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School District of West Salem

Student Technology Use Handbook

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Agreements

This agreement is made effective upon receipt of device, between the School District of West Salem, the student receiving a device "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 at School District of West Salem, hereby agree as follows:

1. Equipment

1.1 Ownership:

The School District of West Salem 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.

The *School District of West Salem 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 or hardware*.

1.2 Equipment Provided:

Efforts are made to keep all basic device configurations the same. All laptops include ample RAM and hard-disk space, a protective device cover and case, software, and other miscellaneous items. The School District of West Salem will retain records of the serial numbers of provided equipment.

The School District of West Salem reserves the right to limit access to the district issued equipment for habitual loss or damage.

1.3 Substitution of Equipment:

In the event the device is inoperable, the School District of West Salem has a limited number of spare devices for use while the device is repaired or replaced. However, it cannot guarantee a replacement 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 or power adapter to school, or the device is damaged due to gross negligence, a substitute may not be provided.

1.4 Responsibility for Electronic Data:

The student is solely responsible for any non-School District of West Salem installed software and for any data stored on the device. It is the sole responsibility of the student to backup such data as necessary (cloud storage, external drive, USB flash drive, etc.). The School District of West Salem

provides cloud storage as a method for backup along with directions. The School District of West Salem does not accept responsibility for any such storage systems.

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2. Damage or Loss of Equipment

2.1 Device Protection Plan

The School District of West Salem provides an optional device protection plan for device damage. This coverage is subject to a $50 per laptop, or $25 per iPad user fee annually. With this coverage a student will be charged when the device is damaged, excluding total loss / damage (see 2.2 Gross Negligence). Students will be charged 100% of the repair costs for devices without a protection plan.

1st time	No additional cost
2nd time	$50/$25 deductible
3rd time	$50/$25 deductible
4th time+	100% of the repair cost

2.2 Responsibility for Gross Negligence:

The student is responsible for maintaining a 100% working device at all times. The student shall ensure that the device is not damaged. Refer to the STANDARDS FOR PROPER CARE section of this document for a description of expected care. The School District of West Salem reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- This includes damage or loss resulting from an unattended and/or unlocked device while at or away from school. (See the *Standards for Proper Care* document for definitions of “attended,” “unattended,” and “locked.”)
- Lending device to others other than one’s parents/guardians.
- Using device in an unsafe environment and/or in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

2.3 Actions Required in the Event of Damage or Loss:

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

2.4 Technical Support and Repair:

All attempts will be made to repair damaged devices. The School District of West Salem does not guarantee that the technical support team will make the device operable (reference section 1.3, 1.4). In the event that the device cannot be repaired a substitute may be supplied.

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3. Legal and Ethical Use Policies

3.1 Monitoring:

The School District of West Salem may monitor device use using a variety of methods to assure compliance with District Policies in addition to the Legal and Ethical Use section 3.2. The district is in compliance with regulations for filtering internet access on campus. It is the responsibility of the parent/ guardian to monitor and/or filter internet use off campus.

3.2 Legal and Ethical Use:

All aspects of the School District of West Salem Technology Use Policy #361.1 remain in effect, in addition to this section.

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 like BitTorrent, Limewire, Kazaa, Acquisition) and others may not be used to facilitate the illegal sharing of copyrighted material in any format.).

Individuals with legitimate, school-related needs to use these tools may seek prior approval from the building administrator or designee and follow all copyright laws.

3.4 Allowable Customizations

- The student *is permitted* to alter or add files to customize the assigned device to their own working styles deemed school appropriate (i.e. background screens, default fonts).
- *Downloading or installing any software without permission from the School District of West Salem Building Administrator or Designee is prohibited.*

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4. Standards for Proper Device Care

This document is an important addendum to the *Student Device Program Acknowledgement Form.* Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional precautions to protect your assigned device. ***Loss or damage resulting in failure to follow the details below may result in full-financial responsibility.*** Read the student handbook. Following the advice and the standards below will lead to a device that will run smoothly and serve as a reliable, useful and enjoyable tool.

4.1 Your Responsibilities:

Treat this device with care.

The hard cover case must remain on the device at all times.

Bring the charged device and charging unit to the School District of West Salem during every school day (if you forget them, substitutes may NOT be available.)

Keep the device either secured, where others do not have access, or 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 the full financial responsibility of the student (Gross Negligence 2.2). Other non-exclusive examples of Gross Negligence are listed below:

- Avoid use in situations that may result in loss or damage. For example, never leave devices 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).
- Do not let anyone use the device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.

- Adhere to the district school's Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask the LMC personnel or a high school staff member.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

4.2 How to Handle Problems

- Promptly report any problems with the device to the building LMC designee.
- Don't force anything (i.e. connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

4.3 General Care

The non-exclusive examples below will result in students being responsible for 100% of the repair or replacement cost.

- Attempting to remove or change the physical structure of the device, including the keys, screen bags, cover or casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Removing or interfering with the serial number or any identification placed on the device.
- Keep the equipment clean. Avoid eating or drinking while using the device.

4.4 Carrying the Device

- Always completely close the lid of the device before moving it, even for short distances. It is suggested to shutdown the device during extended times of inactivity.
- Always store the device in the provided case. You may only use the case and shell provided. The styles were specifically designed for your device. **Do not** store anything in the area within the device case designed for the device other than the device itself as this may damage the device. For laptops, carry the device case across your shoulder.
- Do not place pressure on the device, this will damage the screen and other components.

4.5 **Screen Care**

The device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from pressure.

- Do not touch the device screen with anything (i.e. pen, pencil, etc.) other than approved devices (iPad stylus) and screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard will crack the screen when the lid is closed, this will result in a damaged device charge to the student.

4.6 Battery Life and Charging

- Arrive to school with a fully charged battery. Establish a routine at home to charge your device overnight.
- Avoid using the power adapter in any situation where someone is likely to trip over the cord or cause it to be damaged (pinched, pet damage, etc).
- It is not recommended to let the battery completely drain.
- Close the lid of the device when it is not in use in order to save battery life and protect the screen.

4.7 Personal Health and Safety

- Avoid extended use of the device resting directly on your lap. The bottom of the device can generate heat and therefore cause temporary or permanent injury. Use a hard surface barrier —such as a book or devices made specifically for this purpose— when working on your lap. Avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

5. Device Use and Conduct

The primary goal of the district's technology is to enrich the learning in and out of classrooms. Technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. 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.

Network Resources refers to all aspects of the district's owned or leased equipment, including devices, printers, scanners and other devices, as well as email, 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 on or off campus.

5.1 Students may not use network resources to:

- create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- download or stream internet-based media when it slows the performance of the network for all users. The school will monitor the network for network performance related issues;
- alter, add or delete any files that affect the configuration of a school device;
- conduct any commercial business;
- conduct any illegal activity (this includes adhering to copyright laws);
- violate the Academic Integrity Policy;
- access the data or account of another user (altering files of another user is considered vandalism);
- install any software onto district devices; to copy district school software (copying school owned software programs is considered theft);
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

5.2 For safety reasons students should not:

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

5.3 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 restricted and or revoked.

5.4 Legal Issues and Jurisdiction

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

5.5 Disclaimer

The district does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available while not connected to the school 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 School District of West Salem. While the district's intent is to make Internet access available for educational goals and objectives, account holders will have the ability outside of our network to access other materials as well. At the School District of West Salem, we expect students to obey the device Use Policy when using the Internet on and off the district's network. Students found in violation of the policy will be disciplined at the discretion of administration.

In addition, the district account holders take full responsibility for their access to the district's network resources and the Internet. Specifically, the School District of West Salem makes no warranties with respect to school network and resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder;

2. The costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

This document exists in concert with all other existing building and district rules, guidelines, and procedures. Specific items not covered here may be addressed by other building, district rules, guidelines, or procedures at the discretion of administration or designees.

6. Acceptable Use Agreement

This agreement allows students to use or check out a variety of equipment such as laptops, iPads, still cameras, video cameras, microphones, and other devices. The School District of West Salem grants the user permission to use district equipment for school and home use based on mutual agreement of the following:

Agreements

1. I will return the equipment at the established due dates and times, and understand that I may be billed for replacement costs if equipment is damaged, lost, or not returned promptly.

2. I will treat this equipment with care and maintain the equipment in clean condition.

3. I will avoid use in situations that are conducive to loss or damage.

4. I will follow general maintenance alerts and advice from district technology personnel.

5. I will promptly report any malfunction, loss, damage or theft to the LMC personnel.

6. I will always transport the equipment within the bag and cover case provided.

7. I will adhere to the School District of West Salem's Acceptable Use Policy and Technology Use Agreement when using this equipment at all times and locations.

8. Tampering with the device or provided resources is a violation of this Acceptable Use Policy.

I understand that if I violate the above, I may not be permitted to use school equipment and may be billed for any costs incurred.

_____ _____

Parent/Guardian Date

_____ _____

Student Date

This document is available in the "Online Enrollment" for students.
Please use that form to sign electronically [Technology Use Agreement].
By doing so the form is filed in the student's record in Skyward. Thank you!