

# Student Technology User Terms and Conditions

## Purpose

The Aberdeen School District is pleased to offer student access to technology resources for educational and instructional activities. The purpose of the Aberdeen School District's technology resources is to provide additional educational opportunities and communication tools for students, parents, and staff. These resources will help staff to facilitate education and research consistent with the vision of the Aberdeen School District: "Empowering all students to succeed in a changing world."

## Definition of Technology Resources

The Aberdeen School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, mobile devices, peripheral devices, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

## Regulations

The use of the Aberdeen School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Aberdeen School District is not transferable to people or groups outside the district and terminates when a student is no longer enrolled in the Aberdeen School District. Each employee, student and/or parent will be required to follow the guidelines outlined in this document. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied

(See Policy: JK Rules of Student Conduct and Discipline).

## Responsibility

Students are responsible for their ethical and educational use of technology resources of the Aberdeen School District. The student in whose name a system account and/or computer hardware is issued will always be responsible for its appropriate use. Noncompliance with the Student Technology User Terms and Conditions will result in disciplinary action and/or repairs at the expense of the student/parent. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Aberdeen School District along with state and federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the users in the school environment. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The District cooperates fully with local, State, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

(See Policy: JK Rules of Student Conduct and Discipline)

(Legal Reference: SDLRC – Codified Law 1-27 Public Records and Files)

## **Technology Service**

Aberdeen School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any guarantee as to the results obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided as available without guarantees of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or the Internet.

## **Receiving Equipment**

Student machines will be distributed each fall and after students have enrolled in the school. Parents and students must sign and return the Student Technology Acceptable Use Policy before equipment can be issued and/or accounts are set up for the student. School-issued machines are the property of the Aberdeen School District and are for educational use. These machines may be collected at any time for maintenance, cleaning, and upgrades. Students will retain their issued machines while enrolled at Aberdeen School District.

## **Equipment Identification**

Student equipment will be labeled in the manner specified by the school. Equipment can be identified by the serial number, asset tag, and individual user account name and password. School district tags should not be altered or removed and should remain visible. Please notify the Librarian if these tags need to be replaced. Machines and covers must remain free of any writing, drawing, stickers, or labels that are not the property of the Aberdeen School District.

## **Password Protection**

Students are assigned individual passwords for accessing computers, devices, and accounts. Students needing help with password issues should contact the Librarian. Students are responsible for securely storing their own passwords. Passwords should never be shared.

## **Taking Care of the Equipment**

Students are responsible for the general care of the equipment they have been issued by the school. Machines that are broken or fail to work properly must be reported to the Librarian. Lost or stolen equipment should be reported immediately to the Principal's Office.

## **Repairing or Replacing the Device**

Devices that are malfunctioning or are damaged must be reported to the Librarian immediately. Vendors warranty the devices from defects in materials and workmanship for a limited time. This limited warranty covers normal use, mechanical breakdown or faulty construction and may provide replacement parts necessary for repair or replacement. The warranty does not protect against damage caused by misuse, neglect, or abuse. Students will be entirely responsible for the cost of repairs to devices that are damaged intentionally or due to negligence. Continuous reports of damage will be logged and dealt with on an individual basis.

## **Technology Supply Fee**

Students will pay a nonrefundable \$25 yearly supply fee for take home devices. This fee is for use and retainer of the device and covers basic configuration and troubleshooting. This fee does not cover negligence or intentional damage.

## **Personal Insurance Coverage**

Students are financially responsible for the cost of repairs to computers or devices that are damaged intentionally or due to negligence. Students or parents may wish to carry their own personal insurance to protect the device in cases of theft, loss, or damage. Please consult with an insurance agent for details about personal coverage of the school issued device.

## **Device Undergoing Repair**

Loaner devices may be issued to a student when equipment is being repaired. There are a limited number of machines and there may be times when they are not available. The Technology Department will make every effort to maintain equipment necessary for students' education.

## **Negligence or Intentional Damage**

Attempting to repair, remove, or install hardware and software components is prohibited. Vandalizing or damaging the machine is prohibited, including but not limited to pencil marks, stickers, graffiti, carving, burning or other markings, broken screens, broken hinges, damaged cases or cords, or exposure to extreme temperatures. Disassembling machine in any form or fashion is prohibited.

The cost of repairs due to negligence or intentional damage will be the responsibility of the student.

Examples of negligence could include but are not limited to: liquid spills on the keyboard, broken hinges or screen damage due to closing the computer with paper or objects inside, pulling the machine off a desk by catching the cord, dropping the computer, or disassembling any technology resources. Please refer to the ASD Repair Guidelines for more information.

## **Potential Repair of Damages**

- Warranty - workmanship covered by company due to manufacturer's defects. No cost to the student
- Instructional Incident - repairs needed for an incident occurring in a supervised academic setting for issues outside of the student's control. Teacher verification of the incident is required. No cost to the student.
- Negligence - repairs needed due to acts of negligence. Damage due to the lack of care taken to protect the equipment despite cautions and instructions for proper care, occurring in school or away from school. Cost of repairs is the responsibility of the student.
- Intentional Damage - repairs needed due to direct actions causing damage to the equipment. Cost of repairs is the responsibility of the student.

### Potential Damage Costs—Chromebooks

The potential costs to repair the most common types of damage to various school-issued equipment (devices) are listed below, along with approximate costs. This is not a comprehensive list, and frequently repairs require a combination of parts.

Part	Cost of part	Common causes of damage include but are not limited to:	Labor
Display Assembly (broken screen/lid)	\$115	pressure on the closed lid, heat/cold, any impact with screen	
USB Peripheral Damage	\$150	objects forced into the drive slot	
Logic Board on Chromebook (Full Replace)	\$350	liquid spilled onto keyboard, using a broken power cord, forcing the wrong plug into the USB port	
Bottom Case	\$50	dropping laptop, scratching	
Top Case/Keyboard	\$130	keyboard broken, closing lid on items	
Power Cord/Brick and Extension Cord	\$50	wrapping cord too tightly, getting cord caught/pinched in something, pets chewing on cord, pulling out of outlet by the cord	
Hard Drive	\$80	dropping laptop, excessive pressure, heat/cold, liquid spills	
Battery	\$60	dropping, excessive pressure, heat/cold, liquid spills	
Protective Cover/Sleeve	\$30	dropping, excessive pressure or impact, heat/cold	

### Potential Damage Costs—iPads

The potential costs to repair the most common types of damage to iPads are listed below, along with approximate costs. This is not a comprehensive list, and frequently repairs require a combination of parts. The labor charge for iPads is \$85 as those devices are sent to a servicing center. If costs are less, appropriate changes will be made.

Part	Cost of part	Common causes of damage include but are not limited to:	Labor
Display Assembly (broken glass)	\$120	pressure on the closed lid, heat/cold, any impact with screen	* There will be a single, additional up to \$85 labor charge for each repair incident.
LCD Screen Replacement	\$299	same as above, often more intense pressure	
Main Logic Board	\$up to 300	liquid spilled onto keyboard, using a broken power cord, power surge, using inferior second party parts	
Back Case	\$29	dropping, scratching, physical abuse not including	
10 W Charging Brick	\$18	drop, loss, poor power source or outlet	
Lightening Sync Cable	\$18	wrapping cord too tightly, getting cord caught/pinched in something, pets chewing on cord, pulling out of outlet by the cord	
School Issued Case	\$30.00	Cost for neglect or deliberate damage, up to \$60	

## **LightSpeed Content Filter**

LightSpeed is a content filtering client that has been installed on all devices and will filter at school or offcampus. LightSpeed will block inappropriate web sites and record web sites that are visited from school or home. There are various filter options used to restrict student access as needed assigned by school personnel. Attempting to bypass filter setting or using proxy sites is against school policy and will result in a violation and consequences. The Technology Department will make all reasonable efforts to ensure student safety while using the devices. Parents will need to continue to monitor the student device while at home and ensure students are using them appropriately. Devices are meant to be used for schoolwork and school related activities.

## **Inspection**

Student machines and accounts may be inspected periodically. Remote software may be used for inspections of a student's computer usage while on the school's network. User accounts are considered the property of the school district. The Technology Department may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

## **Carrying the Device**

The protective backpack provided with the device has sufficient padding to protect the device from normal treatment and provides a suitable means for carrying the computer within the school. Devices should always be within a protective backpack when transported. Only the device should be placed in the backpack. The devices should be turned off before leaving the building each day.

## **General Precautions**

- No food or drink is allowed near the equipment.
- Cords, cables, and removable storage devices should be inserted carefully and removed properly from the device.
- Devices should never be left in a car or any unsupervised area.
- Devices should never be exposed or subjected to extreme temperatures, hot or cold.
- Devices should always be carried in the protective sleeve.
- Close the lid when not in use to preserve battery life.

## **Screen Care**

- Clean the screen regularly with a soft, dry, antistatic or microfiber cloth. The screens can be damaged if subjected to rough treatment.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, paper).
- Do not lift or carry the device by the screen.
- Leaning on the top of the device when it is closed is not allowed.
- ONLY the device should be placed in the protective sleeve.
- Excessive pressure on the screen can cause damage

## **Accidental Damage Protection (ADP) – NEW 2022-2023**

The Aberdeen School District will be switching to accidental damage protection (ADP) for the upcoming school year (2022-2023). ADP will cover accidental damage through payment of the technology supply fee (\$25). In order to meet requirements of ADP each student will be issued a protective backpack that must be used in transport. If a device is broken in transport without using the case it will not be considered for ADP. Students must use the backpack issued by the school. Students that do not pay their technology supply fee will not be considered for ADP. Technology supply fees must be purchased at the beginning of the school year to count toward ADP. Each repair session will exhaust the students \$25 fee and an additional \$25 fee will be assessed to cover future damage. Intentional damage will not be covered through ADP. Lost or stolen devices are not covered through ADP. Device repair cost without ADP is subject to change based on part cost and availability. Backpacks and power supplies are not covered through ADP. Students that damage their device by using a non-school issued power supply will not be covered by ADP. Students may be issued another device during the issued device repair which is not covered by ADP. Any damage to that device will result in full repair costs. The device will remain the property of Aberdeen School District.

## **Equipment Left in Unsupervised Areas**

Under no circumstances should equipment be left in unsupervised areas. Unsupervised areas include but are not limited to outside the school, the cafeteria, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any machine left unattended is in danger of being stolen and will be collected by staff and taken to the Library. Technology privileges may be suspended or revoked for students whose equipment is collected from an unsupervised situation.

## **Personal Use**

The School District recognizes the use of personal exploration as a learning tool and encourages students to investigate resources. All material should be educationally appropriate, and any personal files and data created should be backed up on an external device. If student performance or function are impaired due to excessive personal items stored on the machine, the District may require their removal. In the event the machine must be re-imaged, personal files will not be backed up or reinstalled by the Technology Department.

## **Printing**

Students may use printers in designated areas with teachers' permission during class or breaks. School printers are managed by the Technology Department and cannot be added or removed by individual students. Please print responsibly.

## **Sound**

Sound must be muted. Headphones may be used with permission. Headphones will be the responsibility of the student.

## **Responsible Internet Use**

Avoid sites unrelated to instruction during the school day. Any videos for non-educational purposes are strictly prohibited unless assigned by a teacher. Downloading or transmitting games, music, or video files is prohibited unless approved for educational purposes. Games, including but not limited to flash, web-

based, and executables/installable are prohibited on the school machine.

Never reveal your full name, phone number, home address, social security number, credit card numbers, or passwords online. Sending, accessing, uploading, downloading, creating, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials is prohibited. If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify the Librarian immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility. Using the network or Internet for commercial, political campaign, or financial gain purposes is prohibited, such as shopping or auction sites or school election campaigns. Promoting or soliciting for illegal activities is prohibited.

### **Email Use**

Students should maintain high integrity regarding email content. Always use appropriate language; do not transmit language or material that is profane, obscene, abusive, or offensive to others. School district email is subject to inspection by school personnel. Sending or forwarding mass emails, chain letters, or spam is prohibited. Private chatting or instant messaging during class without permission is prohibited.

### **Copyright and Fair Use**

Staff and students are expected to comply with trademark, copyright laws and license agreements.

Violating copyright or other protected materials laws for print, audio and video components is prohibited. Please refer to the District copyright policy. (See Policy EGAD)

## **Recordings**

It is important to obtain consent before sharing audio or video recordings. Recording audio or video without consent of the teacher in the classroom is prohibited.

## **Hacking**

Any malicious attempt to alter data, the configuration of a device, or the files of another user (student or staff) without consent may be considered an act of vandalism and subject to disciplinary action; however, instructors may need to access student materials for educational purposes.

Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources is prohibited. Individuals should not attempt to log on to the network with a device other than the school assigned device. The use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District. The District cooperates fully with local, State, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

(See Policy: JK Rules of Student Conduct and Discipline)

(Legal Reference: SDLRC – Codified Law 1-27 Public Records and Files)

## **Retuning Devices**

Individual school machines and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are alternatively placed outside the district, or are suspended or expelled for any length of time, or terminate enrollment at ASD for any other reason must return school machines on the date of termination.

Upon leaving the district, students must return equipment and accessories to the district in working order and free of damage. The individual will be expected to pay for any needed repairs or replacement of the computer, device, cords, sleeves, or equipment that are deemed negligent or intentionally damaged. Failure to return the equipment will result in a theft report being filed with the Aberdeen Police Department.



# ASD Technology User Terms and Conditions Signature

2022-23

**Student:**

\_\_\_\_\_ I have read and accept the Student Technology User Terms and Conditions.

Student Name (Please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian:** I understand that failure to abide by these guidelines may jeopardize my child's access to privileges and resources, and we will be financially liable for damage that occurs while equipment is in our care. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate access to inappropriate material, and I do not hold them responsible for materials acquired on the network. I hereby give permission to issue access to this student.

**User Fee:** A nonrefundable \$25 yearly user fee will be assessed for each student. Students may turn in the money with the user agreement. If a student cannot pay \$25 at this time, a payment schedule will be set up.

**As the parent/guardian of this student,**

\_\_\_\_\_ I have read and accept the Student Technology User Terms and Conditions.

Parent/Guardian Name (Please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE: Paid: \$** \_\_\_\_\_ **cash or check #** \_\_\_\_\_

**\*\* Students will not be issued a device until this form is received.**

Reviewed Aug. 2022