

Student School Provided Device and Electronic Usage Acknowledgement Form

Review and electronically sign in Family Access Forms this portion for your child's school.

This agreement is made effective upon receipt of a School Provided Device, between Switzerland County School Corporation(SCSC) , the student receiving a School Provided Device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a School Provided Device, software, and related materials for use while a student at SCSC, hereby agree as follows:

1. Equipment:

- a. Ownership: SCSC retains sole right of possession of the School Provided Device and grants permission to the Student to use the School Provided Device according to the guidelines set forth in this document. Moreover, SCSC administrative staff retains the right to collect and/or inspect the School Provided Device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.
- b. Equipment Provided: Efforts are made to keep all School Provided Device configurations the same within each school. SCSC will retain records of the serial numbers of provided equipment.
- c. Substitution of Equipment: In the event the School Provided Device is inoperable, SCSC has a limited number of spares for use while the School Provided Device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a School Provided Device or to avoid using the School Provided Device due to loss or damage.
- d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup indispensable data as necessary. SCSC does not accept responsibility for any such files or software.
- e. Responsibility for Installed Software: The Student may not install or uninstall any software to the School Provided Device without prior approval from the Technology Staff. Operating System and Application updates will run from a central location.
- f. Students in grades 1-12 will be charged \$100 per year under textbook rental for the use and regular maintenance of their school provided device. Students in Kindergarten will be charged \$66.67 under textbook rental for their use of a school provided device. The student's current device will belong to that individual student when they complete grade 12. This is a phase in program. Students eligible for free textbooks will still be responsible for costs itemized as fees.

2. Damage or Loss of Equipment:

a. SCSC reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked School Provided Device at school. (See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use.)

b. Responsibility for Loss: In the event the School Provided Device is lost or stolen, the Student and Parent will be billed the full cost of replacement.

c. Actions Required in the Event of Damage or Loss: Report the problem immediately to the Principal. If the School Provided Device is stolen or vandalized while not at SCSC or at an SCSC sponsored event, the Parent shall file a police report.

d. Technical Support and Repair: SCSC will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of SCSC may result in the Student and Parent being charged the full replacement cost. A regular summer maintenance plan is scheduled and all devices will be collected at the end of the school year. The same serial # device will be re-issued at the start of school.

3. Legal and Ethical Use Policies:

a. Monitoring: SCSC will monitor School Provided Device use, using a variety of methods – including electronic remote access – to assure compliance with SCSC's Legal and Ethical Use Policies.

b. Legal and Ethical Use: All aspects of SCSC's Acceptable Use Policy remain in effect. SCSC will provide content filtering within the SCSC network and outside of the network. However, SCSC does not have full control of the information on the Internet or incoming email from a non-SCSC email provider.

c. Allowable Customizations: The Student is permitted to alter or add files to customize the assigned School Provided Device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, SCSC reserves the right to insure all customizations

follow the Acceptable Use Guidelines Standards for Proper Care and may periodically conduct maintenance that may configure the School Provided Device back to the originally installed state.

d. [Anti-Bullying Policy](#) - in the Board Policies Manual under the "Student" section- 5517.01

4. Children's Internet Protection Act

Switzerland County School Corporation will use filtering technology that will affect all workstations. Adults needing access to unfiltered content may make a request to the Technology Director. All requests must state the educational purpose for the unfiltered access and the time frame for unfiltered access.

Switzerland County School Corporation will make a good faith and reasonable attempt to filter images that are obscene, contain child pornography, and contain images that are harmful to minors. There are no guarantees that filtering will be successful in blocking all of such images.

Switzerland County School Corporation has established the following guidelines for students and staff when using the internet and its resources:

Students are forbidden to access the Internet without reasonable supervision from a staff member. Electronic mail, chat rooms, and other forms of direct electronic communications are prohibited except for specific educational activities under the supervision of a staff member.

Students are forbidden from establishing or attempting to establish unauthorized access, including so-called hacking or engaging in any form of unlawful activities online.

Students are forbidden from making unauthorized disclosure, use, and/or dissemination of personal identification.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Switzerland County School Corporation Policy on District-Provided Access to Electronic Information, Services, and Network

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Switzerland County School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees.

Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Switzerland County School Corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school Internet resources should be structured in ways, which point students to those resources, which have been evaluated prior to use. While students will be able to move beyond those resources that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Switzerland County School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Switzerland County School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers will not always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted to access, upload, download, or distribute pornographic, obscene, violent, or explicit material to transmit obscene, abusive, sexually explicit, or threatening language to violate any local, state, or federal statute to vandalize, damage, or disable the property of another individual or organization to access another individual's materials, information, or files without permission to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

The Switzerland County School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on flash drives, hard drives, or servers; nor for the accuracy, nature, or

quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Parents of students in the Switzerland County School Corporation shall be provided with the following information:

The Switzerland County School Corporation is pleased to offer students' access to the Internet. The Internet is a tool for lifelong learning. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which may result in unwanted financial obligations for which a student's parent or guardian would be liable. While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy that notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Switzerland County School Corporation makes the District's complete Internet policy and procedures available for review by all parents, guardians, and community members on the District's website.

PROCEDURES FOR PROPER SCHOOL PROVIDED DEVICE CARE

This document is an important addendum to the Student School Provided 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 School Provided 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 laptop. Following the manufacturer's advice and the standards below will lead to a School Provided Device that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the School Provided Device and charging unit every school day.
- Keep the School Provided Device either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the School Provided Device stored in a secure place (i.e., locked in your

school locker) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the School Provided Device in your school locker and arrange to return to school to retrieve it after the activity. School Provided Device 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 the School Provided Device in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the School Provided Device in a car other than in a locked trunk.
- Do not let anyone use the School Provided Device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned School Provided Device will be your full responsibility.
- Adhere to SCSC's School Provided Device care at all times and in all locations. When in doubt about acceptable use, ask a principal.
- Backup your data. Never consider any electronic information safe when stored on only one device. Use your school provided cloud storage on a regular basis.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the teacher or principal.
- Don't force anything (e.g., connections, popped-off keys,). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of SCSC for repairs.

General Care

- Do not attempt to remove or change the physical structure of the School Provided 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 School Provided Device.
- Do not do anything to the School Provided Device that will permanently alter it in any way.

- Keep the equipment clean. For example, avoid eating or drinking while using the School Provided Device.

Carrying the School Provided Device

- Always completely close the lid or power down and wait for the School Provided Device to enter Sleep mode before moving it, even for short distances.
- Always store the School Provided Device in a case.
- Do not grab and squeeze the School Provided Device, as this can damage the screen and other components

Screen Care

- The School Provided Device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the School Provided Device screen with anything (e.g., your finger, pen, pencil, etc.) other than approved School Provided Device screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- 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.

Battery Life and Charging

- Arrive at school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your School Provided Device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Charge when the battery reaches 15% capacity. Immediately shut down if you are unable to connect to the charger.
- Close the lid of the School Provided 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 School Provided Device resting directly on your lap. The bottom of the laptop 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.
- Read the safety warnings included in the user guide.

Replacement/Repair of School Provided Device

- Students should report immediately to their school teacher, school administrator, Instructional Resource Teacher when their technology device becomes damaged, lost or stolen.
- If the device has been stolen, school administration needs to be contacted immediately and a copy of the police report needs to be made available to the school in a timely manner.
- Accidents do happen. After investigation by school administration and determination of the extent of damage, the student may be subject to cost of repair or replacement, discipline action and legal charges.

Consequences for Failure to Follow Procedures

Elementary

- Assigned seating or designated seating placement at lunch/convocations assigned by the administration
- Student does not participate during regularly scheduled recess or may walk the perimeter of playground
- Student may not be allowed to participate in team, club or group activities
- Student may not attend dances
- Student may not attend classroom parties, special events, or convocations which includes but is not limited to Fall Harvest, Christmas, and Valentine's Day parties
- Student may not attend classroom or school field trips
- Student may be assigned Saturday School, ISS, or Suspension (administrative discretion)
- **If damage is deemed to be on purpose, then a referral will be sent to the School Resource Officer for possible legal action**

Middle School

- Assigned seating or designated seating placement at lunch and convocations assigned by the administration.
- Students will not participate during regularly scheduled free time at lunch or may walk the perimeter of the activity area.
- Students will not be allowed to participate in team, athletics, club or group at school.
- Students will not attend dances.
- Students will not be allowed to attend special events or convocations.
- May not attend classroom or school field trips
- Assigned Friday School, ISS, or Suspension (administrative discretion)
- **If damage is deemed to be on purpose, then a referral will be sent to the School Resource Officer for possible legal action**

High School

- Assigned seating or designated seating placement at lunch and convocations assigned by the administration
- Students may not attend dances (including Prom)
- May not attend classroom or school field trips
- Assigned Saturday School, ISS, or Suspension (administrative discretion)
- Student may not allowed to participate in team, athletics, club or group at school
- Student may lose driving privileges
- **If damage is deemed to be on purpose, then a referral will be sent to the School Resource Officer for possible legal action**

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The following items reiterate some of the most important points covered in the School Provided Device and Electronic Usage Acknowledgement and the Standards for Proper School Provided Device Care. As a condition of using Switzerland County School Corporation's Internet and school provided device, I understand and agree to the following:

- I understand that I am responsible for managing my own files and that important files should be stored in the cloud.

- I will not leave my device unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my device become lost or stolen.
- I understand that my family is financially responsible for the full cost if damage occurs due to my “gross negligence.”
- I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own.
- I will keep the device in sleep mode or powered off whenever it is moved from one point to another.
- I will read and follow general maintenance alerts from school technology personnel.
- I will report any problems with my device to a teacher, administrator, or member of the tech support staff in a timely manner.
- I will not attempt to repair the device outside of approved SCSC channels.
- I will abide by the Switzerland County School Corporation policy governing access to the electronic information, services and networks policy, and its implementing guidelines.
- I hereby knowingly and voluntarily agree the Switzerland County School Corporation shall have the right to review any material stored on any system provided by the School Corporation and to edit/remove any material.
- In consideration for using the Internet and having access to public networks, I hereby release the Switzerland County School Corporation, its officers, employees, and agents from any and all claims and damages arising from misuse or inability to use the Internet.
- I have read and agree to comply with Board policy governing access to electronic information, services and networks, and these guidelines. I also understand and agree that if any violation of the regulation, criminal code, Board policy, and/or these guidelines is committed, access privileges are subject to revocation and/or I may be subject to disciplinary action up to and including expulsion, and/or legal ramifications.

- I understand and agree I will assume full responsibility for any and all costs, financial and otherwise, while using the School Corporation provided access to the Internet that have not been authorized or approved by the School Corporation.
- I understand and agree to not disclose and/or receive, from unauthorized sources, user identification and passwords associated with School Corporation accounts and email.

I have read the School Provided Device and Electronic Usage Acknowledgement and the Standards for Proper School Provided Device Care and agree to the stated conditions within.

IMPORTANT: Students will not be able to take home their School Provided Device and/or access School Provided Internet until a signed form has been received by the school.

Devices are checked in and out ONLY by the Technology staff. You will receive a bill otherwise for a missing or stolen device upon withdrawal or end of school year.