



Wingate High School Electronic Device Policy

Student: _____ **Grade:** _____
Last Name, First Name

Internet access provided by Wingate High School are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other WHS related purposes. Users are subject to the same standards expected in a classroom and/or WHS Residential.

Users have no right to privacy while using the WHS Internet Systems. WHS IT Department monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on WHS -provided devices, such as files, e-mails, cookies, and Internet history.

The WHS IT Department reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The WHS IT Department will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the WHS IT Department Internet Systems.

The WHS IT Department reserves the right to terminate any user's access to WHS Department Internet Systems. If a student violates this policy, appropriate disciplinary action will be taken consistent according to WHS Handbook. If a student's access to the WHS Internet System is revoked, the student may not be penalized academically, and the educational staff and counselors will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

All users must promptly disclose to their teacher, supervisor, principal or staff of any information they receive that is inappropriate or makes them feel uncomfortable.

Student Rights and Responsibilities

1. The student who possesses a personal electronic device shall be solely responsible for its care.
2. Student possession of personal electronic devices on all school campuses, including athletic fields, and school buses, at school-sponsored activities and while the student is under the supervision and control of school district employees shall be permitted. All students may use these devices on campus before school begins, after school ends and at WHS residential. In addition, students may use such devices during their lunch period as determined by the school administration.
3. These devices shall be kept out of sight and powered off or silenced during the school day and during any school-sponsored activity, meeting or practice held on Wingate High Schools property. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from the principal or his/her designee:
 - A. The student or a family member has a special medical circumstance.

- B. The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
4. Personal electronic devices shall be permitted on school buses, as authorized by the driver/supervisor or chaperone. Use of the personal electronic device will not be permitted if it causes a disruption on the school bus.
 5. Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Blocked sites include, but are not limited to, social networking sites.
 6. Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the student's parent/legal guardian. It is the student's parent/legal guardian's responsibility to retrieve the device according to school procedures.

Teachers and staff policy to follow if student does not follow rules:

- 1st offense: Pick it up and returned to student at the end of class
 - 2nd offense: Pick up and turn over to administration. Returned at the end of the day
 - 3rd offense: Pick up and turn over to administration. Returned at the end of the week.
7. I will get permission from WHS staff to use school computer equipment, printers, and the Internet. A teacher/staff member must be present in the lab when I use the computer.
 8. I will not damage the computer or other equipment, including the keyboard, mouse, mouse pad, tabletop, or monitor. If I damage computer equipment intentionally, I agree to pay for repairs or replacement.
 9. I will not visit any Internet sites or download any sites that are inappropriate or may damage the computer system. I will not use bad language when naming a file or icon. I will never write, record, view, send, download, or look up materials on the Internet, which I would not want my teachers or parents to see. If I encounter, by accident, bad language or anything that makes me feel uncomfortable, I will notify WHS staff immediately.
 10. I will not open another person's computer file, and I will not use a computer to harm other people or their work.
 11. I will not give out personal information on the Internet, such as; names, addresses and/or telephone number(s).

Unauthorized Use

Unauthorized use of personal electronic devices includes, but is not limited to, the following:

12. Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.
13. Transmitting school materials for unethical purposes such as cheating.
14. Any activity that may be in violation of the Wingate High Schools Bullying Prevention policy and procedural directive.

By signing below, you are acknowledging and agreeing to the above student device/internet policies.

Student Signature: _____ **Date** _____

Parent/Legal Guardian Signature: _____ **Date** _____



Parent Permission for Student Use of Computers and the Internet As a parent or guardian of a WHS student, I have read the above agreement and understand it. I understand that it is impossible to restrict access to all controversial materials, and I will not hold WHS responsible for materials acquired by use of the information services.

Yes **No**, I give permission for my child to use computer equipment and the Internet at school according to the rules listed above.

Yes **No**, I give permission for my child's schoolwork, such as stories, poetry and/or artwork to be posted on school related web pages. I understand no last names associated with photos, or personal information will be included.

Parent/Guardian Name

Parent/Guardian Signature

Date

WHS provides laptops and internet resources for student and staff use during the instructional day. These have become an integral part of the educational process, being used for instruction, class participation, projects, papers, activities, testing, and standardized testing. WHS has limited access to all internet/bandwidth and Wi-Fi access. Personal devices of any kind on the school internet slows down and restricts access for authorized devices and use.

As a reminder phones calls during school parents and family should refrain from calling students directly on their personal electronics during school hours (8 am – 3:15 pm, Monday through Friday). If there is an emergency, calls should be routed through the school office. Students will be held responsible for any phone calls answered on their personal phones during school time.

By signing below, you are acknowledging and agreeing to the above student device/internet policies.

Student Signature: _____ **Date** _____

Parent/Legal Guardian Signature: _____ **Date** _____



**Wingate High School
Media Publication Form
Photographs and/or Video Consent Form**

Student: _____ **Grade:** _____

Occasionally, we may take photographs of the students at Wingate High School. We may use these images in our school's publications, as well as our website or on our display boards. We may also make video or webcam recordings for school-to-school conferences, monitoring purposes or other educational use.

From time to time, our students will often appear in local or national newspapers.

We need your permission before we photograph or make any recordings of your child for educational purposes. Please answer questions 1 to 3 below, then sign and date the form where shown.

1. May we use your child's photograph in the school prospectus? **Yes** **No**
2. May we use your child's photograph in other printed publications that we produce for educational purposes or on project display boards? **Yes** **No**
3. May we use your child's image on our website? **Yes** **No**

I have read and understand the conditions stated above

By signing below, you are acknowledging and agreeing to the above student photography consent policies.

Student Signature: _____ **Date** _____

Parent/Legal Guardian Signature _____ **Date** _____



United States Department of the Interior BUREAU OF INDIAN EDUCATION STUDENT IT CHECK OUT FORM

Distribution

All IT equipment is Federal Property. Students must return the same IT equipment that they were issued. In the event of any issues including damaged, lost, or stolen IT equipment, the student and/or guardian must immediately report such information to the school principal and appropriate school personnel. The Student and a parent/guardian must sign the Bureau of Indian Education Property Agreement prior to receiving the IT Property.

Consequences for Violation

Violations of the law, BIE policy, or this agreement may result in revocation of a student's access to BIE technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, BIE policy, or this agreement may be reported to law enforcement agencies as appropriate.

Returning Your IT Equipment

By 05/21/27 students are to return their IT Equipment to Wingate High School. To return the device at an earlier time please email your school principal for further instructions. Failure to turn in the same IT Equipment issued as identified below, with the charger that was issued, will result in the student being charged the amount identified below. The school may also file a report of stolen property and withhold academic records if IT equipment is not properly returned.

Laptop:Dell Pro 14	Property Number:	Cost:\$1250.00
Laptop:Latitude 3340	Property Number:	Cost:\$628.01
Laptop:Latitude 3310	Property Number:	Cost:\$306.00

This section will be completed once the student is in possession of their laptop. A DI-105 form will be provided to students when they receive their laptop. Students are not charged for equipment unless the equipment is damaged, lost, or stolen, and the student has no police report to document the incident. They are responsible for keeping their equipment safe, and they should treat it as they would treat any valuable item.

Transferring/Withdrawing

Students that transfer or withdraw prior to the end of school, must turn in all IT equipment issued to student prior to the student's date of withdrawal. Failure to turn in the IT Equipment may result in the student being charged the full equipment replacement cost. Wingate High School may also file a report of stolen property and withhold academic records.

We have read and agree to the following:

- The IT Equipment will only be used for school related activities.
- The student is responsible for the safekeeping of the IT Equipment.
- The IT Equipment will not be used to access inappropriate websites, for personal business, or for any malicious purpose like bullying.
- Use of the IT Equipment, including websites and documents, can be monitored.
- The parent/guardian by signing this form assumes all responsibility for the return of the IT Equipment in good working condition. IT Equipment that is not returned in good working order and may result in revocation of a student's access to BIE technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, BIE policy, or this agreement may be reported to law enforcement agencies as appropriate.
- The parent/guardian by signing this form agree that they have also reviewed and agree to comply with following policies:

Student Name: _____ **Date:** _____ **Grade:** _____

Student Signature _____ **Date:** _____

Parent/Guardian Name: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

