

**Ruthven-Ayrshire Community School District**  
**Computer Use Agreement**

This agreement is made effective upon receipt of the Chromebook, between the Ruthven-Ayrshire Community School District (“Ruthven-Ayrshire”), the student receiving the Chromebook (“Student”), and his/her parent(s) or legal guardian(s) (“Parent”). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials (the “Computer”) for use while the student is at Ruthven-Ayrshire Community School District, hereby agree as follows:

**Equipment**

· **Ownership:** Ruthven-Ayrshire retains the sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, Ruthven-Ayrshire administrative staff retains the right to collect and/or inspect the Computer at any time including via electronic remote access; and to alter, add, or delete installed software or hardware. Ruthven-Ayrshire will retain records of serial numbers associated with provided equipment including Computer, power cord, laptop case, and other miscellaneous items.

· **Substitution of equipment:** In the event the Computer is inoperable, Ruthven-Ayrshire has a limited number of spare Chromebooks for use while the Computer is repaired or replaced. However, a loaner may not always be available. The Student may NOT opt to keep a broken Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, a substitute will not be provided.

· **Responsibility for Electronic Data:** The Student is solely responsible for non-district installed software and for any data stored on the Computer. Ruthven-Ayrshire will provide access to cloud storage for off device backup.

**Damage or Loss of Equipment**

· **Responsibility for Damage:** The Student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. In the event of damaged not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

o **With Coinsurance**

- First Incident—up to \$30
- Second Incident—up to \$70
- Third Incident—up to the full cost of repair or replacement.

o **Without Coinsurance**

- Full Cost of the Repair

Ruthven-Ayrshire reserves the right to charge the Student and Parent the full cost of repair or replacement when damage occurs due to *gross negligence* as determined by the school administration.

Examples of *gross negligence* include, but are not limited to:

- o Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and/or unsecured Chromebook while at school.
- o Lending equipment, other than to one’s parents/guardians.
- o Using equipment in an unsafe manner.

· **Responsibility for Loss:** In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

· **Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Technology Help Desk. If the Computer is stolen or vandalized while not at Ruthven-Ayrshire (or sponsored event of), the Parent shall file a police report.

· **Technical Support and Repair:** Ruthven-Ayrshire does not guarantee that the computer will be operable, but will make technical support, maintenance, and repair available.

## Acceptable Use Policy

- **Monitoring:** Ruthven-Ayrshire will monitor computer use using a variety of methods—including electronic remote access—to assure compliance with Ruthven-Ayrshire’s Acceptable Use Policy. These technologies will be capable of monitoring all users of the device. Ruthven-Ayrshire CSD could be required to turn over access to these technologies to law enforcement if criminal activities are suspected.
- **File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Frostwire, Kazaa, Acquisition, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Technology Coordinator.
- **Program Installations:** Students will not be allowed to install personal software on assigned devices. Individuals with legitimate, education-related needs to use these tools may seek prior approval from the Technology Director.
- **Allowable Customizations:**
  - o The student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements)-as long as the customization is appropriate for school.
  - o The student is permitted to download music to iTunes but cannot download or install any software without permission for the Ruthven-Ayrshire Technology Coordinator.

## Privacy Notice

- **GPS:** Electronic devices owned by Ruthven-Ayrshire CSD **could** contain Global Positioning Systems (GPS). This technology could be used by Ruthven-Ayrshire CSD or legally authorized law enforcement agencies in order to determine the location of the device.
- **Web Cameras & Microphones:** It is not the policy of the Ruthven-Ayrshire CSD to monitor students or their surroundings by activating the built in Web Camera and/or Microphone. It is important to note that the Chromebooks issued do contain these devices, and malicious software or law enforcement could activate these devices.
- **Data:** All data stored on or accessed by devices owned by Ruthven-Ayrshire CSD is subject to the Acceptable Usage Policy. This data could be monitored. Devices Suspected of containing illegal data, images or evidence of illegal activities will be turned over to law enforcement for investigation and legal action when warranted.

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## Student Chromebook Program Acknowledgement Form 2022-2023

<i>Review/ each statement below.</i>
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as the Chromebook, external hard drive, CD, flash-drive).
I will not leave my Chromebook unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my Chromebook become lost or stolen due to <i>gross negligence</i> as determined by the administration.
I understand that my family is financially responsible for up to full cost if damage occurs to the Chromebook.
I will not install or use file-sharing programs to download music, video, or other media.
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.
I will keep the Chromebook lid fully closed whenever it is moved from one point to another.
I will read and follow general maintenance alerts from school technology personnel.
In a timely manner, I will report any problem with my Chromebook to a member of the technology support staff.

This completed and signed form, is a mandatory requirement for the assignment and issuing of a Ruthven-Ayrshire CSD Chromebook. It must be filed prior to the issuing and assigning of a computer. Students will not receive their Chromebooks until the Ruthven-Ayrshire Technology Staff has received a signed form.

## Student Chromebook Loan Agreement Cont.

### Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the Chromebook at home.
- I will discuss our family values and expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the Chromebook.
- I will not load or delete any software from the Chromebook.
- I will make sure my son/daughter recharges the Chromebook battery nightly.
- I will make sure my son/daughter brings the Chromebook to school every day.
- I understand that if my son/daughter comes to school without his/her computer I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to the school when requested and upon my son's/daughter's withdrawal from Ruthven-Ayrshire School.

### Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. Your Chromebook is a privilege, NOT a right. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of the Ruthven-Ayrshire School—especially the Student Code of Conduct—and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the Chromebook.
- I will not remove programs or files from the Chromebook.
- I will honor my family's values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to school every day with the battery recharged.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will return the Chromebook when requested and upon my withdrawal from Ruthven-Ayrshire School.

After reviewing the parent/student responsibilities, signing below, and completing the back portion, fold and tear at the dotted line. Keep the top portion for your record, and please hand in the bottom for school records.

The items listed below are being lent to Borrower and are in good working order. It is the Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains the property of the Ruthven-Ayrshire Community School District, and is herewith lent to the student for the educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her privilege to use or receive restricted use of this computer.