



# School District 45

## Technology Use Agreement (Home Use)

Using technology devices provided by District 45 shall always be in keeping with the District's goal of educational excellence and student achievement. District 45 owned computing devices, such as laptops, Chromebooks, iPads and other devices ("Devices"), are a part of the District's curriculum and instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

Students and their parents/guardians are expected to adhere to the following expectations. Students will not be assigned a Device unless this Agreement is signed by the student and their parent/guardian. If the Student or parent/guardian fails to adhere to any of the requirements of this Agreement, the District may revoke the student's ability to use the Device.

### **I Will Use the Device Responsibly**

- I will always supervise my Device, and when I am not using it, it will be stored in a secure or locked environment, whether I am at school or not.
- My Device will always be in the case provided when I got it, but I also understand that it can be damaged, even when it is in the case. I will make sure that I hold it securely, that I never throw it, and I will make sure it is not smashed or crushed in my bookbag or locker. I will take care when I am carrying it in my bookbag to make sure my Device is not damaged.
- I will not make any permanent marks, decorations or changes to my Device.
- I will make sure that all District barcodes and identification stickers stay on my Device. I will make sure to tell a teacher if I notice that a District sticker is falling off, or has fallen off.
- I will only use the Device that has been assigned to me, unless my teacher or another staff member tells me otherwise.
- I will not use another student's login on my Device, or try to "hack" another student's Device or account. I will not let other students log on to my device.
- I am responsible for the care and protection of my Device. I will tell a teacher or staff member immediately if my Device is damaged or malfunctions. I will not try to repair my device on my own, or try to open my Device and access the internal electronics.
- I will report the loss or theft of my Device immediately, to my teacher or a staff member. Waiting to report the loss or theft of my Device will make it harder to recover.
- I will return my Device to the District, along with any accessories that came with it (power cord, power adaptor, case, etc.) at the end of the school year or on the date that I stop attending school at the District, whichever is earlier. I will make sure that my Device and the accessories are in as good of a condition as they were when I received the Device.
- I'll make sure that food or liquids are not placed near my Device, and that I do not eat or drink liquids and use my Device at the same time.
- I will not use my Device to violate any District policy, or any other local, state, or federal law.
- I will make sure my Device is not exposed to water, excessive hot or cold temperatures, or any other unreasonable conditions that could cause damage to the Device. I will not leave my Device in a hot or cold car.
- I will tell my teacher or another staff member if I find a security problem on my Device. I will not demonstrate, recreate, or provide information to other students about any security problem that I may discover.
- I will keep my password confidential.

### **I Will be Safe**

- ***I will only access websites that are appropriate and student-safe. I will remember that District staff can see what websites and applications I am using or accessing. The District internet content filtering and***

***monitoring will be able to determine the websites that are accessed, regardless of the location of use.***

- Regardless of the District's internet content filtering and monitoring, my parent and/or guardian will be responsible for my use of the Device when I am using it at home, and will ensure that I am protected from potentially dangerous or inappropriate content.
- I will follow the guidelines in this Agreement, as well as those in the Student Handbook and all applicable District policies, at all times.

### **I Will be Productive**

- I will come to school each day with my Device fully charged.
- When I am in class, I will make sure that I only access sites or use applications as approved by my teacher.
- I will make sure that there is always enough space on my device to install or create content as directed by my teacher. If there is not enough space, I understand that my personal applications or content will be removed from the device.
- I will make sure that I am not using my Device to engage in academically dishonest behavior, as defined in the Student's Handbook.
- I will make sure that I do not use my Device to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, copyrighted, or illegal material. Disciplinary consequences will be assigned for contravention of these expectations, as well as any legal consequences based on the nature of the infraction.

### **I Will be Respectful**

- I will only use my Device to engage in communication that promotes kind, respectful and civil interactions with teachers, students, parents or guardians, or other members of the community.
- I will make sure that I use good judgment when I use the camera and microphone on my Device. I will make sure that others know when I am taking pictures, and that they approve of me taking pictures. I will make sure that I never use the camera or microphone in a bathroom or locker room.
- I will maintain the software on my Device, and the software provided by the District on my device, and not try to "hack" or otherwise change my Device.
- I will make sure that I use the District's network resources in an educationally appropriate way, and that I do not try to disable the District's network or other computing assets.
- I understand that my Device does not belong to me, and that it belongs to District 45. I know that my teacher(s) or District staff members have the right to inspect my Device at any time, without providing notice, and that nothing on my Device should be considered private only to me.

### **My Parent and/or Guardian Will Be Financially Responsible for the Device**

- My parent/guardian understands that this Device is being provided for my use and the Device is the property of School District 45.
- My parent/guardian understands that the District has created an insurance plan, referred to below, to help pay for any damages or losses that may happen to the Device. My parent/guardian and I also understand that we are still responsible for all costs for repairs that are not covered by the District's insurance program, and that we will be responsible for the full cost of the repair or replacement in this case. Furthermore, my parent/guardian and I understand that we are responsible for the deductible of any repair as identified below.
- My parent and/or guardian and I understand that we are responsible for damages to the Device I am using, no matter when it occurs. My parent and/or guardian and I also understand that we are also responsible if I lose the device, no matter where the loss occurs.
- My parent/guardian and I also understand that, if my Device is lost, stolen or damaged, we must either pay the deductible amount if the loss or damage is covered by the insurance program, or the entire replacement cost of the Device if the loss or repair is not covered by the insurance program. These charges can range from over \$ 25 to nearly \$300.
- My parent and/or guardian and I understand that the District will be the only party that facilitates repairs to the Device I am using, and that we should not present the Device to any third parties for repair, or attempt to repair the Device ourselves. We also understand that deductible charges will apply to certain repairs based on the

District's insurance program.

- Students ceasing to attend schools in School District 45 are required to return their assigned Device before their final day of attendance. If the Device is not returned, District 45 will assess a full replacement charge and contact law enforcement or other authorities to further the District's efforts to recover the Device.

### District Insurance Program for Devices

- The District has created and funded an insurance program for the Devices for standard repairs and damage. Any repairs or damage to the Devices that were intentionally caused by the student, the parent or guardian, or with any of their knowledge, shall be not be covered by the District's insurance policy.

Covered:	Exclusions (Not Covered) Including but not limited to:
<b>Theft:</b> pays for loss due to theft; the claim must be accompanied by a police report	<b>Negligent/Irresponsible/Intentional Behavior:</b> damage caused to the District technology property due to negligence, irresponsibility, or intention as determined by school personnel i.e. Device left at the park/unattended, pet damage to charger, throwing Device, altering the software and/ or operating system, etc. Negligent/Irresponsible/Intentional Behavior will result in student consequences and/or the financial responsibility to repair/replace device (at full price)
<b>Accidental Damage:</b> pays for accidental damage caused by liquid spills, drops, or any other unintentional event. Parent is responsible for the Claim 1, 2, or 3 deductible	
<b>Electrical Surge:</b> pays for damage due to an electrical surge	
<b>Fire:</b> pays for damage due to fire; the claim must be accompanied by an official fire department report	
<b>Natural Disasters:</b> pays for loss/damage caused by natural disasters	
	<b>Cosmetic:</b> damage that does not affect the functionality of the Device (ie scratches)
	<b>Liability:</b> District 45 is not liable for any loss, damage, (including incidental, consequential, or punitive damages) for expense caused directly or indirectly by the equipment

- The District's insurance program's deductibles for repair shall be as follows:

1 <sup>st</sup> Repair	\$0
2 <sup>nd</sup> Repair	Lesser of \$50 or cost of repairs
3 <sup>rd</sup> Repair	Lesser of \$100 or cost of repairs
Subsequent Repairs	Full cost of repair or replacement

Parents are responsible for a **\$25 Replacement Fee** when a charger is lost or broken.

# Signature Page

Students and families shall read this Technology Use Agreement (Home Use) before signing.

## Parent or Guardian

As the parent or guardian of \_\_\_\_\_, I have read and understand the requirements in this Technology Use Agreement (Home Use), and I agree with them. I understand that my student's internet usage will be filtered while at all times, but that I am responsible for monitoring my child's internet usage at home. I further understand that I am responsible for any damage to, or the loss of, the Device in accordance with the District's insurance program.

\_\_\_\_\_  
Parent or Guardian name (please print)

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date

## Student

I have read and understand the requirements of this Technology Use Agreement (Home Use) and agree to by its terms and conditions at all times. I will also follow the directions of my teacher or other District staff members at all times. I understand that using the Device issued to me by the District is a privilege, and that it carries no expectation of privacy. I also understand that misusing my Device will result in disciplinary consequences as outlined in the Student Handbook.

\_\_\_\_\_  
Student name (please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date