



## **Poughkeepsie City School District**

### **Acceptable Use Policy - Student**

All devices are the property of the Poughkeepsie City School District (PCSD) and provided on loan for the 2024-25 school year. The use of a district device (e.g., Chromebook, Laptop, tablet) is a privilege. With this privilege comes responsibility. All users must comply with the following:

#### **USE**

- You will be issued a PCSD device and power cord/charger.
- You will comply with the PCSD's Acceptable Use Policy and the moral ethical code of conduct at all times.
- Legal title to the equipment is the District and shall at all times remain the property of the District.
- Use, including web browsing, is for educational/school purposes only.
- When a user logs into their Poughkeepsie City School District network user account, it will be web filtered and monitored by the Poughkeepsie City School District filtering system.
- Users should have no expectation of privacy when using district network systems.
- Cyberbullying is strictly prohibited. Such conduct will not be tolerated and appropriate disciplinary action will be taken immediately by school/district administration.
- Inappropriate media may not be viewed or used as a background on the device. This includes but is not limited to inappropriate language or images, language or images that advocate violence or the use of weapons, alcohol, drugs, depict lewd, obscene and/or sexual content, or any other inappropriate symbols/images/pictures. Use or viewing with your device will result in disciplinary consequences.
- Disciplinary action shall be consistent with the district's standard policies and procedures.
- Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes. Headphones may be used with teacher approval.
- Devices must remain free of any writing or drawings on the surface of the device.
- Any activity which violates this policy is reportable.

#### **MANAGEMENT**

- Passwords must be kept secure and not shared.
- Device screens may be cleaned with a soft, dry cloth, but never with any harsh chemicals or rough material that could damage the screen.
- Power cords are the user's responsibility.



## **DAMAGE OR LOSS**

1. In the event that your device is in need of repair there is the possibility that there will be no replacement available. You are responsible for damage to devices beyond normal usage.
2. If a device is determined to be intentionally or negligently damaged by the user, the user may be subject to discipline and/or cost of the repair or replacement.
  - Damaged equipment should be reported as soon as possible.
  - The school Principal will contact the Technology Department.
  - An investigation will be initiated.
  - A temporary device will be provided whenever possible and appropriate.
3. If equipment is lost, the user must report it to the school immediately.
  - Students can let a teacher or school administrator know and the staff member will assist him/her.
4. If equipment is stolen:
  - A police report must be filed.
  - A copy of the report must be provided to the school in a timely manner.
  - If there is not clear evidence of theft, or the equipment has been lost due to user negligence, a parent may be responsible for the full cost of replacing the item(s).
  - Failure to report the theft to the proper staff and follow the proper filing procedures may result in a bill for full replacement cost.
  - Damaged, lost or stolen equipment should be reported and taken to the school as soon as possible. The school Principal will contact the Technology Department and an investigation will be initiated.
  - A temporary device will be provided whenever possible and appropriate.

**Sanctions for Violations:** Any activity that violates the Acceptable Use Policy and the moral ethics of an educator should be reported to your building administrator. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to PCSD technological resources, and other disciplinary action, and/or other appropriate legal or criminal action including restitution, if appropriate.



*Please sign and return this page only*

**ACCEPTANCE OF TERMS**

By signing this form, you confirm that you have read, understand, and accept the terms of the information in this agreement and the PCSD Acceptable Use Policy (AUP).

**STUDENT** - I have read the *Poughkeepsie City School District Acceptable Use Policy* and understand the policies and agree to abide by them.

**Student Full Name** (please print): \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT OR GUARDIAN** – As the parent or guardian, I have read the *Poughkeepsie City School District Acceptable Use Policy* and agree to abide. I understand that access is designed for educational purposes. I accept full responsibility for supervision when my child's use is not in a school setting. I acknowledge it is impossible for the school district to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for materials accessed on the Internet. I certify that the information contained on this form is correct.

**Parent/Guardian Name** (please print): \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EQUIPMENT:**

<b>DATE:</b>	<b>SERIAL #:</b>
<b>DEVICE TYPE:</b>	<b>GRADE:</b>
<b>ASSET TAG:</b>	<b>SCHOOL:</b>

**\*\* Please keep pages 1 & 2 for reference. Please return this page to your child's school \*\***