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FAIRFAX COUNTY PUBLIC SCHOOLS

**PERSONALLY OWNED COMPUTING/NETWORK DEVICE  
ACCEPTANCE OF RESPONSIBILITY AND DEVICE USE AGREEMENT  
PERMISSION FORM**

The purpose of this document is to inform parents, guardians and students of the rules governing the use of personally owned computing/network devices while on or near school property, in school vehicles and at school-sponsored activities, as well as the district's technology resources via remote access.

Please read the following information carefully before signing the attached permission form.

**Introduction** Fairfax County Public Schools (FCPS) is pleased to offer students access to district computers, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology whether personal or district-provided. While using district or personal technology resources on or near school property, in school vehicles, and at school-sponsored events, as well as using the district's technology resources via remote access, each student must act in a manner consistent with school, district and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

**Using FCPS Technology Resources**

The information systems and Internet access available through FCPS are available to support learning, enhance instruction, and support school system business practices. FCPS information systems are operated for the mutual benefit of all users. The use of the FCPS network is a privilege, not a right. Users should not do, or attempt to do, anything that might disrupt the operation of the network or equipment and/or interfere with the learning of other students or work of other FCPS employees.

The FCPS network is connected to the Internet, a network of networks, which enables people to interact with millions of networks and computers. All access to the FCPS network shall be preapproved by the principal or program manager. The school or office may restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems.

Other disciplinary action may be imposed as stated in the Fairfax County Public Schools Student Responsibilities and Rights (SR&R) document. FCPS implements Internet filtering on all FCPS sites in accordance with the federal Children's Internet Protection Act. Schools will continually educate students on personal safety practices and effective techniques for identifying and evaluating information and its sources.

**Respect for Others**

Users should respect the rights of others using the FCPS network by:

- Using assigned workstations as directed by the teacher.
- Being considerate when using scarce resources.
- Always logging off workstations after finishing work.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

**Ethical Conduct for Users**

It is the responsibility of the user to:

- Use only his or her account or password. It is a violation of FCPS Acceptable Use Policy (AUP) and Regulations to give access to an account to any other user.
- Recognize and honor the intellectual property of others; comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Not read, modify, or remove files owned by other users.
- Use the FCPS network and resources in a manner that is consistent with the mission of the school system. The use of FCPS network for personal use or private gain is prohibited.
- Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of FCPS network and resources to illicitly access, tamper with, or experiment with systems outside FCPS.
- Refrain from using offensive, obscene, or harassing language when using FCPS network systems.

- Abstain from accessing, changing, or deleting files belonging to others.
- All software on any personally owned computing device shall be properly licensed. The use of non-licensed software violates the AUP.

### **Respect for Property**

The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying copyrighted software without full compliance with terms of a preauthorized license agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted. In addition:

- Do not modify or rearrange keyboards, individual key caps, monitors, printers, or any other peripheral equipment.
- Report equipment problems immediately to teacher or program manager.
- Leave workstations and peripherals in their designated places.

### **Internet Safety and Security**

- Students using a personally owned device using a wireless connection are only permitted to connect to the FCPS Wi-Fi network.
- Appropriate virus-checking software must be installed, updated, and made active prior to any personally owned computing device being placed on the FCPS network.
- Operating system software must be the most current version and up-to-date with all relevant patches.
- No device placed on the FCPS network will have software that monitors, analyzes, or may cause disruption to the FCPS network.
- Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal or program manager.
- Users will not change or delete files belonging to others.
- Real-time messaging and online chat may only be used with the permission of the teacher or program manager.
- Students are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all material they seek.
- Users are responsible for reporting any inappropriate material they receive.
- Users are prohibited from accessing portion of the Internet that is inconsistent with the educational mission of FCPS.
- All student-produced web pages are subject to approval and ongoing review by responsible teachers and/or principals. All web pages should reflect the mission and character of the school.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Students have the responsibility to cite and credit all Internet material used.
- Any device placed on the FCPS network is subject to discovery under the Freedom of Information Act (FOIA), and possible confiscation by school authorities. FCPS reserves the right to monitor and investigate activities on personally-owned computing equipment on the FCPS network.

### **Regulations**

- Students are prohibited from downloading illegal material, or inappropriate content as defined by current version of Regulation 6410 on FCPS computers or personal devices inside FCPS.
- Students are bound to and must comply with Regulation 6410, Appropriate Use of Fairfax County Public Schools' Network and Internet Resources, Regulation 2601, Student Rights and Responsibilities, Regulation 6401, Student Use of FCPS Network and Internet Resources, and DIT Technical Bulletin 302, Use of Privately Owned Computing Devices on FCPS Networks, while on FCPS property or using FCPS resources, regardless of who owns the computer or device used by student or how it is connected.



**Little Run Elementary School**  
**FAIRFAX COUNTY PUBLIC SCHOOLS**

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I, \_\_\_\_\_ agree to let \_\_\_\_\_

**Name of parent or guardian**

**Name of student**

bring their personally owned computing device for instructional use in Fairfax County Public Schools (FCPS). I understand that the student named above will be permitted to use their personally owned device, subject to the conditions in this document.

I understand that if I agree to allow my child to use their own device that Fairfax County Public Schools is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that FCPS Staff will be unable to store, support or troubleshoot student owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

I understand my child will be allowed to use an array of technology resources, such as a Kindle, iPad, Nook, Xoom or other electronic devices, as an e-book reader. Student use of e-books will be limited to just that, as a book. Students will not be allowed to download books here at school, play games on the electronic device, or be allowed to access the internet.

I have verified my child is aware that all aspects of the Fairfax County Public School's **Student Rights and Responsibilities, Acceptable Use Policy for Network Access** apply to the use and care of their personal device while on FCPS property or while involved in any FCPS sponsored event/activity.

I understand that the purpose of allowing my child to use their own device is to participate in teacher approved activities in support of the FCPS curriculum. Uses of these devices for unrelated activities beyond or outside the FCPS educational program are prohibited.

**Student Acceptance:**

I,  
\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

agree to adhere to the AUP guidelines presented in the Student Rights and Responsibilities Booklet. I will utilize the device(s) for instructional purposes only while at any FCPS school or on the FCPS network.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID#

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



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**To be filled in by Parent/Guardian:** You may fill out this form to register up to 3 devices. If you need assistance with collecting this information, please ask a member of your school technology support team.

	Device 1	Device 2	Device 3
<b>Device Type (make and model)</b>			
<b>Serial Number</b>			
<b>Network/MAC Address for all network adaptors</b>			