

*Serve with Passion to Ignite Creativity, Innovation, and Excellence*

# **School District of West Salem**

## **STUDENT TECHNOLOGY USE AGREEMENT**

*\*Please read this entire section carefully.*

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This agreement is made effective upon receipt of device, between the School District 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 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. Moreover, School District 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 a DVD/CD–RW, ample RAM and hard–disk space, a protective device 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 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 or power adapter to school, 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 (external drive, USB flash drive, etc.). The School District of West Salem provides a method for backup along with directions but the School District Of West Salem does not accept responsibility for any such software.

## **2 Damage or Loss of Equipment**

### **2.1 User Fee:**

The School District of West Salem provides coverage for most examples of accidental damage. This coverage is subject to a \$50 per laptop, or \$25 per iPad user fee annually. An additional \$50 laptop or \$25 iPad fee will be assessed for each incident of total loss and replacement.

### **2.2 Responsibility for Gross Negligence 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 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 reported to the building LMC designee. 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.

## **3 Legal and Ethical Use Policies**

### **3.1 Monitoring:**

The School District West Salem may monitor device use using a variety of methods to assure compliance with the districts Legal and Ethical Use Policies. The district is in compliance with regulations for filtering internet access while 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, except as mentioned in 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 (music, video and images).

*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, and other system enhancements).
- Downloading or installing any other software without permission from the School District of West Salem Building Administrator or Designee is prohibited.

## **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 common sense precautions to protect your assigned device. ***Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.***

Read the electronic manual that comes with the device. Following Apple's advice and the standards below will lead to a device that will run smoothly and serve as a reliable, useful and enjoyable tool.

### **Your Responsibilities:**

- Treat this device with care.
- 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 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.

- Avoid use in situations that are conducive to 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 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.

### **How to Handle Problems**

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

### **General Care**

- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the device.
- You may personalize your device in a manner that does not do anything to the device that will permanently alter it in any way (example- device skin)
- Keep the equipment clean. Avoid eating or drinking while using the device.

### **Carrying the Device**

- Always completely close the lid and wait for the device to enter “sleep mode” before moving it, even for short distances. Movement while the device is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient – there is little reason to actually shut-down the device other than on an airplane or during extended days of inactivity.
- Always store the device in the provided case. You may only use the case provided. The style was specifically designed for your device. Note: do not store anything (e.g., cords, papers or disks) in the area within the device case designed for the device other than the device itself as this may damage the device. For laptops, we recommend that you carry the device case across your shoulder.
- Do not grab and squeeze the device, as this can damage the screen and other components.
- Never move the device while a CD or DVD is actively being used.

### **Screen Care**

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.

- Do not touch the device screen with anything (e.g., pen, pencil, etc.) other than approved devices 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 are guaranteed to crack the screen when the lid is closed, this may result in a charge to the family.

### **DVD/CD-RW (Optical Drive)**

- Never force a disc into the slot. This can cause permanent damage and voids the warranty.
- Keep discs clean and store them in a cover to prevent dust from entering the device. Always remove CDs and DVDs when they are not in use – this preserves battery life.
- Avoid using CDs or DVDs unless the device is connected to a power source with the charging unit – CD/DVD use dramatically lowers battery life.

### **Battery Life and Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your device charging overnight.
- Avoid using the power adapter in any situation where you or another is likely to trip over the cord.
- It is not recommended to let the battery completely drain. Immediately shutdown if you are unable to connect to the power adapter.
- Close the lid of the device when it is not in use, in order to save battery life and protect the screen.

### **Personal Health and Safety**

- Avoid extended use of the device resting directly on your lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, 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, leaning, 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.
- Read the safety warnings included in the Apple user guide. DEVICE USE AND CONDUCT POLICY

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.

**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 while on or off campus.



**Students may not use network resources:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to 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.
- to alter, add or delete any files that affect the configuration of a school device other than the device assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to violate the Academic Integrity Policy
- to access the data or account of another user (altering files of another user is considered vandalism);
- to 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.”

**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

**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 students use of technology restricted and or revoked.

**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 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 policy. School 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 of our network resources, including email system, the school administration reserves the

right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Device Use Policy.

**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 West Salem. While the district's intent is to make Internet access available for educational goals and objectives, account holders will have the ability 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. Students found in violation of the policy will be disciplined.

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 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 policy 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 the building principal/designees.

## **Acceptable Use Agreement**

This agreement allows students to 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 technology 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.
3. I will maintain the equipment in clean condition.
4. I will avoid use in situations that are conducive to loss or damage.
5. I will follow general maintenance alerts and advice from school technology personnel.
6. I will promptly report any malfunction, loss, damage or theft to the LMC personnel.
7. I will always transport the equipment within the case provided.
8. I will adhere to the School District of West Salem's Acceptable Use Policy when using this equipment at all times and locations.

***I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.***

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date