

Student Technology Use Agreement 2018

Please read this entire section carefully.

As an outgrowth of its Technology Code of Conduct, each student receiving a technology device from the School is bound to this Technology Use Agreement that further details the responsibilities of the School and the Student and Parent(s).

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

1. Equipment

1.1 Ownership: NUSD retains sole right of possession of the device and grants permission to the Student to use the device according to the guidelines set forth in this document. Moreover, the school administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: The actual equipment provided will be a Google Chromebook. Efforts are made to keep all device configurations the same within each class. All devices include a protective case, and one charger plug and one power/sync cable. The school will retain records of the serial numbers of provided equipment. All four items will be marked with a number assigned to you. At the end of the year you must return the exact equipment checked out to you in good working order.

1.3 Substitution of Equipment: Devices need to come to school with the student each day as they are an integral learning tool. In the event the device is inoperable, the school has a limited number of spare devices for use while the device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken device or to avoid using the device due to loss or damage.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any data stored on the device. It is the sole responsibility of the Student to backup such data as necessary. The District recommends using a "Dropbox" account to store all data. The device will be repossessed by the school periodically and wiped clean of all data. The school does not accept responsibility for any such files or software stored on the device or Dropbox account.

2. Damage or Loss of Equipment

2.1 Warranty for Equipment Malfunction: A manufacturer warranty covers parts and labor for one year. The warranty only covers damage to the device caused by manufacturer's defects. Families incur no additional charges for repairs covered by warranty.

2.2 Responsibility for Damage: The Student is responsible for maintaining a working Device at all times. The Student shall use reasonable care to ensure that the Device is not damaged. In the event of damage not covered by the warranty or supplemental insurance, the Student and Parent will be billed for the cost of the repair. The case, charging cord and power adapter are not covered by insurance. ***Similar to the use of textbooks and/or musical instruments, families assume responsibility for any district-owned equipment/materials issued to students. This policy is pursuant to CA ED CODE 48904 (see below). If the Device is stolen, lost or damaged beyond repair, it is the family's financial responsibility to replace the Device at its face value.***

2.3 Responsibility for Loss: If the device is lost or stolen, the Parent will be billed the full cost of replacement. Note: supplemental insurance covers theft as long as a police report is filed.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to an administrator. If the device is stolen or vandalized while not at school or at a school sponsored event, the Parent shall file a police report.

2.5 Device Accessories: Device accessories issued by the school include 1) plug charger; 2) sync/power cord; and 3) tablet protective case. Insurance does not cover damage or loss of these accessories. Students are responsible for returning the three accessories issued to them in good working order without damage. Accessories that are lost or damaged will incur replacement fines to be paid by the student's family to the school. Missing or damaged cords cost \$20.00; missing or damaged charger plugs cost \$20.00; and missing or damaged cases cost \$30.00. If you lose an item mid-year and need a replacement please contact your teacher for a replacement to be ordered for you. Do not supply a replacement accessory on your own.

3 Legal and Ethical Use Policies

3.1 Monitoring: The school will monitor device use using a variety of methods – including electronic remote access – to assure compliance with the school's legal and ethical use policies. All use must be consistent with the handbook.

3.2 File-sharing and File-sharing Programs: The installation and/or use of any internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). If your student "jailbreaks" their school issued device, they may be required to purchase a new one for the school. Illegal activity is not tolerated.

3.3 Allowable Customizations

- The student is permitted to customize the assigned device to their own working styles (i.e., wallpaper screens, default fonts, etc.).
- The student is not permitted to change the school issued Lock screen.
- The student is not allowed to remove or alter the device case in any way.
- The student is not permitted to install software or applications on the assigned device.
- The school will periodically conduct maintenance that will wipe devices of content so please back up files/data with Dropbox/Google Drive.

4 Proper Care of Device

Your Responsibilities

Treat this equipment with as much care as if it were your own property.

- Bring the device fully charged to school every school day. (If you forget it, substitutes will NOT be provided.)
- Always charge your device overnight in your home.
- Keep the device with you or within your sight at all times. Keep the device stored in a secure place when you cannot directly monitor it. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave devices in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the device in a car other than in a locked trunk.
- Do not let anyone use the device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
- Adhere to the school's device Use Policy at all times and in all locations. When in doubt about acceptable use, ask your school administrators or teachers.
- Backup your data. Never consider any electronic information safe when stored on only one device. Backup your files by synchronizing your device to Dropbox or another storage service. Establish a routine at home – preferably nightly but at least weekly.
- Keep track of your accessories and keep them in good working order. You will have to pay for replacements for damaged or lost cases, plugs and cords.
- Read and follow general maintenance alerts from school technology personnel.

Problems and Troubleshooting

- Promptly report any problems to the your teacher

- Don't force anything (e.g., cable connections). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the device, including the screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number, The school asset tag, or any identification placed on the device.
- Do not do anything to the device that will alter it in any way.
- No stickers or decoration may be added to the case. Do NOT attempt to remove the device from the case.
- Keep the equipment clean. For example, don't eat or drink while using the device.

Carrying the Device and Screen Care

- The device you are being assigned is designed for easy mobility so that you can almost always have your learning environment with you.
- Do not crush your device by packing it with other objects, such as books, in an overburdened backpack.
- Do not store anything (e.g., cords, papers or disks) in the area within the device case designed for the device other than the device itself as this may damage the screen.
- Do not over-stuff your backpack – extreme pressure on the device can cause permanent damage to the screen and other components.
- The device screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and cost hundreds of dollars to replace. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the device screen with anything other than your finger, approved stylus, or device screen cleaner.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for your tablet.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Immediately shut down if you are unable to connect to the charger.
- Keep track of your specific assigned charger plug and cord as the exact accessories need to be returned at the end of the school year and turned in for periodic check ins. You will be financially responsible for damaged or lost accessories.

Personal Health and Safety

- Do not use your device while riding on mass transit or in other highly public spaces. Although extremely rare, theft can occur, especially when an escape route for the thief is immediately available.
- Avoid lengthy use involving repetitive tasks. Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard that allows you to situate the screen at eye-level and keyboard at lap-level.