

USD #281 Computer/Technology Pledge

1. Student Pledge

The Parents & students must sign and return the Student Pledge documents before a computer will be checked out to the student. Students in grades seven (7) - eleven (11) will keep the same device over the next three (3)-four (4) years. In order for this endeavor to be successful, it will take a joint effort among the students, staff and parents to ensure the success of this program.

2. Checking your computer in and out

Students will be responsible for their computer and all accessories at all times. Computers will be checked out by the student at the beginning of the school year and checked back in at the end of school year. If a student transfers out of USD #281 during the school year, the computer will be checked in to the office at that time.

3. TAKING CARE OF YOUR COMPUTER

Students are responsible for the general care of the computer they have been issued by the school. Computers that are broken or fail to work properly must be taken to the Office for an evaluation of the equipment. The evaluation will be done by Administration and/or Technology Director.

3.1 General Precautions

- 1.1.1. The computer is school property and all users will follow the USD #281 Acceptable Use Policy for technology.
- 1.1.2. Cords and cables must be inserted carefully into the computer to prevent damage.
- 1.1.3. Computers must remain free of any writing, drawing, stickers, or labels that are not the property of USD #281.
- 1.1.4. Computers must never be left in an unlocked locker or left in any unsupervised area.
- 1.1.5. Students are responsible for having their charging cord with them and keeping their computer charged and functioning.

4. USING YOUR COMPUTER AT SCHOOL

Computers are intended for use at school each day. In addition to teacher expectations for computer use, school messages, announcements, calendars and schedules may be accessed using the computer. Students should bring their computer to all classes.

4.1 Computers Undergoing Repair

Loaner computers may be issued to students whose machine is being repaired

4.2 Charging Your Computer's Battery

Computers should be plugged in when needed and at the end of the day when returning it back to your advisors classroom or office.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the Server Folder

Students should save work to their school server folder. It is the student's responsibility to ensure that work is not lost due to mechanical failure, accidental deletion, or if a student's computer has to be re-imaged or restored to factory settings. Computer malfunctions are not an acceptable excuse for not submitting work.

6. REPAIRING OR REPLACING YOUR COMPUTER/COST OF REPAIRS

USD #281 recognizes that with the implementation of the computer initiative there is a need to protect the investment by both the district and the student/parent. **Determination will be made by Administration and/or Technology Director on whether accidental or intentional damage has occurred.** Therefore, we have set the following guidelines in place:

6.1 Accidental Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be responsible for the first one hundred dollars (\$100) of expense for repairs or replacement if the device is accidentally damaged.

6.2 Intentional Damage

Students/Parents will be held responsible for ALL (full payment) intentional damage to computers including, but not limited to: broken screens, broken keyboards, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers will be charged the actual replacement cost.

6.3 Warranty Repairs

Warranty repairs will be completed at no cost to the student.

6.4 Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a report **MUST** be filed by the student or parent with the Principal. The Principal will investigate and determine the appropriate measures.

USD # 281 Student Pledge for Computer Use

1. I will take good care of my computer.
2. I will never leave my computer unattended.
3. I will never loan out my computer to other individuals.
4. I will know where my computer and accessories are at all times.
5. I will keep food and beverages away from my computer since they may cause damage to the device.
6. I will not disassemble any part of my computer or attempt any repairs.
7. I will protect my computer by keeping it in my possession.
8. I will use my computer in ways that are appropriate, meet USD #281 expectations, and are educational in nature.
9. I will not place decorations (such as stickers, markers, etc.) on the computer, nor will I deface the serial number.
10. I understand that my computer and content is subject to inspection at any time without notice and remains the property of the USD #281.
11. I will follow the policies outlined in the USD # 281 Computer Policy, Procedures, and Information Handbook.
12. I will file a report with the Principal in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
15. I agree to return the District computer and power cords at the end of the school year.

I agree to the stipulations set forth in the above documents including the USD # 281 Computer Policy, Procedures, and Acceptable Use Policy; Computer Protection Plan and the Student Pledge for Computer Use.

Student Name (Please Print): _____ Grade _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____ Grade _____

Grade Parent/Guardian Signature: _____ Date: _____

Students who withdraw, are suspended or expelled, or terminate enrollment at USD # 281 for any other reason must return their individual school computer on the date of termination.