Technology Usage Agreement

Devices

This agreement is made effective upon receipt of a device, between Shenandoah School Corporation (SSC), the student receiving a device (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s) in consideration of being provided with a device, software/apps, and related materials for use while a student is enrolled in SSC, hereby agree as follows:

1. Equipment Issued

1.1 Ownership
SSC retains sole right of possession of the device and grants permission to the Student to use the device according to the guidelines set forth in this document. The device is the property of SSC and must be returned at the end of each school year, or anytime the corporation deems necessary. Moreover, SSC administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add or remove installed software, apps, files, or hardware at any time.

1.2 Equipment Provided
Efforts are made to keep all device configurations the same within each school. All laptop systems include ample RAM, hard-disk space, Microsoft Office software, wireless network capability and a protective carrying case. All iPad systems include necessary applications, wireless network capability, and protective carrying case. SSC will retain records of the serial numbers of provided equipment, as well as a record of the student assigned to each device.

1.3 Substitution of Equipment
In the event the device is inoperable, SSC has a limited number of spares for use while the device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may not opt to keep a device or to avoid using the device due to loss or damage. Students will be asked to charge their devices at home each night. If a student’s battery no longer holds a charge, the student should report it to the building technician.

1.4 Responsibility for Electronic Data
It is the sole responsibility of the Student to backup necessary data. SSC will provide storage options, including but not limited to the device hard drive, network storage drive, and the district learning management system (LMS).

1.5 Responsibility for Installed Software
The Student may not install or uninstall any software to the device without prior approval from the Technology Department. Operating System and Application updates will be run from a central management system.

2. Damage or Loss of Equipment

2.1 Warranty for Equipment Malfunction
Each SSC device has a specific warranty that covers failure of the device caused by manufacture defects. Families will not be charged for these types of repairs. SSC students will have required insurance that is purchased through textbook rental.

2.2 Insurance Coverage
All kindergarten through first grade iPads must be in the school provided protective cases to be covered.

All students must use school provided chargers for each device.

iPad and Laptop Device Coverage:
- Screens (Digitizer and LCD)
- All Casings
- Keyboards
- Motherboards
- Batteries
- USB Ports
- Charging Ports
- Headphone Jacks
- WIFI Cards
- Buttons

Not Covered for Device during warranty period:
- Flood damage
- Power surges
- Building collapse
- Fire
- Theft
- Device chargers
- Issues caused by generic chargers not purchased from K-12 Tech
- Normal wear (scratches or dents that do not affect functionality)
• Damage done while device is outside of school-provided protective case. (For kindergarten and first grade iPads)
• Any issues covered by manufacturer's warranty or recalls
• Battery life that exceeds 10% of new screen on time

2.3 Responsibility for Damage
The Student is responsible for maintaining a 100% working device at all times. The Student shall use reasonable care to ensure that the device is not damaged. Refer to the Standards for Proper Care document, for a description of expected care. In the event of damage not covered by the warranty, SSC reserves the right to charge the Student and Parent(s) the full cost for repair or replacement when damage occurs due to negligence, loss, or theft. Examples of negligence include, but are not limited to:

a) Damage or theft which occurs when the equipment is unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked device while at school. (See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)

b) Damage or theft which occurs when lending equipment to others.

c) Damage or theft which occurs when using equipment in an unsafe environment.

d) Damage or theft which occurs while using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use). Examples of accidental damage include, but are not limited to:

• Dropping the device or causing it to fall from desk, table, etc. or bumping the device against a wall, locker, or other object resulting in damage.
• Spilling any food, drink, or other substance or liquid on the device resulting in damage to the device components.
• Damage that may have been caused by accidental tripping or falling, or physical interaction, horseplay, or altercation with another student (Any damage caused by another student should be reported to the building administration as soon as possible for investigation and determination of responsibility for damage). The administration or designee will give the student a Device
Repair Notification to inform the student and parent that the device had apparent damage and has been sent to repair.

2.4 Responsibility for Loss or Theft
In the event the device is lost or stolen, the Student and Parent(s) will be billed the full cost of replacement.

2.5 Actions Required in the Event of Damage or Loss
Report the problem immediately to the school building support technician or to the building administrator for investigation. If the device is stolen or vandalized while not at SSC or at an SSC sponsored event, the Parent(s) shall file a police report.

2.6 Technical Support and Repair
SSC will provide technical support, and maintenance and repair services. Any attempt to repair outside of SSC may result in the Student and Parent(s) being charged the full replacement cost.

3. Legal and Ethical Use Policies

3.1 Monitoring
To assure compliance with SSC’s Technology Usage Agreement, technicians may monitor logins and files as needed.

3.2 Legal and Ethical Use
All aspects of SSC’s Technology Usage Agreement will remain in effect. SSC will provide content filtering within the SSC network and outside of the network. However, SSC does not have full control of the information on the Internet or incoming email from any non-SSC email providers.

3.3 File-sharing and File-sharing Programs
The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material, including music, video and images. Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Technology Department.

3.4 Allowable Customizations
The Student is permitted to alter or add files to customize the assigned device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, SSC reserves the right to ensure all customizations follow the Acceptable Use Guidelines and may periodically conduct maintenance
that may configure the device back to the originally installed state. No stickers or tape should be used to “decorate” the device surfaces as these are often difficult to remove and may result in billable damage.

I have read this agreement upon receipt of a device, between Shenandoah School Corporation (SSC), the Student receiving a device (“Student”), and his/her Parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a device, software, and related materials for use while a student at YCS, hereby agree to follow these guidelines.

Student Signature: ___________________________________________________ Date: ________________________________

Parent/Guardian Signature:___________________________________________ Date: ________________________________

July 2018