



Lebanon Public Schools



Parent/Guardian/Student Agreement Distribution and Use of Computer Devices

Student Name _____ Student I.D. Number _____

School: Lebanon Middle School Grade _____ Year 2023-2024

Device _____

Dear Parent/Guardian/Student,

We are delighted to be able to offer students in grades K-12 a device. The Lebanon Public Schools has a longstanding commitment to providing instruction in ways relevant to the lives of our students. The distribution of devices is intended to give the students greater access to the Internet, enhance online learning and expedite student collaboration with each other and their teachers. We are asking you and all families of students provided a device to agree to the following:

Acknowledge and comply with the Lebanon Board of Education Acceptable Use Policy (AUP), policy 6141.321, which states in part:

“These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, *access to the computer systems is a privilege, and not a right*. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board’s student discipline policy.”

Note: Student use of the device is filtered and monitored by the IT department. Students are expected to follow the same Internet guidelines with the school's property whether at school or at another wireless location. The Lebanon Public Schools reserves the right to periodically check the student's Internet history and take disciplinary action due to violations of the acceptable use policy outside of school. Students assume responsibility for the safekeeping of the device and its associated peripheral devices (including but not limited to device covers, A/C adaptors, and cables) and assume responsibility for the cost of the repair, for its loss or its damage. Families are responsible for charges related to negligent or intentional damages to the device.

Please review the following guidelines with your child explaining his/her commitment.

We expect these will help clarify his/her responsibility for the device, and will reinforce the standards of the Lebanon AUP, however, these are not intended to replace the full AUP:

- We understand that we are responsible for the condition of the device and can incur a monetary assessment. If it is not returned or it is damaged, we will be assessed the replacement cost.
- We understand that this device is for school related activities only. This device is not for personal use.
- We understand that I will exercise reasonable care to protect the device from damage or loss.
- We understand I will store the device in my locker that is secured with a lock and will not share my locker with classmates.

- We understand that I must bring my device charged to class every day.
- We understand that I cannot install any unapproved software on my device. All devices will be synced with the school computer and unapproved software and student work may be lost.
- No modifications may be made to the device.
- Misuse of the device may result in the loss of the privilege of the device at home, at school or both.
- If the device is lost/stolen, my parent/guardian will immediately file a police report and submit a copy of the report to a school administrator within 48 hours.
- We will report immediately to my teacher any damage to the device.
- We understand that I must comply with all Lebanon technology practices both at school and at home.
- We understand that this device is property of the Lebanon Public Schools and that the school retains control and supervision of the device, network and Internet services owned by the school as well as Internet activity conducted on the device on non-school network(s), such as but not limited to home Internet accounts. The school reserves the right to monitor all device and Internet activity by students. As a student I have no expectation of privacy in my use of school devices, including email and stored files, and Internet activity either at school or away from school.
- The device will be returned promptly should I be withdrawn from the Lebanon Public Schools.
- The device will be returned at the end of the school year in reasonable condition, at a date to be determined by the principal.

Student signature _____ **Date** _____

I have carefully read the above agreement concerning my responsibilities related to the provision of a device to my child. I accept the conditions set forth above and will exercise appropriate supervision of my child's use of the device and accept responsibility for the exercise of ordinary and reasonable care of the device.

Parent/Guardian signature _____ **Date** _____