the school when requested and upon my son's/daughter's withdrawal from Southern Valley Schools. 	<p>Student Responsibilities</p> <p>Your MacBook Air is an important learning tool and is for educational purposes only. In order to take your MacBook Air home each day, you must be willing to accept the following responsibilities.</p> <ul style="list-style-type: none"> • When using the MacBook Air at home, at school, and anywhere else I may take it, I will follow the policies of the Southern Valley Schools— especially the Student Handbook—and abide by all local, state, and federal laws. • I will treat the MacBook Air with care by not dropping it, getting it wet, leaving it outdoors, setting items on it, or using it with food or drink nearby. • I will not lend the MacBook Air to anyone, not even my friends or siblings; it will stay in my possession at all times. • I will not load any software onto the MacBook Air without approval from the SV technology team. • I will not remove programs or files from the MacBook Air. • I will honor my family's values when using the MacBook Air. • I will not give personal information when using the MacBook Air. • I will bring the MacBook Air to school every day. • I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication. • I will keep all accounts and passwords assigned to me secure, and will not share these with any other students. • I will use my MacBook Air in the computer bag at all times, unless a teacher requests it be used outside the bag. • I will recharge the MacBook Air battery each night. • I will return the MacBook Air when requested and upon my withdrawal from Southern Valley Schools.
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Southern Valley Schools Computer Use Agreement

The consequences for students who abuse their computer privileges are as follows:

1st offense – Student will lose the option of taking his/her laptop home for 2 weeks.

2nd offense – Student will lose option of taking his/her laptop home for 4 weeks and 2 week software restriction in-school.

3rd offense – Student will lose option of taking computer home for 9 weeks and complete software restriction in-school.

The Southern Valley School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting the User Application and Waiver Form with their respective signatures in order to gain access to the computer network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the computer network.

I, _____ (print student name) received a copy of the Acceptable Use Policy and have thoroughly read the guidelines established for Southern Valley Schools (also outlined in the student handbook). I agree to abide by these established guidelines.

Student Signature/Date _____

I, _____ (print parent name) received a copy of the Acceptable Use Policy and have thoroughly read the guidelines established for Southern Valley Schools (also outlined in the student handbook). I agree to support these established guidelines.

Parent/Guardian Signature/Date _____

Appendix II

Southern Valley Schools
Computer Damage/Loss Cooperative Fund
2017-2018 School Year

INSURANCE APPLICATION FORM

Please read this entire document to determine if this program is needed for you and your student's protection against damage and loss of the loaned computer equipment in your care. This form must be completed and marked Yes or No before the computer will be provided to the student.

COVERAGE AND BENEFIT

Parents/students may pay \$35.00 per student and be part of School District Computer Damage/Loss Cooperative Fund. Belonging to the School District Cooperative coverage would cover 100% of expense on the first incident and 75% of expense on the 2nd incident. Three or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the School District Protection Plan is 24/7. Parents will be given the option of Self Insurance, under their homeowner's insurance plan and not pay the \$35.00.

EFFECTIVE AND EXPIRATION DATES

This coverage is effective from the date of this request form and premium payment is received by the school through the date at which the computer is requested to be returned in good order to the school.

PREMIUM

The total premium cost is \$35.00 per school year. Partial semesters are not refundable.

It is agreed and understood that:

- The Southern Valley Public Schools will offer coverage to all students.
- Premium coverage is voluntary.
- A separate application will be needed for each computer covered.

Name of Student _____

Grade _____

Address _____ Zip _____

Home Phone _____ Other Phone _____

_____**Yes**, I would like to participate in the Southern Valley Damage/Loss Cooperative.

\$35.00 Payment per Student Check # _____ Cash Money Order

_____**No**, I decline service at this time, and I understand that I am responsible for 100% of any damage or loss to the loaned computer and will provide proof of insurance for the laptop through our homeowners before laptop will be checked out to student.

Parent/Guardian Signature _____ Date _____

Student/Borrower: _____ Date _____

Student User Agreement

Student: _____

Grade: _____

Item Description	Condition
Apple MacBook Air Laptop Computer	New in 2016

The above listed items are being lent 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 Southern Valley Schools of Oxford, Nebraska, and is herewith lent 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 computer. The equipment will be returned to the school when requested by Southern Valley, or sooner, if the student withdraws from Southern Valley prior to the end of the school year.

The District Property may be used by Borrower only for noncommercial purposes, in accordance with the District's policies and rules, the Southern Valley student handbook, as well as local, state, and federal statutes.

Borrower may not install or use any software other than software owned or approved by the District and made available to Borrower in accordance with this Receipt and Agreement. Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

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 Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Southern Valley School.

Parent/Guardian Signature _____

Print Name _____

Student Signature _____

Date _____

Signature of District Representative _____

Pertinent Standards and Education Initiatives

SAMR Framework(from Common Sense Media)

International Society for Technology in Education (ISTE) [Standards](#)

Southern Valley Schools will strive to meet the ISTE Standards for Students:

1. Creativity and innovation
2. Communication and collaboration
3. Research and information fluency
4. Critical thinking, problem solving, and decision making
5. Digital citizenship
6. Technology operations and concepts

Digital Citizenship

Southern Valley Schools will be using Common Sense Education's program for teaching digital citizenship. We will teach students about Internet Safety, Privacy & Security, Relationships & Communication, Cyberbullying & Digital Drama, Digital Footprint & Reputation, Self-image & Identity, Information Literacy, and Creative Credit & Copyright.

Parent Guidelines

Remember that you are the parent. You make the rules in your house. You have every right to take the computer away from your child if you feel they are not having enough "down time."

- Set boundaries of when and where your student will use the laptop (such as in the living room or at the kitchen table).
- Do not let your student use the computer unsupervised.
- Do not let your student charge his or her computer in a bedroom.