



## **Responsible Use Agreement**

**2023-2024**

### **I. Purpose**

The Highland Falls - Fort Montgomery CSD is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on computers among students, faculty, staff, and the administration due to the convenience, speed, cost-effectiveness, and environmental advantages it provides. **For the 2023-24 school year, all students will be issued and/or retain a Chromebook to access relevant texts and resources.**

Upon the return of the Responsible Use Policy, signed by the student and one parent or guardian, the Highland Falls - Fort Montgomery CSD will provide and support all students with a Chromebook. The following policy will define the responsible use of school-provided and owned devices.

### **II. Applicability of Other School Policies and Rules**

The Highland Falls - Fort Montgomery CSD only authorizes the use of the chromebooks in a manner consistent with established instructional, research, and administrative objectives of the schools. Accordingly, because the Highland Falls - Fort Montgomery CSD does not discriminate in its policies and practices because of an individual's race, religion, sex, national origin, height, weight, marital status, political belief, handicap, or disability, the chromebook initiative must also comply with these standards.

### **III. Ownership**

A. Chromebooks issued through the initiative are the property of the Highland Falls - Fort Montgomery CSD.

#### **B. License Agreements**

Highland Falls - Fort Montgomery CSD is the sole licensee of the software included with the chromebooks. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

### **IV. Responsible Use**

A. Highland Falls - Fort Montgomery CSD only authorizes use of the chromebooks in a manner that supports its mission.

B. Personal use is permissible so long as, in the determination of the Highland Falls - Fort Montgomery CSD, it does not interfere with the school's mission or preempt normal business and **educational** activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any rule or law.

C. Students are prohibited from using the audio feature of the device in Study Hall, Library, or other instructional spaces without the express approval of an instructor, as it may disrupt the educational environment. However, the devices may be used in these areas for reading, research, and access to instructional resources.

D. Students are prohibited from sharing their devices, usernames or passwords with any other individual. Doing so the student assumes responsibility for all behaviors associated with that device and network account.

E. Students must handle the chromebooks with care, i.e. avoiding liquids, extremes in temperature, blunt force trauma, removing of keys, or crushing.

**F. Students must ensure their device is fully charged for use at home or at school every day.**

G. Students must not use the chromebooks in any manner other than that for which it is intended.

H. Students must not install software onto chromebooks borrowed under this policy unless specifically authorized to do so by a school administrator or classroom teacher.

I. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of the Highland Falls - Fort Montgomery computer network.

J. Students must not intentionally transmit viruses and other such malicious computer programs via the Highland Falls - Fort Montgomery CSD chromebooks.

K. Chromebooks will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all Highland Falls - Fort Montgomery CSD policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of chromebooks. **This policy also includes financial responsibilities if the device is broken, lost, or stolen.**

L. Loss or theft of chromebooks must be reported to the school by the first subsequent school day following the loss or theft. Students are strongly advised not to leave the devices unattended, and to avoid the use or storage of the devices in unsecured areas such as the cafeteria, gymnasium, and locker rooms.

M. Students must not modify, upgrade, or attempt to repair chromebooks issued under this policy without the express permission of the Highland Falls - Fort Montgomery CSD.

## **V. Reporting Unacceptable Use**

Students are responsible for maintaining the integrity of the Highland Falls - Fort Montgomery CSD Student Code of Conduct and reporting any violations of this policy.

## **VI. Liability**

A. Students are responsible for all material sent by and/or stored on the chromebook loaned to them. Students accept responsibility for keeping their chromebook free from all pornographic material, inappropriate text files, or files dangerous to the integrity of Highland Falls - Fort Montgomery CSD network, equipment, or software.

B. Highland Falls - Fort Montgomery CSD is not liable for any material sent by and/or stored on the chromebook issued to students via the chromebook initiative.

## **VII. No Guaranteed Content Privacy**

A. The Highland Falls - Fort Montgomery CSD cannot guarantee that content stored on devices issued in accordance with this policy will be private. The Highland Falls - Fort Montgomery CSD respects the rights of its students; however, the District is also responsible for servicing and protecting its property. **District employees reserve the right to access the device at any time.**

B. Although the content of the chromebook is not routinely monitored, the Highland Falls - Fort Montgomery CSD reserves the right to monitor or access the devices if it suspects or is advised of possible breaches of security, harassment, or other violations of the Code of Conduct, or other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that the chromebook may contain information, data, or other intellectual property that belongs to another person.

## **VIII. Return of the Chromebooks**

A. Towards the end of the school year, a date will be announced on which the students and their parents or guardians will be **expected** to return the Highland Falls - Fort Montgomery CSD **chromebook**. On this date, the school will inspect the devices for damage not due to normal wear and tear. The cost of any damage will be assessed; the student/parent/guardian will be responsible for that cost. **Students are responsible for the device, charger, and any additional materials distributed with the chromebook.**

B. Upon a student's disenrollment from the Highland Falls - Fort Montgomery CSD, the chromebook must be promptly returned.

## **IX. Non-compliance**

A. Noncompliance with the above Highland Falls - Fort Montgomery CSD Chromebook Responsible Use Policy will result in loss or restriction of privileges related to the use of the device. Repeated or severe infractions may result in permanent termination of privileges. Possession of a Highland Falls - Fort Montgomery CSD Chromebook may be revoked at any time for infractions.

B. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused **to the device or related materials.**

C. Students violating this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of the Highland Falls - Fort Montgomery CSD Code of Conduct.

D. Teachers will establish expectations and consequences for misuse of devices in the classroom.

#### **X. Insurance, Damage & Loss**

A. HFFMCS D has purchased limited insurance for all devices. The following is covered:

- Electrical surges
- Black screen
- Malfunction of the computer
- Liquid spills

The following is not covered:

- Lost or stolen products
- Intentional damage resulting from mishandling/rough handling of the device
- Excessive damage, including but not limited to cracked casing, broken camera, etc.
- Tampering with any aspect of the operation of the device (hardware/software)
- Loss of data

If the insurance company determines that the damage exceeds coverage as listed above, the student/family will be responsible for paying **\$225 for a new replacement device.**

A damaged device should be turned into the main office of the school.

B. If a student loses a charger, a replacement can be purchased from the main office of the school **for \$40.**

#### **XI. Indemnification\***

By signing the Highland Falls - Fort Montgomery CSD Chromebook Responsible Use Agreement, the student and his or her parent(s) or guardian(s) agree to abide by the agreement and by District policies for technology use, **including an agreement to pay for any property that is damaged, lost, or stolen.**

**Responsible Use Agreement Form Signature Page  
2023-2024**

**Sign and return only this page to your child's school**

Date: \_\_\_\_\_

Student Name (Print):

\_\_\_\_\_

Parent/Guardian Name (Print):

\_\_\_\_\_

Student Signature:

\_\_\_\_\_

Parent/Guardian Signature:

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