Gibraltar School District

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Gibraltar School District Technology Agreement

The GSD Technology Agreement applies to the use of all technology owned by Gibraltar School District used on or off school property. Staff and Students are expected to follow these procedures when using any technology owned by the district. All technology is owned by the district and provided to staff and students for a period of time deemed appropriate by the administration to perform appropriate and relevant school district work.

District Technology is to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. All users (staff, students/families) will act in accordance with applicable Board of Education Policy and Administrative Regulations when using the district's technology equipment, network, and related accessories.

Staff, students and parents/guardians must read and comply with the following conditions prior to being issued a device/equipment:

1. Users have reviewed and understand the district's Acceptable Use Policy and related Administrative Regulation, both of which are found on the school district's website, www.gibdist.net.
2. Users may not disrupt the educational process through non-educational, unsafe, or illegal use of the device.
3. Users must NOT attempt to alter any hardware or software or change the system configuration including network settings on any equipment assigned to them.
4. Users will use only district provided extensions, applications and software and should not modify, add, or remove any at any time.
5. Users must keep personal information about themselves confidential to only themselves. Staff and students may NOT give out passwords or other sensitive information.
6. Users are expected to prevent damage and theft to any device assigned to them and may be held responsible for breakage of their device. Students may not decorate any device in any way including stickers or drawings.
7. Users may be held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning assigned district electronic devices.
8. Users will not be held responsible for manufacturing defects or technical problems resulting from regular school-related use.
9. Users must provide access to any equipment and/or accessories they have been assigned upon the district's request.

The District reserves the right to update and/or modify these procedures at any time:

✓ I understand that all laptop/device computers, electronic devices, equipment and/or accessories provided are the sole property of the district and the use of any device, apps, and network activity are monitored closely and real-time.
✓ I will not install any additional software or change the configuration of the equipment assigned to me.
✓ I agree to return the equipment to the District in the same condition in which it was provided (excluding expected normal wear and tear) upon request from the District.
✓ I understand that I may be personally and monetarily responsible for any damage to or loss of any laptop/device computer, electronic devices and/or related equipment and accessories assigned to my student due to intentional vandalism or negligence.
✓ I understand that a violation of the terms and conditions set forth in this agreement,related policies, and/or the code of conduct may result in the restriction and/or termination of use of the district's Laptop/device computers, equipment and /or accessories. I also understand any violation of the terms of this agreement may result in loss of network privileges, loss of right to use the device, or appropriate discipline.

_____   _____
Staff/Parent/Guardian/Student (over 18) Signature   Date

SCHOOL STAFF USE ONLY

_____   _____   _____   _____
Student/Staff Name   Equipment Type   Asset Tag   Recorded by

Chromebook and Laptop Care Guide for GSD

To ensure their longevity and proper functioning of devices and laptops, it is important to take care of devices properly. This document offers practical steps for staff and students to maintain their devices/Laptops effectively.

Handling and Transport: Always transport your device in its protective case. When your device is out of its case, always carry the device with two hands, holding it on both sides of the device. Keep the device closed when transporting it to prevent any pressure on the screen. Avoid putting heavy objects on top of the device.

Cleanliness: If you wish to clean your screen, use a clean, soft microfiber cloth to wipe the screen, keyboard, and touchpad. Avoid using harsh cleaning agents or excessive liquid that can damage the device.

Charging: Charge your device overnight or during times when you're not using it, use the charger assigned to you when possible. Unplug the charger gently by holding the plug, not the cord.

Eating and Drinking: Do not eat or drink near the device to prevent spills and crumbs from getting into the device. Keep liquids and snacks away from your work area to avoid accidents.

Storing: Store your device in a safe and dry place when not in use. Avoid leaving the device in extreme temperatures or direct sunlight.

Opening and Closing: Open and close the device gently, making sure not to put excessive pressure on the screen. Avoid using unnecessary force when opening the device.

Accessories: If you use accessories like a mouse or headphones, handle them with care and keep them clean. Store accessories separately to prevent any scratches or damage to the device.

Software and Updates: Do not attempt to install unauthorized software or extensions that may harm the device or compromise security.

Password Protection: Students should use only your assigned password to protect your device from unauthorized access. Do not share your password with anyone else. Staff must comply with password regulations and change the password from time to time.

Reporting Issues: If you encounter any technical issues or damage to your device, report it to your teacher or school IT department immediately. Avoid trying to fix hardware or software problems on your own, as this may cause further damage.

Respectful Usage: Use the device for educational purposes only and follow your school's guidelines and policies. Treat the device with respect, just like any other learning material.

Screen Protection: When using the device, avoid pressing too hard on the screen to prevent damage.

By following these guidelines, students can contribute to the longevity and proper functioning of the devices provided by their school district. This not only benefits the students but also helps the school district make the most of their technology investment.