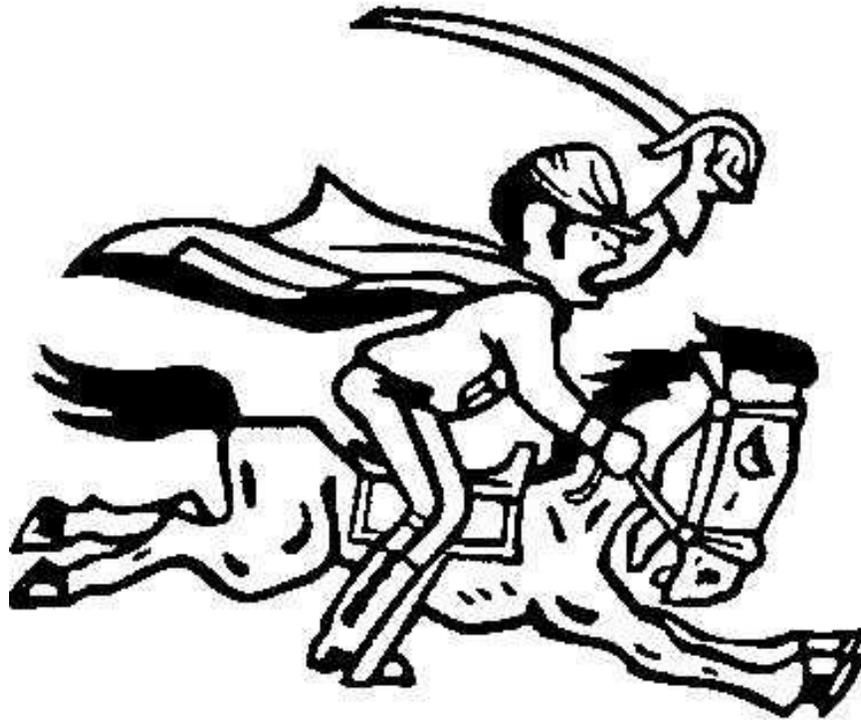


**Richland Middle School**

# ***STUDENT TECHNOLOGY USE AGREEMENT***

Prepared by District Office  
July 2013



Approved by Board of Education Action August 19, 2013  
Revised June 2, 2014

# Table of Contents

|           |  |          |
|-----------|--|----------|
| <b>1</b>  | <b><u>Equipment</u></b> .....                          | <b>3</b> |
| 1.1       | Ownership.....   | 3        |
| 1.2       | Equipment Provided.....                                | 3        |
| 1.3       | Substitution of Equipment.....                         | 3        |
| 1.4       | Software.....  | 3        |
| <b>2</b>  | <b><u>Damage or Loss of Equipment</u></b> .....        | <b>3</b> |
| 2.1       | Responsibility for Equipment Damage.....               | 3        |
| 2.2       | Actions Required in the Event of Damage or Loss.....   | 4        |
| 2.3       | Technical Support and Repair.....                      | 4        |
| <b>3</b>  | <b><u>Legal and Ethical Use of Equipment</u></b> ..... | <b>4</b> |
| 3.1       | Monitoring.....  | 4        |
| 3.2       | Legal and Ethical Use.....                             | 4        |
| 3.3       | File-Sharing and File-Sharing Programs.....            | 4        |
| 3.4       | Allowable Customization.....                           | 4        |
| <b>4</b>  | <b><u>Standards for Proper Device Care</u></b> .....   | <b>4</b> |
| 4.1       | Guidelines and Precautions.....                        | 4        |
| 4.2       | Your Responsibilities.....                             | 4        |
| 4.3       | How to Handle Problems with the Device.....            | 5        |
| 4.4       | General Care.....                                      | 5        |
| 4.5       | Screen Care.....                                       | 5        |
| 4.6       | Battery Life and Charging.....                         | 5        |
| <b>5</b>  | <b><u>Network Resources</u></b> .....                  | <b>6</b> |
| 5.1       | Available Technology.....                              | 6        |
| 5.2       | Definition.....  | 6        |
| 5.3       | Use of Network Resources.....                          | 6        |
| 5.4       | Safety.....  | 6        |
| <b>6</b>  | <b><u>Discipline</u></b> .....                         | <b>7</b> |
| <b>7</b>  | <b><u>Internet Access</u></b> .....                    | <b>7</b> |
| <b>8</b>  | <b><u>Legal Issues and Jurisdiction</u></b> .....      | <b>7</b> |
| <b>9</b>  | <b><u>Disclaimer</u></b> .....                         | <b>7</b> |
| <b>10</b> | <b><u>Acceptable Use Agreement</u></b> .....           | <b>9</b> |

This agreement is made effective upon receipt of device, between the Richland School District (hereinafter referred to as the “District”), the student (“student”), and his/her parent(s) or legal guardian (“parent”). The Student and Parent(s), in consideration of being provided with a device, software, and related materials (the “device”) for use while a student is attending the Richland School District, hereby agrees as follows:

# **1 Equipment**

## **1.1 Ownership**

The Richland School District retains sole right of possession of the device and grants permission to the student to use the device according to the guidelines set forth in this document. Moreover, the District administrative staff retain the right to collect and/or inspect the device at any time, including via electronic remote access/ and to alter, add, or delete installed software.

## **1.2 Equipment Provided**

Efforts are made to keep all basic device configurations the same. The District will retain records of the serial numbers of provided equipment. The District reserves the right to limit access to district-issued equipment for habitual loss or damage.

## **1.3 Substitution of Equipment**

In the event the device is inoperable, the District has a limited number of spare devices for use while the device is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken device or to avoid using the device due to loss or damage. Please note that if the student forgets to bring the device to school, a substitute may not be provided.

## **1.4 Software**

The student will be held responsible for any non-District installed software, including pictures and/or student assignments.

# **2 Damage or Loss of Equipment**

## **2.1 Responsibility for Equipment Damage**

The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. Refer to the **Standards for Proper Device Care** section of this document for a description of expected care.

***Examples of damage include, but are not limited to:***

- A. Damage or loss resulting from an unattended Device while at or away from school.
- B. Damage when others use the device
- C. Using device in an unsafe environment and/or in an unsafe manner. (See the **STANDARDS FOR PROPER CARE** section of this document for guidelines of proper use.)

## **2.2 Actions Required in the Event of Damage or Loss**

Any damage to or loss of the device should be reported to the building designee. Parents and students are encouraged to file a police report if the device is believed to be stolen.

### 2.3 Technical Support and Repair

All attempts will be made to repair damaged devices. The District does not guarantee that the technical support team will make the device operable (reference section 1.3). The District will charge the student and parent for full repair or replacement.

## 3 Legal and Ethical Use of Equipment

### 3.1 Monitoring

The District may monitor device use using a variety of methods to assure compliance with District policies. The District is in compliance with regulations for filtering internet access while on campus. It is the responsibility of the parent to monitor and/or filter internet use away from school.

### 3.2 Legal and Ethical Use

All aspects of the District's technology use policies remain in effect.

### 3.3 File-Sharing and File-Sharing Programs

The installation and/or use of any Internet-based file-sharing tools is prohibited without approval. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

### 3.4 Allowable Customization

Students are permitted to alter or add files to customize the assigned device to their own working styles deemed school appropriate (i.e., background screens).

Downloading or installing any other software without permission from the building administrator or designee is prohibited.

## 4 Standards for Proper Device Care

### 4.1 Guidelines and Precautions

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect the assigned Device. ***Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.***

### 4.2 Your Responsibilities

- A. Treat the device with care.
- B. Bring the charged device to the District during every school day. (If you forget it, a substitute may NOT be available.)
- C. Keep the device either secured (where others do not have access) or attended (within your sight) at all times. For example, during athletic events, games, practices, and trips, store the device in a secure place. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and

unlocked equipment, if stolen – even at school – will be your full financial responsibility.

- D. Avoid use in situations that are conducive to loss or damage. For example, never leave the device in school vans, in the gym, in a locker room, on playing fields, or in other areas where it could be damaged or stolen. Be aware these devices are temperature sensitive. ***Avoid leaving the device in environments with excessively hot or cold temperatures*** (for example, avoid storing the device in a car, or in direct sunlight).
- E. Do not loan the device to anyone.
- F. Adhere to the District’s Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask the principal or a staff member.
- G. Back up your data. Never consider any electronic information safe when stored on only one device.
- H. Read and follow general maintenance alerts from school technology personnel.

#### **4.3 How to Handle Problems with the Device**

- A. Promptly report any problems with the device to the teacher or building principal.
- B. When in doubt, ask for help. Technical support is available during the school day.

#### **4.4 General Care**

- A. Do not attempt to remove or change the physical structure of the device, including the case. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement costs.
- B. Do not remove or interfere with the serial number or any identification placed on the device.
- C. Keep the equipment clean. Avoid eating or drinking while using the device.

#### **4.5 Screen Care**

- A. The device screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.
- B. Clean the screen with a soft, dry, anti-static cloth.

#### **4.6 Battery Life and Charging**

- A. Arrive at school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your device charging over night.
- B. Avoid using the power adapter in any situation where you or another is likely to trip over the cord.

## **5 Network Resources**

### **5.1 Available Technology**

The primary goal of the District's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the device equipment. The following is a list of rules and guidelines which govern the use of District devices and network resources.

### **5.2 Definition**

**Network resources** refers to all aspects of the District's owned or leased equipment, including devices, printers, scanners, and other devices, as well as e-mail, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the District's network resources, whether this access occurs while on or off campus.

### **5.3 Use of Network Resources**

Students may not use network resources:

- A. to create, send, access, or download material which is abusive, hateful, harassing, or sexually explicit;
- B. to download or stream internet-based media for personal use. The school will monitor the network for network performance-related issues.
- C. to alter, add, or delete any files that affect the configuration of a school device;
- D. to conduct any illegal activity (this includes adhering to copyright laws);
- E. to access the data or account of another user (altering files of another user is considered vandalism).

### **5.4 Safety**

For safety reasons students should not:

- A. give out their personal information, such as home address or phone number, to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- B. give password(s) to anyone;
- C. post anonymous messages.

## **6 Discipline**

Any student who violates these rules will be subject to disciplinary action at the discretion of administration. Serious or repeated violations may result in the student's use of technology being restricted or revoked.

## **7 Internet Access**

The District is not responsible to supply internet access at home or for a personal location. Internet access will be available at school and e-materials can be stored on the device prior to the student leaving school premises.

## **8 Legal Issues and Jurisdiction**

The District owns and operates the equipment and software that compose our network resources. The District is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of the District's network resources is subject to the rules stated in this handbook and District technology policies. District administration monitors our network and may find it necessary to investigate electronic incidents, even if they happen after hours and outside of school. As the owners or our network resources, including e-mail system, the District administration reserves the right, if needed and at its discretion, to remotely access, open, examine, and/or delete electronic files that violate this Device Use Policy.

## **9 Disclaimer**

The District does not have control of the information on the Internet or incoming e-mail, nor does it provide any technical barriers to students accessing the full range of information available while not connected to the District's network. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the District. While the District's intent is to make Internet access available for educational goals and objectives, students will have the ability to access other materials as well. The District expects students to obey the Device Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, the District takes full responsibility for access to the District's network resources and the Internet. Specifically, the District makes no warranties with respect to school network resources, nor does it take responsibility for:

- A. the content of any advice or information received by a student;
- B. the costs, liability, or damages incurred as a result of access to school network resources or the Internet, or any consequences of service interruptions.

This agreement exists in concert with all other existing building and District policies, guidelines, and procedures. Specific items not covered here may be addressed by other building or District policies, guidelines, or procedures at the discretion of the building principal or designees.

# Acceptable Use Agreement

This agreement is for student use of district devices. The Richland School District grants the user permission to use technology related devices at school and away from school. The user agrees to the following:

- I will return the device at the established due dates and times and understand that I will be billed for replacement/repair costs if device is irresponsibly damaged, lost, stolen, or not returned promptly. (Repair/Replacement costs listed below).
- I will treat this device with care.
- I will maintain the device in clean condition.
- I will avoid using this device in situations that are conducive to damage or loss.
- I will follow general maintenance alerts and advice from school technology personnel regarding this device.
- I will promptly report any malfunction, loss, damage, or theft of this device to the building administrator.
- I will always transport the device in the provided case.
- I will adhere to the Richland School District's Acceptable Use Policy when using this device at all times and in all locations.

| Type of Repair      | Chromebook | iPad        |
|---------------------|------------|-------------|
| Broken Screen       | \$50       | \$125-\$185 |
| Broken Keyboard     | \$90       | N/A         |
| Lost/Broken Charger | \$50       | \$15        |
| Damaged/Lost Case   | \$25       | \$35        |
| Replacement Device  | \$200      | \$350       |

**I fully understand that if I/(my child) violate(s) any of the above, I/(my child) may not be permitted to check out school equipment in the future and may be billed for any costs incurred by the District.**

Parent/Guardian Signature

Date

Student Signature

Date

LAST NAME

FIRST NAME

YEAR

ASSET TAG