

## Forestburg ISD One-to-One Technology Agreement

### 1. Letter to Parents

Dear Parents,

Please read and sign the following technology agreement. Rather than having several individual agreements signed, we have put them all into one agreement. The signature portion is on the last page, and it requires both student and parent signatures. If you have multiple children attending Forestburg ISD, they can all sign this one form. **Only the signature page of this technology agreement needs to be turned in to the school office.**

Please feel free to ask the school office if you have any questions.

Thank you,

Rich Lewis  
Forestburg ISD  
District Technology Director  
Phone: 940-964-2323 Email: [rich.lewis@forestburgisd.net](mailto:rich.lewis@forestburgisd.net)

### 2. Permission to Create Educational Technology Accounts

Forestburg ISD uses several educational technology subscriptions to support the curriculum and provide the teachers with the best tools for success. Our educational technology subscriptions include (but not limited to): GSuite Enterprise Education, Seesaw, IXL Learning, StemScopes, Microsoft Office 365, ClassLink, iCEV, HRW, Think Central, Ed Your Friend in Learning, iStation, and Get More Math. This list is fluid, and changes as the need arises to add more subscription services to support education.

Our educational technology subscription services have an agreement to not share your child's personal identifiable information with any other company or service not specifically contracted to provide the services purchased for Forestburg ISD.

Special notice for Google GSuite for Education: Forestburg ISD uses Google GSuite accounts to provide Single Sign-On services to our educational technology subscription services, and through ClassLink, a single sign-on portal for these subscription services. As such, your child will have a GMail account; however, that does not mean your child has access to send/receive email. Our GMail accounts are currently set up this way:

- PK - 4th Grade: GMail Services are turned off.
- 5th-6th Grade: Restricted GMail to within Forestburg ISD only
- 7th - 12th Grade: GMail both within and outside of Forestburg ISD
- All Grades: Email electronically scanned for student safety with alerts sent to administration for unsafe or inappropriate content.
- All Grades: Any email sent or received is archived for the appropriate amount of time according to state electronic retention guidelines.

***By signing the last page of the One-to-One Technology Agreement, you grant Forestburg ISD permission to create educational technology accounts for your child/children.***

### 3. Device Loan Agreement

As the Parent/Legal Guardian, I agree to:

- Be responsible for my child's activity while using the chromebook and while online.
- Follow all the technology policies set forth by our Student Code of Conduct and Student Handbook, both located on our school website ([www.forestburgisd.net](http://www.forestburgisd.net)).
- I will fill out a police report in case of theft, vandalism, or loss of the device within 48 hours and follow up with the school district.
- I understand that the device and all accessories are district-owned and all content on the device is subject to review at any time.
- I understand that if the device is broken through intentional damage or neglect, the parent/guardian may be financially responsible for repair or replacement of the device.
- I understand that if my child fails to return all equipment issued to them by the end of the school year or upon termination of their enrollment at Forestburg ISD that I will be financially responsible for replacement of the device and/or accessories. I also understand that failure to return any issued equipment may result in a theft report being filed with the Police.

***By signing the last page of the One-to-One Technology Agreement, you agree to the Device Loan Agreement terms listed above.***

### 4. Electronic Device Student Responsibility Agreement

#### Introduction

Your child will be loaned an electronic device (such as a Chromebook) for the duration of the school year. Since a device is necessary to access the Learning Management System and all our educational technology subscriptions whether at school or at home, it is necessary that your child has the device fully charged and ready to go at the beginning of the school day.

**Receiving and Returning**

All students will receive their electronic device (such as a Chromebook) at the start of the year. It will be checked out to them using our school library system. Students are expected to return the device and all accessories borrowed at the end of the school year or upon unenrollment. There is no electronic device loan fee for borrowing a device from Forestburg ISD.

**Taking Care of your Electronic Device**

Please follow the guidelines below for proper care of your borrowed electronic device:

- Alcohol Wipes can be used to safely clean the keyboard, screen, and exterior of the electronic device. A soft, clean cloth may also be used to wipe the screen and surfaces of the device. We can provide you with an alcohol wipe at your request.
- Never pour or spray liquids directly onto the device or use harsh chemicals on it.
- Use the device on a safe flat surface, and carry it with both hands (this prevents warping or breakage).
- Never hold the device by the screen (if Chromebook or laptop).
- Make sure the device is free from papers, writing utensils, fingers or anything else when closing the lid. This is the #1 cause of screen damage.
- Do not eat or drink near the device
- Do not place stickers on the device, or remove any district identifying stickers from it.
- Never leave the device in an unlocked car, or unsupervised area including restrooms and athletic facilities.
- Never leave the device where it gets too hot (dashboard of car) or too cold (outside in snow/ice).

**For Students Participating in At-School Instruction**

You are expected to bring your district-assigned device to every class with sufficient charge to access the Learning Management System (LMS) and all other educational electronic resources. Failure to do so will be considered being unprepared for class, and may result in disciplinary measures. *You are responsible for completing all your assigned work regardless if you are prepared for class or not.*

**Responsible Use**

Every effort will be made by the school district to ensure a safe learning environment using district-owned electronic devices. All Chromebooks have management and monitoring software installed so teachers can share screens, guide students, and communicate with students. Our devices have a strong CIPA-approved Internet Filter, to provide the safest Internet experience possible. Even though we employ these technologies, they are not 100% fool proof. The parent/guardian must also make every effort to monitor their child's usage at home, and immediately report any suspicious activity to the Principal.

Responsible Use Includes:

- Usage is for educational purposes only, not leisure activities (games, movies, etc.)
- Usage must not violate the Student Code of Conduct or engage in any unlawful activity

- The Device must not be used to gain unauthorized use of copyrighted material, including violating district software licensing agreements
- The student must not use the device to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another person's reputation
- The student must not use our technology to enter chat rooms, social sites, and or engage in chat in games, whether or not it causes physical or mental harm to anyone.
- The device must not be used for personal or political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit
- The device must not be used to access, disable or bypass the district's Internet filtering system or other security systems
- The device must not be used to destroy, disable or gain access to district computer equipment, district data, the data of other users, or other networks connected to the district's system, including uploading or creating computer viruses
- Students must not encrypt communications or files to avoid security review
- Students must not post personal information about themselves or others (such as addresses and phone numbers) other than as needed to conduct school operations
- Students must not engage in forgery of electronic mail messages or transmission of unsolicited junk e-mail
- The device and district accounts must not be used in relation to commercial activities or for commercial gain
- Students must not waste school resources through the improper use of the computer system
- Students' behavior must be representative of appropriate digital citizenship. Cyberbullying will not be tolerated and appropriate disciplinary action will be taken immediately by principal including forfeiting or modifying the use of the device

Forestburg ISD reserves the right to review, monitor, and restrict information stored on or transmitted via Forestburg ISD-owned or managed equipment and to investigate inappropriate use of resources.

***By signing the last page of this One-to-One Technology Agreement, you are agreeing to adhere to the terms of the Electronic Device Student Responsibility Agreement above.***

## 5. Responsibility and Integrity Pledge

### **Parents/Guardians Pledge To:**

- Assume the responsibility of a learning mentor to your child while they are learning under your supervision at home.
- Report any technical problems to the technology director as soon as possible

- Report any academic problems your child is having to the teacher and/or principal as soon as possible so that we can arrange for appropriate intervention and tutoring.
- Report any inappropriate behavior to the principal as soon as possible. You are the parent/guardian, and you can take away the device if they are using it inappropriately!
- Assist your child (especially young ones) accessing the required educational resources
- Monitor your child's progress and help him/her organize his/her time for success.

**Students Pledge To:**

- Do all the work assigned by the teacher, and turn it in on time
- Use the device appropriately at all times.
- Never be afraid to ask for help!
- Communicate with your teachers at least once per day. This can be done through Google Classroom, Email, Impero, Google Meet, or SeeSaw (younger grades)
- Do your own work and always do your best!
- Never do other student's work, give answers to other students (that count for a grade), accept answers from other students on assignments or turn in work completed whole or in part by other students.
- Never plagiarize and always cite your sources as expected by your teachers.
- Adhere to the Dress Code while participating in virtual activities

***By signing the last page of this One-to-One Technology Agreement, you are agreeing to adhere to the terms of the Responsibility and Integrity Pledge above.***

**PLEASE GO TO NEXT PAGE FOR SIGNATURES**

## 6. Signature Page

I, the student(s) agree to abide by all the provisions in the Forestburg ISD One-to-One Technology Agreement and the Student Code of Conduct. By signing below, I attest that I have read, understand and agree to all parts of the Forestburg ISD One-to-One Technology Agreement included in these specific sections below:

Section 2 (pages 1-2): Permission to Create Educational Technology Accounts

Section 3 (page 2): Device Loan Agreement

Section 4 (pages 2-4): Electronic Device Student Responsibility Agreement

Section 5 (pages 4-5): Responsibility and Integrity Pledge

| Student Names (Printed) | Student's Signature | Date |
|-------------------------|---------------------|------|
|                         |                     |      |
|                         |                     |      |
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|                         |                     |      |

As the parent or legal guardian, I agree to all the provisions in the Forestburg ISD One-to-One Technology Agreement, and to the Student Code of Conduct. By signing below I attest that I have read, understand and agree to all parts of the Forestburg ISD One-to-One Technology Agreement included in these specific sections below:

Section 2 (pages 1-2): Permission to Create Educational Technology Accounts

Section 3 (page 2): Device Loan Agreement

Section 4 (pages 2-4): Electronic Device Student Responsibility Agreement

Section 5 (pages 4-5): Responsibility and Integrity Pledge

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian

\_\_\_\_\_  
Main Contact Phone Number

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Main Contact Email Address

\_\_\_\_\_  
Date

**PLEASE TURN THIS PAGE INTO SCHOOL OFFICE**