Technology Implementation and Management Handbook for Parents and Students

Technology integration is an integral part of the Warren County Schools Strategic Plan. Transformative technologies will ignite a joy of learning in our students and inspire them to become 21st century learners. Students will work collaboratively on authentic problem and project-based activities which enhance creativity, critical thinking, communication, and problem solving. Through personalized, authentic, and collaborative experiences, our students will develop the skills to prepare them for a future that we can only imagine.

Technology Goals for Students

1. **Improved Student Learning:** Through instructional strategies that apply best practices in teaching with technology and a variety of resources which support the curriculum, student learning will improve.
2. **Meaningful Student Engagement:** We will offer technology to make school more engaging and relevant for our students that will support meaningful and more challenging work.
3. **21st Century Skills:** We will ensure that students will be engaged which will prepare them for a successful future.
4. **Project and Problem-based Learning Opportunities:** Through personalized, authentic, and collaborative experiences, students will solve problems and demonstrate their learning through project-based activities.
5. **Equity of Access:** We will bridge the digital divide by providing all students with access to technology tools and resources for anytime, anywhere learning.

Warren County Schools understands that technology is a critical tool in the pursuit of your child's education. Warren County uses technology of many sorts to provide depth and width to your child's education and to engage him/her in the world both now and in the future. We hope this Technology Implementation and Management Handbook will inspire and excite you when you realize how many technological resources are now available to your child. But, we also hope that thisHandbook will be a source of guidance and comfort as you realize that Warren County has taken many steps to keep our children safe while using technology. Warren County Schools needs you to be a partner in your child's education and safety. When the District resources are paired with engaged parents and students who are ready to learn, there is no limit to what we can accomplish! Warren County Schools encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiarwith policy and regulations that have been established for technology use in the district. Warren County School's aim is to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and opportunity to explore resources come with responsibilities for the parent and for the student.

Warren County Schools Technology Basics: What You Must Know

Technology Responsible Use Policy Agreement (TUP)

When signing the Technology Responsible Use Policy Agreement (TUP), you are acknowledging that you understand and accept the information in this document and agree to abide by the Warren County School's Technology Responsible Use Policy Agreement. The Warren County School's policy document can be found on our district's website (www.warrenk12nc.org) on the Board of Education page located under the District tab. Policies referred to in this document are: Technology Responsible Use (3225/4312/7329), and Internet Safety (3226/4205).

Warren County Schools' students and families must understand that:

1. All users of the Warren County Schools' network and equipment must comply at all times with the district's Technology Responsible Use Policy.
2. Devices are available for student use and remain the property of Warren County Schools.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of devices and network must support education.
5. Students and families must follow all guidelines set forth in this document and by Warren County School staff.
6. All rules and guidelines are in effect before, during, and after school hours, for all Warren County Schools devices whether on or off the school campus.
7. All files stored on Warren County Schools' equipment or the network is the property of the district and may be subject to review and monitoring.
8. The terms "equipment" and "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
9. Students are expected to keep all technology devices in good condition. Failure to do so may result in bills for repair or replacement.
10. Students are expected to report any damage to their device as soon as possible to their teacher. This means no later than the next school day.
11. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
12. Students are expected to notify a staff member immediately if they view information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
13. All users are expected to follow existing copyright laws and educational fair use policies.
14. Students may only log in under their assigned username. Students MUST NOT share their password with other students.
15. Students should not loan device components to other students. Students who do so are responsible for any loss or damage the components.
16. Any failure to comply may result in disciplinary action. Warren County Schools' may terminate a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
17. Warren County Schools' reserves the right to confiscate the property at any time.

Parent/Guardian Responsibilities

Warren County Schools makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the electronic devices in the home. There are several responsibilities assumed by the parent/guardian and the student. These are outlined below.

- All parents/guardians and students are required to sign the Technology Use Policy Agreement Form.
- If a student is issued a device to use during the school year, the Parent/Guardian/Student must pay the Warren County Schools Technology Device Protection Premium each school year which outlines financial responsibility.
- If a student is issued a device, it will be collected at the end of each school year in good condition.

- The parent/guardian signature means that you agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action. Students receive device-related training at school during the first weeks of school.

- **All use of technology must:**
    - Support learning
    - Follow local, state, and federal laws
    - Be school appropriate

- **Security Reminders**
    - Do not share logins or passwords
        - *Exception: students should share passwords with parents or guardians*
    - Follow Internet safety guidelines

- **Students are prohibited from:**
    - Using the network for illegal activities, including copyright violations
    - Downloading inappropriate materials, viruses, or software
    - Using or possessing hacking or file sharing software
    - Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator;
    - Vandalizing or tampering with equipment, files, software, system performance, or other network equipment
    - Misuse of available networks to bypass classroom management monitoring software during all instructional times. Students must be online via the provided wireless network unless otherwise instructed by teacher or administrator
    - Opening the computer to access internal parts
    - Intentionally causing network congestion or interfering with the work of others
    - Installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware
    - Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others.
    - Invading the privacy of others
    - Using another person's username or password, or allowing another to access your account using your username or password
    - Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content
    - Any act of plagiarism; utilizing sites selling written papers, book reports, and other student work
    - Attempting to disable or circumvent Warren County Schools' Internet content filter and firewall including, using or attempting to use proxies to access sites that would otherwise be restricted;
    - Knowingly placing a computer virus on a computer or network

- Writing, drawing, painting, defacing, or placing stickers or labels on a school owned laptop or laptop accessories, or causing other intentional damage
- Removing product labels or stickers
- Removing Warren County Schools' identification and inventory labels or stickers
- Presence of pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action
- Cyberbullying in any form is unacceptable. This includes harassment, threats, or any disruption of school
- Any damage that would/could constitute negligence including but not limited to:
  - Exposing the laptop to any fluids of any kind
  - Slinging or throwing the laptop
  - Exposing the laptop to weather conditions which will cause damage, i.e., rain, extreme heat or cold

Caring for the Device

- The device is district property and all users will follow this procedure and the Warren County Schools Technology Responsible Use Policy.
- If students are issued a device, they should use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- If students are issued a device, they are responsible for keeping the device's battery charged for school each day.
- Damaged devices or devices failing to operate properly must be given to the school's Technology Contact person for an evaluation and/or repair.
- You must only use a clean, soft cloth to clean the screen. No cleansers of any type are to be used on the device.
- Cords and cables must be inserted properly into the device to prevent damage.
- Devices MUST NEVER be left unattended during school hours.
- Only labels, stickers or covers approved by Warren County Schools may be applied to the device, district-issued protective case or power cord/charger.

Screen Care

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device when closed and placing objects in a book bag that would apply pressure to the screen.
- The screen must be cleaned with a dry soft cloth or anti-static cloth.
- The device must not be bumped against lockers, walls, car doors, floors, etc. as it will break the screen.
- Only carry a device that has a lid by holding the base and not the screen.

Email for Students

All Warren County Schools students in grades 6-12 are issued an email account. Warren County Schools email allows students to safely and effectively communicate and collaborate with Warren County staff and classmates, giving them an authentic purpose for writing. These accounts will be used at school for school-related projects. The accounts can also be used outside of school for school-related email by students, with the permission of their parents/guardians.

Email Usage

- The primary purpose of the student electronic mail system i s for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities.
- Students are responsible for good behavior while using school email (at school and at home), as they are in a classroom or a school hallway.
- Access to email is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.
- Students are responsible for messages sent from their accounts.
- Students MUST NOT share their passwords.
- Students should not give out personal information over email, including home telephone numbers, cell phone numbers or home addresses.
- Students will not use email to bully, harass, or threaten other students or individuals.
- Students will report any unusual activities to the school's technology specialist such as: "spam" communications, obscene emails, and attempts by adults to lure them into dangerous behaviors.
- Students will not use email to send chain letters, viruses, and hoaxes or forward social or non-school related email to other students or staff.
- Email accounts are filtered and messages written containing inappropriate language or content will be flagged.
- School email should only be used to sign up for school related accounts and other collaborative Internet tools.
- Student email is provided by the district and is district property. Warren County Schools reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent, or received on the District's email system.
- Student email accounts will be removed from the system after graduation, leaving the school district, or disciplinary actions. If necessary, Warren County Schools, at its discretion, may close the accounts at any time.

Email Etiquette

- **Don't Shout!** If you type in all capital letters, your reader will see this as yelling, or they will think that you were just too lazy to use proper text formatting. It's also hard on the eyes - did you know that it takes longer to read something written in all caps than it does to read something that is properly formatted?
- **Use a meaningful subject line.** This is the first thing your reader will see, so use the space to help them understand the contents of the email even before they open it. Type in a subject that relates to the message you're sending.
- **Proof, spell-check, and use proper formatting.** Poor writing skills are a direct reflection on you! The reader never forgets the person who writes a poorly written message.

Guidelines and Reminders

- Email should be used for educational purposes only.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email.
- All email and all contents are property of the district.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, and images).
- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Chatting

Chatting should be used for educational purposes to collaborate with teachers and fellow students on a school- based project.
Similar to supervision at school, we recommend parents/guardians supervise the device use at home.

Web Cams

Devices equipped with a webcam offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

- **Examples of Use**
  - Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:
    - Recording videos or taking pictures to include in a project.
    - Recording a student giving a speech and playing it back for rehearsal and improvement.

Listening to Music

- **At School** - Listening to music on your device is not allowed during school hours without permission from the teacher.
- **At Home** - Listening to music on your device is allowed at home with permission from parents/guardians.

Watching Movies

- **At School** - Watching movies on your device is not allowed during school hours without permission from the teacher.
- **At Home** - Watching movies on your device is allowed at home with permission from parents/guardians.

Gaming

- **At School** - Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.
- **At Home** - Online gaming is allowed at home if all of the following conditions are met:
  - The content of the game is school appropriate.
  - You have permission from your parent/guardian.
  - No download of any kind is needed.

Backgrounds and Screensavers

Any images set as a device background/wallpaper must be school appropriate and in line with School Board Policy documents. Inappropriate media may not be used as a device background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action and/or loss of device privileges.

Copyright and Plagiarism

Students are expected to follow all copyright laws as outlined in *Fair Use Doctrine of the United States Copyright Law (Title 17, USC).* The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Copyright protects the particular way authors have expressed themselves. The safest course is to get permission from the copyright owner before using copyrighted material.

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. To "plagiarize" means that you are stealing and passing off the ideas or words of another as your own. You should never use another person's work without crediting the source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Technology Discipline

Most tech-related behavior violations are equivalent to "traditional" classroom violations.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or accessories is equivalent to vandalism of property damage.

In cases where unacceptable use or negligence is suspected, contact your teacher first. An Administrator will follow the district's discipline policies and procedures.

Terms and Conditions for Device Usage

Students will be issued a device with a power adapter. The device and its contents shall remain the property of Warren County Schools while in your possession and are loaned to you during your enrollment at the school. If you withdraw from this school, it is your responsibility to return the computer, power adapter, and any other peripherals associated with the device.

"With great power, comes great responsibility." Once the device is issued to you, it becomes your responsibility. Just remember, if you don't take care of your device, you won't have it to use. If your device is confiscated due to misuse or abuse, you will not be allowed to borrow another student's device, so it is important that you read and abide by these guidelines.

Warren County Schools will implement a device protection fee of $20 for each student that is issued a Chromebook.

This fee is good for one school year and is intended to protect you and your child from being charged for Type I or accidental damage to school technology. The fee will not cover Type II damages. Your signature on the attached agreement indicates you understand the conditions covered by the fee. Please read the following for more details.

Type I: The protection fee protects parents and/or students from expenses due to accidental damage to classroom technology up to <u>one</u> occurrence. If a student exceeds one case of accidental damage, then the parent and student shall pay the cost of repair or replacement of the device. You must also meet with the principal to discuss such damages and how to eliminate further damage to the device.

Examples of damages that may be confirmed as accidental are as follows:

Missing or broken key

Frayed (exposed wires) and/or non-functioning power adapter

Cracked or damaged screen

Headphone connector broken off inside audio port

Type II: The following damages are considered deliberate and malicious and are not covered by the fee. The repair cost or full cost for device replacement is payable prior to any repairs made or replacements ordered. Repair costs/fees can be found on the district website.

Examples of damages that may be considered deliberate and malicious are as follows:

Intentionally damaged port (USB, SD card, power, audio)

Liquid damage

Multiple missing or broken keys

Intentionally cracked or damaged screen, case or power cord/adapter

Throwing or hitting a device

Public schools are government institutions. Intentionally damaging government property is against the law; therefore, these damages may result in legal action. Again, the district-wide fee protects families from being charged for accidental damage of classroom technology. The term "technology" includes but is not limited to desktop computers, laptop computers, tablets, and Chromebooks.

Accountability

Legal Title

Legal title to the device is with the district and shall at all times remain with the district. The student is responsible at all times for the device's appropriate care and use. The device is specific to the school. If a student transfers to another Warren County school their device shall be returned upon leaving and a device will be issued at the new school.

Legal Property

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Liability

The device and charger must be returned at the end of the school year (or a designated date prior to the end of school). Failure to return these items on or before this date to the issuing teacher or his/her designee may result in criminal charges sought against you, the student and/or the person in possession of the device. Warren County Schools' reserves the right at any time to demand return of the device. Students remain responsible for the device and charger until they have been verified to be in working order. The parent/guardian/student is responsible for the entire cost of repairs or replacement to these devices and peripherals damaged through student misuse, neglect, intentional damage or loss. In case of theft, an official police report will be required.

Digital Citizenship: Good to Know

What is Digital Citizenship?
- Digital Citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology.
- The district expects students to use technology appropriately and responsibly whether in electronic communication or participation. The district has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting.

District Responsibilities
- The school will provide Internet in the classrooms and email access to students in the 6th -12th Grades
- School staff will help students conduct research and ensure student compliance with the district's Responsible Use Procedures.
- Filtering/blocking of inappropriate Internet materials is done at the district level, and the district provides cloud data storage areas for all students.
- Warren County Schools' reserves the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Warren County Schools owned equipment and resources.

Student Responsibilities
Students will abide by the district's Responsible Use Procedures and:
- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Report email containing inappropriate or abusive language, or questionable subject matter to a teacher or administrator at school.
- Return the device and accessories to the school at the end of each school year or when requested.
- When students withdraw from school or transfer to another school, they must return their device to the issuing school on or before the date of departure.

Parent/Guardian Responsibilities
- Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- All district-issued devices contain Internet filters that are enabled at school and at home. Parents are encouraged to monitor student activity at home, especially their Internet use.
- The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Appropriate Content
All files must be school appropriate. Inappropriate materials include explicit or implicit references to:
- Alcohol, tobacco, or other drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Suggestions
- Investigate parental controls available through your Internet/phone service provider and/or your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

Health Tips for Parents

The average child in the U.S. now spends an average of 7 hours a day using computers, cell phones, televisions and other electronic devices.

As screen and electronics time increases, time spent on exercise and family activities typically decreases. An increase in screen time has been shown to be linked to an increase in obesity rates.

Here's what you can do to help keep your child safe and healthy as he or she ventures into this new world of electronic education.

1. Limit the amount of time that your child is using the computer outside of schoolwork.
2. Be aware of what your child is using the computer for. Know what Internet sites he or she is visiting and what he or she is doing on those sites.
3. Keep the bedroom as a screen free area. No televisions, cell phones, or computers need to be in a child's bedroom, especially at night.
4. Encourage your child to get plenty of exercise daily.
5. Above all, talk with your child. Discuss what he or she is doing with the new computer and discuss things that have absolutely nothing to do with computers. Just talk!

Additional Articles

Healthy Habits for TV, Video Games, and the Internet by http://kidshealth.org
Turn Off the TV or Computer and Get Active by http://www.healthykids.nsw.gov.au

Cyber-Safety Tips

Open communication with your child is vital. Your child needs to feel they can come to you if they encounter frightening communications or images.

- **Set age limits.** Keep young children away from any unaccompanied chatting.
- **Understand the technology.** Open an account yourself, and get your whole family connected. If your child views the program as a way of staying in touch with family, there might be less risk of misuse with friends.
- **Model good video chat behavior.** Show children how to be polite and respectful, and let them know that's the behavior you expect when they're video chatting with their friends.
- **Use privacy settings.** Just like other communication tools like Facebook and Yahoo Messenger, most video chat programs come with privacy settings.
- **No inappropriate activities.** You can use parental controls through your Internet provider to restrict what sites your children can visit.
- **Set time limits.** With any online activity, be sure to tell your children how long they will have to engage in these activities.

Email, Instant Messaging and Chat Rooms - Help children stay safer online

- Know who your child is communicating with online.
- Open a family email account to share with younger children.
- Teach your child never to open emails from unknown senders and to use settings on Instant Messaging (IM) programs to block messages from people they do not know.
- Be aware of other ways your child may be going online - with cell phones, portable devices, or from friends' homes, or the library.
- Tell your child not to share passwords with anyone but you to help avoid identity theft and cyberbullying.
- Familiarize yourself with popular acronyms at sites like www.netlingo.com and www.noslang.com

Help protect children against inappropriate content

- Use the NetSmartz Internet Safety Pledges to set clear guidelines for going online.
- Report the sexual exploitation or online enticement of a child to www.cybertipline.com.
- Report any inappropriate access to your student's principal.

Teach Your Children the Following Rules

- Never accept files or downloads from unknown sources; this includes familiar sources if you were not expecting them. Accepting files or downloads from unknown sources can bring a virus that could harm the device.
- Never give out real name, telephone or cell phone number(s), mailing address, or passwords. Giving away personal information can lead to identity theft or worse.
- Do not post photographs in publicly accessible sites. The settings for ANY social networking profiles should be PRIVATE and new friends are accepted only if they are known to the child AND parent.
- Posting pictures online or sending images can have dangerous consequences.
- Report Cyberbullying to an adult. (Cyberbullying refers to the practice of using technology to harass, or bully, someone else).

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program.

Warren County Schools follows the Protecting Children in the 21st Century Act by:
- Blocking or filtering Internet access to materials that are harmful to minors
- Providing instruction on Internet safety
- Monitoring online activities of minors

Contact your teacher if you have questions about any of the following:

- Troubleshooting
  - Always try restarting the device as the first step of troubleshooting.
  - **At School** - If restarting the device does not solve the problem, contact your teacher.
  - **At Home** - If restarting the device does not solve the problem and it is an Internet connectivity problem, contact your Internet service provider. For other problems, contact your teacher when you return to school.
- How the device is used in instruction?
- Question about the device
- Cyberbullying
- Inappropriate content
- Proper use of the device

Thank you for partnering with the Warren County School District by agreeing to abide by the Responsible Use Procedures (RUP) and becoming familiar with the *Technology Implementation and Management Handbook for Parents and Students*.

Revised 7-18-2022

(BLANK)

Warren County Schools
Technology Responsible Use Policy Agreement

In keeping with the Warren County Board of Education's (hereafter the WCBOE) goal of enhancing the delivery of instruction to students by making technology available to as many of its students as possible, through this contract, computer hardware and software are being made available, on loan, to students for use in the classroom. In consideration of the opportunity to borrow and use a laptop computer system, the student/parent agrees as follows:

In order to receive a device, I acknowledge that I have read, signed, received, and agree to comply with the terms set forth in the Technology Implementation and Management Handbook for Parents and Students including but not limited to:

1) Technology Responsible Use Policy Agreement (TUP)
2) Terms and Conditions for Device Usage
3) Device Rules and Guidelines
4) Liability Consent Form, and
5) Hold Harmless Agreement

Parent Signature:_____ Date: _____

Student Signature:_____ Date:_____

Hold Harmless Agreement

This Hold Harmless Agreement is entered into on this_____day of_____20_____.
In consideration for being allowed to use a technology device for the purpose of enhancing delivery of instruction through technology, I (parent/guardian) _____ do hereby agree to indemnify, defend and hold harmless the Warren County Board of Education and its employees from and against all claims, demands, suits, liabilities, damages, losses and expenses resulting from or arising out of the property as described in this agreement, which causes bodily injury, illness, death or other damage to persons or property.

Warren County Schools
Liability Consent Form

In consideration for the opportunity to borrow and use a Technology Device, the student/parent/ guardian agrees as follows:

Acceptance of Liability

I will be responsible for the care and use of the device that I am assigned.

I will communicate any problems or questions with the device to the school.

I will notify the school if the device becomes inoperable.

I will immediately notify local law enforcement, in addition to the school if my device is stolen or vandalized and immediately provide the WCBOE with a copy of the police report.

Detailed Listing of Equipment Loaned

Equipment: _____

Serial Number: _____ Fixed Asset Number: _____

Student's Name: _____
(please print)

Student's Signature: _____

Parent/Guardian Signature: _____

Home Address:

_____

City:_____ State:_____ Zip Code: _____

Contact Phone Number: _____
(For Office Use Only)

Signed on the_____ day of_____ 20_____

School Principal/Designee: _____

Warren County Schools
Technology Device Protection Fee Form

	All students/parents must have this completed form on file at the school.
School Name:	
Student Name(s):	
Grade(s):	
Parent/Guardian:	
Parent/Guardian Contact Phone Number(s)	
Parent/ Guardian Email Address:	

Signature of Agreement and Understanding:

As the parent of _____, my signature on this contract confirms that I understand the conditions covered by the technology device protection fee of $20 and the situations that will result in full replacement or restitution due to intentional or malicious damage to technology equipment. I also understand that the principal will investigate the incident that leads to the damage and will determine whether the damage is accidental or intentional.

Parent Signature_____Date _____

Student Signature_____Date _____