

Regulation 5002-4
Acceptable Use for District-Owned Electronic Devices
(created 5/10/2010, revised 4/3/2017)

Norman Public Schools views the use of electronic resources and devices as central to the delivery of its educational program, and as such expects that all students and staff will use electronic resources and devices as an essential part of learning, working and interacting with the community. Norman Public Schools strives to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students.

In addition to filtered Internet access, the district also provides each student with the opportunity to use electronic devices, such as laptops, calculators, etc. Any equipment used by the student is for the express purpose of increasing educational opportunities. The student is required to return all loaned equipment, when requested, in the same condition that it was issued to the student, minus normal wear and tear.

A student who uses a District-Owned electronic device will be responsible for its use and care at all times. Failure to comply with appropriate procedures and practices may terminate a student's rights of possession effective immediately; at the discretion of a school administrator, the District may repossess a device when a violation of District policy or practice occurs.

I. Checkout Procedures

The student and the parent/guardian will be required to sign the Acceptable Use Agreement, either physically or through the online enrollment process, each year when the student enrolls. The agreement will be for one academic year, unless terminated earlier by the District or upon withdrawal from school. Failure to return District property in a timely way and/or use of it for non-school purposes, without the District's consent is considered unlawful taking of the District's property.

I. Loss, Theft, and Vandalism

If a computer is lost on or off school property, the student should immediately report the loss to the school office. In cases of theft, vandalism, or other criminal acts, a police report must be filed by the parent/guardian within forty-eight hours. A copy of the police report must be presented to the school office after the police report is filed.

STUDENT/PARENT ACCEPTABLE USE AGREEMENT

School _____ Academic Year _____

Student Name _____
Last Name First Name Student ID #

Parent Name _____
Last Name First Name Email address

Address _____

Phone Contact _____

In this agreement, “we”, “us”, and “our” is the District. “I”, “you”, and “your” means the parent/guardian and student enrolled in Norman Public Schools. The “property” is an electronic device owned by the school district.

I understand that my student is expected to (when applicable):

- # Take reasonable steps to ensure that any district owned electronic device(s) is not damaged or stolen.
- # Leave all NPS device labeling in place and in its original condition.
- # Bring charged device to school each day.
- # Use the device(s) at school and at home in a responsible manner.
- # Meet the expectations of the Wide Area Network, The Internet, and Other Technological Resources requirements as outlined in the Student/Parent District Policy Guide.

I understand that I am expected to:

- # Ensure my child meets the expectations of the Wide Area Network, The Internet, and Other Technological Resources requirements as outlined in the Student/Parent District Policy Guide.
- # Supervise and monitor my child’s use of district electronic devices away from school (if applicable).
- # Report any damage to the device(s) no later than the next school day.
- # File a police report within 48 hours, and provide a copy to my student’s school, if the device(s) is lost or stolen.

Terms: You will comply at all times with the Norman Public Schools policies and regulations related to technology. Policies and regulations may be accessed in the Student/Parent District Policy Guide. Failure to comply may terminate your rights of possession and/or use of district property. In addition, I agree to meet the following expectations:

Title: Legal title to the property is held by the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and district policies.

Term of Agreement: Your right of use and possession of the property is for the duration of your enrollment in Norman Public Schools, unless earlier terminated by the district or upon withdrawal from the district.

Failure to Return: Your failure to return the property in a timely way and/or the continued use of it for non-school purposes, without the District’s consent, may be considered unlawful taking of the District’s property.

Parent or Guardian Signature Student Signature (if applicable) Date