

# Springville Community Schools

## Technology Device User Agreement - 2023-2024

### Student - Parent

This agreement is made effective upon receipt of a technology device between the Springville Community School District (SCSD), the student receiving a technology device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The student and parent(s), in consideration of being provided with a Chromebook or Macbook, software, and related materials for use while a student at Springville Community School District, hereby agrees as follows:

#### **1 - Equipment**

- **1.1 - Ownership:** SCSD retains sole ownership of the technology device and permission for the student to use the device according to the guidelines set forth in this document. Moreover, Springville administrative staff retains the right to collect and/or inspect the device at any time, including electronic remote access, to alter, add, or delete installed software or hardware.
- **1.2 - Equipment Provided:** Students are to keep device configurations the same at all times unless permitted by SCSD.
- **1.3 - Substitution of Equipment:** In the event the device becomes inoperable, SCSD has a limited number of spare devices for use while the device is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. Please note that if a student forgets to bring the device or power adapter to school, a substitute will not be provided.
- **1.4 - Equipment Distribution:** Chromebooks/Macbooks will be distributed each fall to all students in grades 3-12 following an orientation on the operation of and rules and regulations for the use of student Chromebooks/Macbooks. Additionally, parents and students must sign and return the agreement acknowledge document before the Chromebook/Macbook can be issued.
- **1.5 - Equipment Collection:** Chromebooks/Macbooks will be collected at the end of each school year for maintenance and storage.

#### **2 - Damage or Lost Equipment**

- **2.1 - Responsibility for Loss:** Students/Parents are responsible for full payment of intentional damage to Chromebooks/Macbooks, damage to Chromebooks/Macbooks that is due to willful neglect, and devices that are lost regardless of warranties, district or private insurance, or district protection plans in place. Warranty and/or Chromebook/Macbook Protection Plans DO NOT cover intentional damage or loss to Chromebooks/Macbooks
- **2.2 - Actions Required in the Event of Damage or Loss:** Report the problem immediately to the school's main office. If the device is stolen or vandalized while not at a Springville sponsored event, the parent shall file a police report.

### **3 - Standards for Proper Device Care**

- **3.1 - General Care:**
  - No food or drink is allowed next to your Chromebook/Macbook while it is in use.
  - Cords, cables, and removable storage devices must be inserted carefully into the Chromebook/Macbook.
  - Students should never carry their Chromebooks/Macbooks while the screen is open, unless directed to do so by a teacher.
  - Chromebooks/Macbooks should be shut down before moving them to conserve battery life.
  - Chromebooks/Macbooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Springville Community School District.
  - Chromebooks/Macbooks must never be left in a car or any unsupervised area.
  - Students are responsible for keeping their Chromebook/Macbooks's battery charged for school each day.
- **3.2 - Carrying Chromebooks/Macbooks:**
  - Chromebooks/Macbooks should always be within the protective case when carried.
  - Do not place other materials in the Chromebook/Macbook carrying case to avoid placing too much pressure and weight on the Chromebook/Macbook screen.
  - The Chromebook/Macbook must be turned off before placing it in the carrying case.

### **4 - Using Your Chromebook/Macbook at School**

- **4.1 - Intended Use:** Chromebooks/Macbooks are intended for use at school each day. In addition to teacher expectations for Chromebook/Macbook use, school messages, announcements, calendars and schedules will be accessed using the Chromebook/Macbook. Students must be responsible to bring their Chromebook/Macbook to all classes, unless specifically advised not to do so by their teacher. Students are encouraged to take Chromebooks/Macbooks home for educational use.
- **4.2 - Chromebooks/Macbooks Left at School:** Any students leaving Chromebooks/Macbooks at school will store them in a designated area at the end of the school day and can pick them up there prior to the school day the following morning. Students should arrive early enough to pick them up as being late to class due to picking up your Chromebook/Macbook will not be considered an excused tardy.
- **4.3 - Chromebooks/Macbooks Left at Home:** If students leave their Chromebook/Macbook at home, students will not be issued a loaner Chromebook/Macbook for temporary use.
- **4.4 - Chromebook/Macbook Undergoing Repair:** Loaner Chromebooks/Macbooks may be issued to students when they leave their Chromebooks/Macbooks for repair.
- **4.5 - Chromebook/Macbook Battery Issues:** Chromebooks/Macbooks must be brought to school each day in a fully charged condition; if left at school overnight, outlets will be provided for overnight charging. Failure to act responsibly with regard to ensuring

battery charge will result in students not having access to a device and students will not be issued a loaner Chromebook/Macbook for temporary use. In cases where required school use of the Chromebook/Macbook has caused batteries to become discharged during the school day, students may be able to connect their computers to a power outlet in class.

- **4.6 - Chromebooks/Macbooks Left in Unsupervised Areas:** Under no circumstances should Chromebooks/Macbooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, hallways, and unlocked lockers. Any computer left in these areas is in danger of being stolen. Unsupervised Chromebooks/Macbooks will be confiscated by staff and taken to the office. Disciplinary action may be taken for leaving your Chromebook/Macbook in an unsupervised location.

## **5 - Device Use and Conduct**

- **5.1 - General Statement:** Springville Schools Acceptable Use Policy (AUP) will extend to all students during their enrollment at the Springville Schools. The Springville Community Schools is providing students with Chromebooks/Macbooks in order to improve instruction and engage in 21st Century learning. Students will also be provided with a charger and a case. The acceptable use of student Chromebooks/Macbooks is for educational purposes including research, multimedia production, communication, and homework completion. Students are expected to follow appropriate rules for use, as outlined below. Teachers and administrators throughout the district will enforce all policies established by the board of education and stated in this AUP.
- **5.2 - Students Will:**
  - Access the system for educational purposes during school hours.
  - Use appropriate language and be respectful of others.
  - Use e-mail and all other forms of electronic communication in a responsible manner. Students who engage in harassment, obscene, derogatory, or vulgar communication will be subject to possible disciplinary action and loss of computer privileges. School provided email accounts may be archived and/or monitored by school officials.
  - Observe and respect license and copyright agreements.
  - Keep passwords and personal information confidential.
  - Background images and email profile images must be school-appropriate.
  - Hand the devices back to SCSD at the end of the school year for system updates and maintenance of the device.
- **5.3 - Students May Not:**
  - Give passwords to anyone.
  - Use their device to take pictures or video without the consent of all persons being photographed. Cameras are to be turned off at all times except when being used as a part of the class.
  - Plagiarize another person's work by copying it, in whole or in part, and turning it in as one's own work. Copying text, graphics, musical scores, mathematics

solutions, artistic layouts, or presentations, or any idea from another source without proper citation is also plagiarism. Plagiarism is a form of cheating and will be dealt with accordingly by faculty and administration.

- **5.4 - Cyber-bullying**

- Definition: Cyber-bullying involves the use of information and communication technologies such as e-mail, cell phone text messages, instant messaging, defamatory personal websites, and online polling websites to support deliberate and hostile behavior by an individual or group that is intended to harm others.
- Cyber-bullying is all forms of harassment over the internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the internet, whether accessed at school or away from school, during or after school hours, may not be used for the purposes of cyber bullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable use policy and procedures.
- Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyber-bullying includes but is not limited to the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or web postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
- Students and community members, who believe that they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a teacher or the principal.
- The administration shall fully investigate all reports of cyber-bullying.
- In situations in which cyber-bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day-to-day operations of the school. In addition, such activity must violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.
- Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
- Disciplinary action may include, but is not limited to, the loss of computer privileges, in-school suspension, or expulsion for verified perpetrators of cyber bullying. Discipline for cyber-bullying will be handled on a case by case basis. In addition when any kind of threat is communicated or when a hate crime is

committed, it may be reported to local law officials.

## **6 - Consequences for Acceptable Use Violations or Misuse of Device**

- The consequences listed below are examples of possible actions that could be taken. Teachers, administrators, and technology personnel will determine the appropriate consequence based on the severity of the infraction.
  - Loss of network and computer privileges which may include:
  - Restriction to school day use only OR restriction to use only in classroom under direct teacher supervision OR complete prohibition on the use of school computers or the computer network.
  - Detention.
  - Suspension or Expulsion.

## **7 - Equipment Lending Information**

- **7.1 - Chromebook Protection Plans Purchased by School (Grades 3-6):** It is the recommendation of the Springville School District that families purchase replacement/repair coverage from the district that would provide protection for loss due to fire, flood, natural disasters, vandalism, power surges, and accidental damages. Parents/students will have the option to pay \$50 per year per student or \$90 max per family for such issues. Those not purchasing of the coverage will be subject to full replacement/repair costs if any of the aforementioned occurs. This option is only available to those students checking out Chromebooks.
- **7.2 - Macbook Repair (Grades 7-12) -** SCSD will not offer a prepaid repair option for Macbooks. Therefore, any repairs needed to be done to Macbooks will be billed to students/parent(s) up to \$200. If the device is lost or the damage is purposeful or done via willful neglect, any repairs/replacement will be billed up to the full cost.

## Chromebook/Macbook Computer Acceptance Form - 2023-2024:

I understand that the Chromebook/Macbook computer and related equipment I am being issued is the property of the Springville School District. I agree to all of the terms and conditions of the Springville Chromebook/Macbook Policy and the Springville policy on appropriate use of the computers, computer network systems, and the internet. I will return the Chromebook/Macbook computer and any related equipment I am issued in the same condition in which I received it. Failure to abide by the acceptable use policy could result in loss of privileges or further disciplinary measures deemed appropriate by the administration.

In signing this agreement I/we agree to allow my/our son/daughter to be issued a Chromebook/Macbook for use at school. We agree to pay for any costs associated with damage to the device in accordance with this policy. We also agree to let our son/daughter take the Chromebook/Macbook out of school unless we have arranged to have the Chromebook/Macbook stay at school through communication with the school.

***7th-12th grade students getting a Macbook:*** In signing this agreement, I/we agree that we will be responsible for up to \$200 per incident to repair a Macbook for any issue that is deemed to be beyond manufacturer defect. The list of fees is on page 2 of this document and in the full acceptable use handbook. For further information about this policy, please refer to the full acceptable use handbook that can be found at [www.springville.k12.ia.us](http://www.springville.k12.ia.us).

Student's printed name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Only fill out for students in grades 3-6 - Chromebook Protection Coverage**

The optional fee for the 2023-2024 school year is \$50 per student or maximum of \$90 per family for Chromebooks (Please see handbook for information regarding Macbooks). Paying this fee covers loss due to fire, flood, natural disasters, vandalism, power surges, and accidental damages, and does not remove any obligations stated in the loan agreement. This fee is non-refundable regardless of leaving the district, disciplinary reasons, early graduation, etc. that would cause a student to no longer have a Chromebook.

\_\_\_ I agree to pay \$50 per year (\$90 max per family) for coverage of the Chromebook to cover loss due to fire, flood, natural disasters, vandalism, power surges, and accidental damages and understand this fee does not cover willful neglect or misuse that causes damage.

\_\_\_ I am declining to pay the \$50 per year (\$90 max per family) coverage fee. By declining, I acknowledge that any damage outside of typical manufacturer defects will be my responsibility and I will be billed and pay for those damages.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Macbook Fee Structure - Grades 7-12 - 2023-24**

Below are the fees that will be charged based on the damage that occurs to the Apple Macbooks. The cap for accidental repair will be \$200. Depending on the situation, the \$200 cost is considerably less than the actual cost to repair the issue. Fees for repair will be charged for all instances with the exception of manufacturer defects. Generally, manufacturer defects are internal parts that fail to continue working properly without the influence of the user.

The following are examples of possible manufacturer defects that we have seen while being a 1:1 school (assume all issues are not the result of user error such as water damage, heat, cold, etc.): Battery no longer holding a charge, screen fails to turn on without signs of having any cracks, a specific keyboard key no longer works, a charger without any damage doesn't charge a device, etc.

The following examples are typically not considered manufacturer defects and will incur a charge to the individual who the device has been assigned to regardless of the incident being purposeful or accidental: broken/cracked screens, water damage, bent device casing, damaged cords, damaged device ports, any lost items.

Both lists are not exhaustive and each incident will be examined by the district technology director and determination made on the damage and costs associated. Additionally, any lost item or any destruction of the device due to negligence or willful acts is exempt from the \$200 cap and must be fully paid for.

Here are some suggestions to possibly avoid damaging your device:

- Use the school-provided computer bag that provides extra padding
- Don't carry your device with the display open - close the device and put in the bag while traveling
- Do not stack items on your computer to reduce risk of screen damage
- Don't close the display with pencils, pens, papers, etc. on the keyboard
- Don't use your device near food/drink such as the lunch table, tables at home with meals, etc.
- Do not have power cords laying across the ground in high traffic areas so that someone doesn't trip on the cord pulling down your device
- Keep cords/devices away from younger children, pets, the vacuum
- Don't leave devices in hot or cold temperatures such as in cars
- Don't leave your device laying out, unattended, not locked up, in the hallway, on the ground in walkways

### **Fees to be charged:**

- Charger
  - 30W Power Brick - \$40
  - USB C Power Cord - \$20
  - Full Charger - \$60
- Screen/Display Replacement - \$200
- Logic Board (typically due to spills) - \$200
- Top Case (Bottom half of device that includes battery, keyboard) - \$200
- Battery - \$125
- Keyboard key - \$12
- Computer Bag - \$30