

USD#357
MS/HS 1:1 Technology Contract

Introduction

In the fall of 2014, Belle Plaine Schools began their commitment to providing students a common technology device not only for the enhancement of teaching and learning but also to achieve technological proficiency and literacy. This document will outline expectations, responsibilities, and direction of student use of the district supplied technology device that is issued for school and for take home use.

Equipment

Belle Plaine Public Schools, Unified School District # 357, retains sole right of possession of the Chromebook and/or Macbook Air and related equipment. The device will be issued to students according to the guidelines set forth in this document. The classroom teacher, administration, or district employee retains the right to collect and/or inspect the Chromebook/Macbook Air at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right. There is no expectation of privacy in the use of district technology. An annual non-refundable technology fee is to be paid to USD #357, whether the device is taken home or not. The tech fee is \$45.00.

Substitution of Equipment

In the event that the device is inoperable, USD #357 has a limited number of spare Chromebooks/Macbook Airs for use while the Chromebook/Macbook Air is repaired or replaced. This agreement remains in effect for the substitute. If a student forgets to bring their Chromebook/Macbook Air or power charger to school, a substitute will not be provided.

Software, Apps and Profiles

Students are not to remove any district installed software, apps, profiles, restrictions or tamper in any manner with the Chromebook/Macbook Air profiles. Students should not install and/or use any anonymizer/circumvention software on the device (e.g. using a vpn). Found vulnerabilities of the district network or district supplied device should be reported to the technology department and not exploited (e.g. sharing a wireless password).

Damage, Theft or Loss

The student agrees to handle the technology carefully and protect it from potential sources of damage. Students will report any damage or loss to the administration immediately.

If during the loan period, the technology is damaged, USD #357 may charge the student the lesser of the repair or a deductible of up to \$50.00 per occurrence of accidental damage. Student must pay the deductible prior to receiving a repaired or loaner technology, unless other arrangements are made. Any and all repairs to district owned devices are restricted to district authorized technicians.

If the technology is stolen or vandalized, USD #357 may charge the student the deductible of \$50.00. The school will cover the remaining cost of replacement, providing that a police report is filed on the incident within 36 hours. USD #357 may charge the student the full replacement cost(s) if the student fails to file a police report on the stolen equipment within 36 hours of the incident. In case of loss without a police report, the student will be charged the replacement cost(s) of the technology and the current cost for the Macbook Air and bag is \$860.00 and current cost of the Chromebook and bag is \$220.00.

The student will be charged the actual replacement cost(s) plus 10% for lost, stolen or damaged parts or accessories. Costs will not exceed the \$50.00 deductible and may vary depending on the part and device.

The student understands if they are found to be the cause of deliberate damage of any technology and accessories owned by USD #357 the student will be responsible for the cost of any repair(s) and/or replacement.

Equipment Care

Student Responsibilities:

- Bring the device fully charged to school every day.
- Follow the Acceptable Use Policy (available at: <https://goo.gl/AeHpca>).
- Report any problems, damage or theft immediately to administration.
- Carry the device in the district supplied carrying bag.
- The carrying bag is **ONLY** meant to store the Chromebook/Macbook Air and its accessories.
- The carrying bag or Chromebook/Macbook Air should not be stored inside a backpack or other bag.
- Keep the Chromebook/Macbook Air in a secure location.

General Care:

- Do not do anything to the device or accessories that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the device or accessories.
- Keep the equipment clean.
- Clean the device
 - Use a soft, anti-static cloth
 - Use a screen cleaner designed specifically for LCD type screens only
 - Make your own disinfectant cleaner solution by mixing water and rubbing alcohol and then lightly dampen the anti-static cloth to wipe down.
 - Do not spray cleaning solutions directly on the device
- Do not place stickers or write on the district supplied equipment.

Personal Health & Safety:

- Take frequent breaks when using the Chromebook/Macbook Air for long periods of time. Look away from the screen approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- Do not share your password with anyone.

Restricted Use

Students placed on restrictive use must only use the Chromebook/Macbook Air on the school’s campus during days of regular instruction. These students must retrieve their Chromebook/Macbook Air from administration prior to the start of regular instruction and return it at the end of each instructional day. Students who violate one or more of the conditions below may, at the principal’s or the district’s discretion, be placed on restricted use or other consequence until the administration determines the student has satisfied the conditions for non-restrictive use. Reasons for placing a student on restrictive use include the following:

- Excessive damage
- Excessive loss
- Non-acceptance of student agreements
- Excessive interruptions in service due to repair of local modifications
- Violation of Board of Education Policies and/or Administrative regulations (Chromebook/Macbook Air is considered an instructional material and subject to damaged or lost instructional materials policies found in board policy JS under Student Fees and Charges)
- Violation of the Belle Plaine Public Schools U.S.D. # 357 acceptable use policy (available at: <https://goo.gl/AeHpca>)
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on Chromebook/Macbook Air
- Violating Standards for Chromebook/Macbook Air care
- Repeated failure to bring to class daily
- Repeated failure to bring charged
- Device left unattended or not secured
- Lack of minimum attendance requirement
- Excessive class tardiness
- Not following the teacher’s instructions/directives regarding technology usage in their classroom
- This list is non-exclusive and can be changed as administration deems necessary
- Repeated violations of this policy.

We filter school issued student devices as well as monitor for self harm or dangerous situations during the school day. Outside of the school day we are able to filter student Chromebooks (not Macbooks) but we do not monitor the internet browsing for self harm or dangerous situations. Student Google email accounts and Google Drive are monitored for self harm and dangerous situations both during the school day and outside of the school day.

Parents should understand that the school will investigate alerts from our monitoring services regarding self harm or potentially dangerous situations. Parents are encouraged to monitor their students' usage of their technology devices. Parents are asked to talk to their children about values and the standards that children should follow on the use of the Internet, just as is done for the use of all media information sources such as television, telephones, movies, radio, etc.

I agree to the stipulations set forth in the above document, including the student handbook and the Acceptable Use Policy and all USD #357 policies.

Student Name _____ Date _____

Parent Name _____ Date _____