



**Commonwealth of the Northern Mariana Islands
Public School System**

Commonwealth of the Northern Mariana Islands Laptop Program Handbook and Agreement

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CNMI-Public School System One to One Laptop Computer Policy

I. Purpose

The CNMI Public School System 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. Upon the return of the One to One Laptop Computer Student/Parent/PSS Agreement signed by the student and one parent or guardian, The CNMI Public School System will provide all students with a laptop computer. The following policy will define the proper use of school-provided laptop computers.

II. Applicability of Other School Policies and Rules

The CNMI Public School System only authorizes the use of its laptop computers in a manner consistent with established instructional, research, and administrative objectives of the schools. Accordingly, because the CNMI Public School System 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 One to One Laptop Computer Program must also comply with these standards.

III. Ownership

A. Laptop computers issued through the One to One program are the property of the CNMI Public School System. Students have no ownership, interest, or right to title in the laptop computers until otherwise notified by the CNMI Public School System and the program has been completed.

B. License Agreements

The CNMI Public School System is the sole licensee of the software included with the laptop computer. 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. Acceptable Use

A. The CNMI Public School System only authorizes use of its laptop computers in a manner that supports its instructional services policy guidelines in the PSS regulations.

B. Personal use is permissible so long as, in the determination of the CNMI Public School System, it does not interfere with the students individual school's mission or preempt normal business and education 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 Public School, local, or federal law.

i. Notwithstanding the above described permissible personal uses, the CNMI laptops are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.

ii. A nonexclusive example of illegal activity for which the laptops may not be used is transmission or storage of copyrighted materials not in the name of the student or the CNMI Public School System.

C. Students must handle the laptop computers with care.

D. Students must bring their laptops to school with them every day unless instructed to do otherwise by a school administrator/teacher.

E. Students must not use laptop computers or computer programs in any manner other than that for which it is intended.

F. Students must not install software onto laptop computers borrowed under this policy unless specifically authorized to do so by a school administrator. (P2P File Sharing ex. Limewire, Kazaa).

G. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of a CNMI Public School System computer.

H. Students must not intentionally transmit viruses and other such malicious computer programs via the CNMI Public School System laptop computers.

I. Laptop computers will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all CNMI Public School System policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of laptop computers.

J. Loss or theft of laptop computers must be reported to the school by the first subsequent school day following the loss or theft.

K. Students must not modify, upgrade, or attempt to repair laptop computers issued under this policy without the express permission of the school.

V. Reporting Unacceptable Use

Students are responsible for maintaining the integrity of the CNMI Public School System's One to One Laptop Computer program and reporting any violations of this policy.

VI. Liability

A. Students are responsible for all material sent by and/or stored on the laptop computer provided to them. Students accept responsibility for keeping their laptop computer free from all pornographic material, inappropriate test files, or files dangerous to the integrity of the CNMI Public School System network, equipment, or software.

B. The CNMI Public School System is not liable for any material sent by and/or stored on laptop computers issued to students via the One to One Laptop Computer Agreement.

VII. No Guaranteed Content Privacy

A. The CNMI Public School System cannot guarantee that content stored on laptops issued in accordance with this policy will be private. The CNMI Public School System respects the rights of its students; however, the District is also responsible for servicing and protecting its property.

B. The CNMI Public School System reserves the right to monitor or access the hard drives of its laptop computers for any reason in accordance with the law. This right to monitor includes but is not limited to circumstances where CNMI PSS suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person.

VIII. Return of the Laptop Computer

A. Towards the end of the school year, a date will be announced on which the students and their parents or guardians will be required to return the CNMI Public School System laptop computer if they are leaving the public school system permanently and prior to their graduation from high school. Upon a student's disenrollment from the CNMI Public School System, the laptop computer must be promptly returned.

B. If a student cannot or will not return the CNMI Public School System laptop computer because of theft, loss, accident, or otherwise, the student will not be issued copies of final school records and will be assessed a payment for the computer, as determined by the CNMI Public School System.

IX. Disciplinary Measures

A. Noncompliance with the above CNMI Public School System One to One Laptop Computer Policy shall result in loss or restriction of laptop computer privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a CNMI Public School System laptop computer 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.

C. School administrators will determine violations of the above CNMI Public School System One to One Laptop Computer Policy.

D. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of the CNMI Public School System. Discipline may include legal action.

X. Indemnification

By signing the CNMI Public School System One to One Laptop Computer Student/Parent/PSS Agreement, the student and his or her parent(s) or guardian(s) agree to reimburse and hold the CNMI Public School System harmless from and against any and all liabilities, costs, collections costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the laptop computer and its software to the CNMI Public School System in accordance with this policy.

**CMNI-PUBLIC SCHOOL SYSTEM
ONE TO ONE LAPTOP COMPUTER POLICY
STUDENT/PARENT/PSS AGREEMENT**

Please Print:

Student Name:

Last

First

Middle

Student ID

Date of Birth: _____ Current Grade Level: _____

Parent or Guardian Name:

Address:

Home Phone #: _____ Work #: _____

CNMI PSSTag#

Service Tag#

Upon our signing of this agreement, the student is receiving possession of a working laptop computer and power cord. We have read and understand the CNMI-Public School System One to One Laptop Computer Policy. This policy is incorporated by reference into this agreement. We promise to abide by this policy and understand that receipt of a CNMI-Public School System computer is a privilege that may be forfeited by noncompliance with the policy. We understand that we will be responsible for any costs of damage to or replacement of the laptop issued. If we fail to return the laptop after permanently withdrawing from the CNMI-Public School System, the student's official records will be held until full payment or return of the laptop has been made.

Student Signature

Parent or Guardian Signature

Date

Date

CNMI-Public School System 1-1 Laptop Program Guide

CNMI-Public School System's laptop program creates a culture of technology in which students use 21st Century skills to accomplish a variety of activities and everyday tasks. This opportunity to be creative and collaborative makes technology an integral part of the education of young people. A laptop in the hands of every student changes their approach to learning – a change that will only help them as the future becomes increasingly digital. Students who do not abide by *CNMI-Public School System's One To One Laptop Computer Policy, Laptop Program Guide and Acceptable Use Policy* are held accountable for any violation of these agreements. It is **mandatory** that all students and parents sign these agreements and have an understanding of these policies and consequences in detail before receiving a laptop.

Program Highlights

Laptop Ownership

CNMI-Public School System owns the laptops used in the One to One Computing program until such time notification is given to the student and or his parent or guardian. The laptops will be returned at the end of the school year or if the student leaves the system before the school year ends.

The responsibility of proper care and usage lies solely with the student at all times. Understand that the laptop belongs to the school while you are in attendance, and it can be taken away for maintenance or disciplinary reasons at any time.

The Program Package

- **Dell Latitude 2120**
- Intel Atom Processor N455
- (1.66GHz,667Mhz,512K cache), Black
- Broadcom AGN [802.11a/g/n (2x2)]
- 250GB SATA (5400RPM) Hard Drive
- LCD Bazel Camera
- 10.1" WSVGA LED Display with microphone
- Internal English Keyboard
- Resource DVD for N-series
- Integrated 10/100/1000 Ethernet
- 1GB Integrated Memory Option -
- 3-in-1 card reader -
- 3 Cell Primary Battery

- 65W AC Adapter
- Power Cord (US)

Repairs and Maintenance

In the event of breakdown:

- 1.) Incident must be reported and the laptop and any damaged parts **must be brought back to school** for repair.
- 2.) A helpdesk ticket will be issued to the student and/or parents.
- 3.) The school will then determine steps as to how laptops will be delivered to service provider.

A service provider technician will determine whether to repair or replace the laptop. Families are **not** to have the laptop repaired or replaced on their own without the express permission of the school. The student will be billed for damages or degradations resulting from unauthorized repair attempts.

MegaByte Warranty



COMPUTER SERVICES AND SALES CENTER
 E-Mail: MEGAbyte@saipan.com Web: www.megabyteisaipan.com
 SVRB P.O. Box 7769 Saipan, MP 96950
 670.235.6111(P) 670.235.6130 (FAX)

LIMITED 1 -YEAR PART/COMPONENT/LABOR WARRANTY

What is covered: MEGAbyte of Saipan warrant's it computer components and parts (merchandise), including related labor, to the original purchaser against defects in material and workmanship for a period of One (1) year from the date of original "MEGAbyte of Saipan" invoice under normal use and service unless otherwise stated. MEGAbyte of Saipan is responsible for only the one year warranty.

What is not **covered**: This warranty does not cover damages resulting from alterations, assembly, negligence, accidents, misuse, abuse, improper power source, improper operating environment, parts and components repaired or serviced which are rendered by anyone other than a MEGAbyte of Saipan or Dell authorized service representatives, or from perils such as wars, fires, theft, water or vandalism. Damages caused by failure to adequately protect against environmental threats to equipment (such as poor electrical supply) cannot be remedied under this warranty. Unless specifically authorized by MEGAbyte of Saipan in writing, service rendered to MEGAbyte of Saipan supplied parts and components by anyone other than MEGAbyte certified technicians will immediately void any MEGAbyte of Saipan obligation under this warranty.

SERVICES

All warranty services may only be performed by MEGAbyte of Saipan and its authorized technicians at MEGAbyte of Saipan's service center. All costs of returning parts to an authorized service center, including shipping, are excluded from this warranty. At the sole discretion of MEGAbyte of Saipan, the components may be repaired, replaced or substituted. Customer's sole and exclusive remedy for claims under this warranty is through this warranty service for parts and labor for a period of (1) year from the original invoice date of purchase. Repair or service rendered to equipment does not initiate a new warranty period.

To acquire warranty service, the customer must first obtain an RMA number by phoning (670) 235 - 6111. The RMA number must be clearly marked on the outside of each return package. All returned items must be packed in their original packaging including all original accessories and documents. The customer must prepay and insure all shipments and address to: MEGAbyte of Saipan P.O. Box 7269, Saipan, MP 96950 Attn: RMA #

Risk of loss due to labeling or delivery is solely the responsibility of the customer. All merchandise to be returned under this privilege must be processed according to the instructions described in the MEGabyte of Saipan RMA policy.

IMPORTANT: Return merchandise for credit/refund should be received by MEGabyte of Saipan (at the above address) within 30 days of the original invoice date (please obtain and save a copy of your return shipping receipt). After (30) thirty days and within (2) years, MEGabyte of Saipan will repair or replace defective merchandise but will not issue a credit. Shipping charges are non-refundable. Any MEGabyte of Saipan part or component returns must be accompanied by an authorized RMA number. Any special order or custom item or software that has been opened are non-refundable. Shipped orders will be considered complete and satisfactory unless MEGabyte of Saipan is notified within (3) three days of merchandise receipt.

After thirty (30) days from the original date of invoice, the merchandise may only be replaced or repaired. No return privilege, either credit or refund, shall be given to such merchandise. All expendable items, software, custom configured systems, and shipping costs are not returnable or refundable.

DAMAGES AND CLAIMS

MEGabyte of Saipan inspects all merchandise and packages prior to delivery or shipment. Customer claims for damaged goods or incomplete shipments must be filed with the carrier immediately. The carrier is responsible for incomplete shipments or damages incurred during shipping. The carrier, not MEGabyte of Saipan is responsible for damages and incomplete shipments.

TECHNICAL SUPPORT

MEGabyte of Saipan offers limited technical support for factory installed operating systems and applications that are bundled with desktops and notebook systems that we sell. This service includes installation optimization, configuration, and response to limited usage questions. This service excludes conflicts with customer installed hardware and software programs and extensive trouble shooting by phone.

When determined by CNMI-Public School System, each laptop will be returned to the school for regular maintenance, software or equipment upgrades or other necessary repairs. The goal is to maintain the standards of the laptop learning environment and help to reduce technical difficulties.

Software Support

1. Use the built in help of software applications.
2. Talk with a friend or classmate.
3. Use software operating system tutorials.

Technical Support

1. Restart the computer as a first measure of troubleshooting.
2. Support is accomplished through individual school based programs where the schools technology department can help guide or monitor all requests for support. The service provider is also available. Some schools may have online support as directed by the school administration. Students will need to coordinate such support with their individual school.
3. Students **must submit a request for all support issues** through the Individual schools program. This includes all problems and or questions on the

laptops, guidelines, or the program.

4. All requests in the system will be monitored and will be resolved in order of Priority. Priority levels will depend on the quantity and types of requests.

5. Technical support is not available outside of regular school hours unless prior arrangements are made by individual schools. Office hours of the service provider will be given to the students.

Loss or Theft

In the event of loss or theft:

- 1.) Students and parents are responsible for notifying their teacher and the school.
- 2.) In case of theft outside of school, families must file a police report and a claim under their homeowner's or renter's insurance if applicable.
- 3.) A written summary may be requested for insurance purposes. In case of theft in school, staff must be notified **immediately**.

Insurance

An insurance policy against accidental damage, theft, power surge, fire, vandalism, and/or natural disasters are available from various Insurance Agencies, please check with yours or inquire on island. Individual schools may offer a separate policy for a fee.

The Paperwork

There are several important agreements that are necessary in the One to One Program to ensure that there is a clear understanding of responsibilities inherent in using the laptop and the Internet.

1. The Acceptable Use Policy

This agreement outlines the appropriate use of all technology use at CNMI-Public School System Schools. Students and parents are asked to sign this document upon enrollment at the CNMI-Public School System so that there can be a shared understanding of acceptable use of all students using all technology in our schools.

2. One to One Laptop Computer Policy

This document defines the proper use of school-provided and owned laptop computers.

3. Laptop Program Guide

This document is intended to ensure that families understand and accept the responsibilities in participating in the laptop program. It covers detailed expectations and guidelines of the program.

At Home Use

Students will use their laptops at home for homework, research, or other school related projects.

Internet Use

The laptops have wireless capability. While on campus, students will access the school's servers and the Internet using this wireless infrastructure if the school is equipped with the technology. For home use, if there is a wireless system, students can take advantage of the capability. However, it is not required that home environments offer wireless access. Laptops can be plugged into a cable modem or router and utilize the family's existing Internet access.

CNMI-Public School System is not responsible for home Internet connectivity issues.

Printer Use

Printers are provided for students within the school. Most drivers will be available on the computer for the installation of a home printer. If a student needs to install software for a home printer, individual schools technology department may offer assistance or the service provider must be contacted for a fee. It will be required for the student to bring the software to the school or service provider for installation if requested. Students will be encouraged to practice "responsible printing" to avoid unnecessary waste and expense.

Daily Requirements and Expectations for Use

1. Students are required and expected to take home and bring their computers back to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
2. Laptops can be fragile, and if they are dropped they may break. Laptops should only be used while they are on a flat, stable surface such as a table.
3. Laptops will be kept in safe place at all times.
4. Teachers will determine whether or not the laptop should be opened or closed during each class period.
5. Power conservation must be practiced by closing the lid when not in use, keeping the brightness dimmed when possible, and by students not listening to music during the school day.
6. The laptops are preinstalled with the necessary hardware and software. It is not permissible to add or change the hardware (memory, hard drive) or software under any circumstances.
7. Students are prohibited from playing non-academic games during the instructional day, unless the game is directly related to a school assignment or activity and approved by the teacher.
8. Downloading music and videos is allowed only for academic purposes. A general rule of allowed downloads is 90 seconds of video and 30 seconds of audio.

9. Students may not download illegal content such as pirated music, video, games, etc. onto the laptop.
10. Students may not stream music, videos, or any other type of files at any time while on school property. This slows the network. These types of files are very resource intensive and may take a heavy toll on the laptop itself as well as the school's network.
11. The use of laptops is not permitted in the food areas during lunch time in order to prevent any accidental spills.
12. The Internet is to be used for scholarly research and as a means of obtaining needed information. Accessing pornographic materials, vulgarity, gambling, militant/extremist material, etc. is prohibited.
13. Sound must be turned off except when it is being used as part of a class.
14. Headphones are prohibited except when it is being used as part of a class.
15. Instant messaging is allowed at the discretion of the classroom teacher using CNMI-Public School System approved Chat server.
16. Students will store data on their laptops and strongly advised to establish a routine of backing up to their network folder. This does not include video files.
17. Students are allowed to access only those files that belong to them or which they have permission to use.
18. Files stored within the school computer systems should be limited to those relating to formal school courses or activities.
19. Email (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world.
20. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
21. Be patient. Sometimes computers require time to do their job.
22. When transporting the laptop make sure it has been securely stored.

Privacy

All communications and information transmitted by, received from, stored within, or that passes through CNMI-Public School System's facilities may be archived, deleted, monitored and reviewed for content or usage at any time by the PSS Technology Coordinator. Students do not have a right to personal or confidential electronic information or communications that are exempt from this guide. CNMI-Public School System also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

Security Procedures

1. Each computer is assigned to an individual student. Students should never "swap" or "share" their computer with another student.
2. Laptops should be in a student's possession, or secured in a designated secure area at all times.
3. Students may never share their password with another student. Passwords should always be kept confidential.
4. Students should never share personal information about themselves or others while using the Internet or email.
5. If the computer is lost or stolen, parents or guardians should immediately report the loss or theft to a school staff member and police in writing.
6. Laptops will be checked periodically to ensure they do not contain any unapproved software or files. Internet histories may also be checked.
7. Students may NOT clear their Internet history at any time.
8. Students may not bypass the school's network at anytime while on school property. Use of outside proxy servers or wireless connections is prohibited. Students are to ONLY use the CNMI-Public School System wireless network for connecting to the Internet while at school. (NO Wireless Air Cards or MiFi).
9. Laptops are never to be left unattended.
10. If a computer password is compromised or/lost parents and/or guardians should immediately report incident in writing to the designated school official.

General Care

General Care Procedures

1. Students are expected to treat their laptop with care and respect. The computer is the property of CNMI-Public School System until otherwise notified and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving

or otherwise defacing the laptop is not allowed without permission and will result in loss of privileges. If damage occurs, the student will receive a bill for damages.

2. When transporting the laptop to and from school, students should always be sure it is placed in a secure environment such as a book bag or backpack.

3. Students should protect their laptop from extreme heat or cold. Laptops should not be left in a car, even if the car is locked. Heat will damage the laptop.

4. If the laptop has been in a cold car, allow several minutes for it to warm to room temperature before use.

5. Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

6. Computers should be protected from the weather, water or other liquid, food and pets.

7. Students should never eat or drink (including water) while using their laptop, or use their laptop near others that are eating or drinking.

8. No object should ever be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.

9. Students should use care when plugging in their power cords, if you trip over it, this may break it and you will need to replace the cord and power supply at your expense.

10. Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.

11. Power cords are very fragile. They should be safely secured and balanced so that the weight of the cord is not dangling. Care should be taken when walking or moving around areas where laptop cords are plugged in.

12. Do not use on a bed or soft surface that could interfere with the cooling system.

Cleaning your Laptop

Dust, pet hair, and other particles can accumulate on or inside the Netbook. When this happens, they form a layer of grime that can scratch or shorten the life of hardware components by causing overheating. Cleaning the Netbook can extend its life by getting rid of this potentially damaging buildup.

The student may clean the display or keyboard by following these guidelines below.

Clean the Display

Turn off the computer. Dampen a clean, soft, lint-free cloth or paper with **water only**. Wipe the screen. Do not spray liquid directly on the screen. You may also use a mild glass cleaner that contains no alcohol or ammonia. Most office supply stores sell cleaning kits specifically designed for this purpose.

Clean the Keyboard

If a small vacuum cleaner with a brush attachment is available, use it to clear the keyboard of debris. A can of compressed air can be used to blow out particles that get in between the keys

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use the computer in accordance with this Laptop Program Guide, the District Acceptable Use Policy, The One To One Laptop Computer Policy and any applicable Regulations and laws. Failure to use this computer in an appropriate manner will result in any or all of the following consequences, as determined by the staff and administration of Netbook Schools.

- Student conference
- Parent conference
- Cancellation of student use or access privileges, including the privilege of taking the computer home
- Any and all school disciplinary actions
- Civil or criminal liability under applicable laws

CNMI-Public School System Laptop Program Guide Student Contract

I, _____, recognize the technical sophistication and expense of the equipment I am being entrusted to operate in the **CNMI-Public School Systems'** Laptop Program. I acknowledge that it is a privilege I share with others and that there is a shared trust among us all to protect the hardware and software. My signature below constitutes my pledge that I will not damage or disable the hardware or software entrusted to me, or behave in a manner which might lead to accidental damage to the equipment or injury to others or myself. I further understand that it is unlawful to copy or remove software programs from the computer. My signature on the line below acknowledges that I have read and understand the regulations in this guide, including those concerning acceptable and unacceptable use, computer security, and proper care of the equipment. I further understand that I may be prevented from working with technology resources located at **CNMI-Public School System** Schools if I violate my pledge and fail to abide by the rules and regulations governing my use of technology at CNMI-Public School System Schools.

Student's Signature

Date

As a parent or guardian, I recognize the importance of the above pledge my child has made. I promise to support the CNMI-Public School System Schools' administration and faculty in developing students who accept responsibility for their own learning and actions. I agree to make sure that equipment is returned in good condition with normal wear and tear or else pay for the necessary repairs should I leave or withdraw my child from the public school system.

Parent's Signature

Date

School Administrator/Designee

Date

CNMI-Public School System Acceptable Use Policy

Parents and Students: This agreement outlines the rules for responsible use of the district provided technology at the CNMI-Public School System. Please read this with your child. In order for your child to access district provided technology, we require that this agreement be read and that parents and students sign the acknowledgement page.

District provided technology includes but is not limited to the use of Internet, local area network, wide area network, digital still cameras, scanners, video cameras, projectors, electronic whiteboards, disc duplication equipment, printers, plotters, hard drives, computers, laptops, projector screens, monitors, mice, keyboards, cables, speakers, sound systems, headphones, sound or video editing equipment, microphones, TVs, VCRs, DVD players, portable stereos, telephones, fax machines, copy machines, overhead projectors and software.

CNMI-Public School System will take measures to protect students from accessing inappropriate communications.

CNMI-Public School System will provide each student with training in the proper use of district provided technology. The use of district provided technology is a privilege, which may be withheld if the student is irresponsible, or acts inappropriately.

As a student I agree to the following:

1. The use of all district provided technology will be used to support research and education.
2. Students are responsible for proper behavior while using district provided technology. The same general school rules for behavior and communication apply.
3. The school has the right to, and does, monitor all activity, E-Mail correspondences, and material transmitted or received by students on district provided technology.
4. Students are not permitted to transmit or publish any defamatory, abusive, profane, threatening, or illegal material
5. Students must respect all copyrights.
6. It is prohibited to use someone else's Logon ID or to access another person's files.
7. Students will protect the privacy of their username and password.
8. Students will immediately notify a staff member if they have accessed something questionable or have found equipment in disrepair.
9. Students will not participate in any action that may be considered damaging to the integrity of district provided technology as determined by the PSS Technology Coordinator.
10. Students will not install software on school computers.
11. Violation of this agreement may result in disciplinary action including loss of privileges, financial

restitution for damage, or other disciplinary action as determined by the school. Users are subject to all applicable local, state, and federal laws.

12. The school has the right to remove any material from school computers that the staff deems as inappropriate or not in keeping with our educational mission. The CNMI-Public School System staff and Board of Education are solely responsible for deciding what constitutes appropriate use and what defines acceptable content. Due to the unregulated and ever changing nature of the Internet, we assume no liability for any damages a user may incur as a result of Internet access.

Ask 4 Before!

1. Use **HELP** feature in application for operating system.
2. Use **search engine/Internet** and look online for answers to problems or how to do stuff.
3. Use **HELP features** to learn how to do something inside various installed software.
4. Ask a **friend** for help.
5. Ask a **teacher** for help.

When in Doubt, Ask yourself...

LARK! IS IT.....

L – LEGAL

A – Appropriate

R – Responsible

K - Kind