Riceville Community School District Student Technology Handbook

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RICEVILLE COMMUNITY SCHOOL DISTRICT

TECHNOLOGY USER AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of Technology, between the Riceville Community School District ("District"), the student receiving technology ("Student"), and his/her parent(s) or legal guardian ("Parent"). For this documents purpose a Chromebook, iPad, Charging Cords, Cases, and Carrying Cases will all be referred to as ("Technology") Unless specified as "(Chromebook)" or "(iPad)" for use while a student at Riceville Community School District, hereby agree as follows:

For grade Prek-2 This document is explicitly speaking to the Parent/Gaurdian regardless of reference to "student"

1. Equipment

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

1.2 Equipment Provided: Efforts are made to keep all **Technology** configurations the same. The District will retain records of the serial numbers of provided equipment. A protective case and carrying case will be provided. **Technology** will be returned undamaged or expenses will occur to which the parent will be billed.

1.3 Substitution of Equipment: In the event the **Technology** is inoperable, the District has a limited number of spares for use while the **Technology** is being repaired or replaced. However, the district cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. Please note that if the Student forgets to bring the **Technology** or power adapter to school, in most cases, a substitute will not be provided.

1.4 Responsibility for Electronic Data:

-The **iPad** is not to have Apple ID email or account privately installed on the device. It is a district owned device and will be wiped of all privately stored data frequently.

-For the **Chromebook** the Student is solely responsible for any non-District installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. All Student data shall be stored on Google Drive. Although the District provides this service for the storage of Student data, the District does not accept responsibility for any such software.

2. Damage or Loss of Equipment/Software

2.1 Responsibility for Damage: The Student/Parent is responsible for maintaining the **Technology**. The Student/Parent shall use reasonable care to ensure that the **Technology** is not damaged.

2.2 Repair Program: **Chromebook ONLY** The District has a program for losses. The Laptop Maintenance Program offered by the District is provided to help with repair costs from negligence.

2.3 District Laptop Maintenance Program: **Chromebook ONLY** The District will offer coverage for all non-warranty covered damages. Families who wish to enroll in the District's Laptop Maintenance Program must pay a non-refundable, annual fee of $50.00 per family to be paid at the time of student registration for the school year. The coverage will be for the entirety of the student school year. This provides coverage for any repairs to the Chromebook, up to $200 for the 2012-2021 school year, that are due to neglect (ex. broken screen, water damage, dropped laptop, cut cord, or any other obvious signs of neglect).

Families who do not purchase the District's laptop maintenance program will be subject to all damages for the chromebook due to neglect.

2.4 Payment for Damages: Payment for damages and maintenance of the **Technology** in all instances must be made within two (2) weeks of notice to the parents. If payment has not been made to the Building Principal or Technology Coordinator, substitute equipment may be reclaimed.

2.5 Responsibility for Loss: In the event the **Technology** is lost or stolen, the Student and Parent will billed the full cost of replacement.

2.6 Actions Required in the Event of Damage or Loss: In the event the **Technology** is damaged or lost it must be reported immediately to the Building Principal or Technology Coordinator. If the Technology is stolen or vandalized, the Parent or Student(if applicable) will file a police report.

2.7 Technical Support and Repair: The District does not guarantee the **Technology** will be operable, but will make technical support, maintenance, and repair available during school hours. The District is not responsible for off-site internet connections or technical support related to off-site internet connections. But in this difficult covid-19 environment will assist when possible.

3. Acceptable Use Policies

3.1 Monitoring: The District will monitor **Technology** use using a variety of methods, to assure compliance with the District's Acceptable Use Policies.

3.2 Acceptable Use: All aspects of the District's Acceptable Use Policy remain in effect, except as mentioned in this section.

3.3 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 may not be used to facilitate the sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.

3.4 Allowable Customizations: None. The device is expected to be returned as it was given. Should a student download content not allowed. The Parent/Guardian be financially responsible for any charges associated with downloaded content and responsible for complying with the licensing associated with any downloaded content.

By signing below, I agree to the terms & services detailed in the Riceville CSD Technology User Agreement

Student Name:_____ Grade: _____

Parent/Guardian Signature: _____Date _____

Student Signature (For Chromebook Only) _____ Date _____

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RICEVILLE COMMUNITY SCHOOL DISTRICT STANDARDS FOR TECHNOLOGY USE

1. Student Use in Classrooms

- Students will be required to take their **Technology** to each class each day, unless told differently by the teacher for that specific day.
- When the **Technology** is not being used in class it is to be closed.

2. Bringing the Technology to School

- It is imperative that students bring their **Technology** to school charged and ready to use each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their **Technology**.
- The **Technology** must be kept in the carrying bag or case at all times when it is not being used.
- Students who accidentally leave their **Technology** at home will not have access to a loaner.

3. Charging of Technology

- It is the student's/parents responsibility to have their **Technology** charged each day when they come to school. During a normal school day, a typical article of **Technology** fully charged through a normal electrical outlet can be used the entire day for classes with no additional charging required. Students/Parents must be responsible and charge their **Technology** before coming to school.
- It may be helpful to establish a routine at home for the charging of the Technology so that it can charge overnight. The charging time of the **Technology** and responsibility is very similar to the charging of a cell phone.
- It is the responsibility of the student/parents to maintain the charger. Therefore the student/parent will be required to replace lost or damaged chargers.

4. Loss or Theft of Technology

- **Technology** that is lost or stolen need to be reported to the Principal/Technology Coordinator immediately.
- If a **Technology** is lost the parent/guardian will be financially responsible for its replacement.
- If a **Technology** is stolen or vandalized, the parent or student(if applicable) will file a police report.

5. Downloading Programs & Personalizing the Technology

- No personal software is to be downloaded to the **Technology.**
- **Writing, drawing, stickers, labels,** or any other item or marking that defaces the laptop is strictly prohibited. And may result in a fine.
- Protective coverings or cases may be purchased on your own if students wish to place them on the **Technology.** But the original cases and protective coverings must be returned.

6. Technology from Home

- Students are **not** allowed to bring their own **Technology** from home to use. The District's **Technology** are all formatted with the same basic programs. If **Technology** is in need of repair, the district will do its best to provide a loaner. However, the district cannot guarantee loaners will always be available.

RICEVILLE COMMUNITY SCHOOL DISTRICT STANDARDS FOR TECHNOLOGY CARE

Students are expected to follow all the specific guidelines listed in this document and take any additional precautions to protect the **Technology** assigned to you. Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

1. General Care

- **Treat this equipment as if it were your own property.**

- **Do not attempt to remove or change the physical structure of the Technology, including but not limited to the keys, screen cover or plastic casing. If these actions are taken, families will be responsible for the cost of repair or replacement.**

- **Do not remove or interfere with the serial number or any identification placed on the computer.**

- **Keep the equipment clean. For example, do not eat or drink while using the Technology.**

- **Do not do anything to the Technology that will permanently alter it in any way.**

- **Back up your data. Never consider any electronic information safe when stored on only one device.**

- **Do not put stickers or any type of markings on the computer.**

- **To ensure the computer has air circulation while charging, do not charge the computer while it is in the bag.**

- **In order to save battery life and protect the screen, close the lid of the Technology when it is not in use.**

- **Do not walk from one location to another with an open computer. This is applicable at school and at home.**

- **Be responsible with the Technology. Do not throw, slide, or drop Technology. This can cause damage and you will be billed for repairs.**

2. Keep the Computer in a Safe Place

- The computer bag, with the computer and other equipment, must be stored in a safe place. A locker, when locked, is considered a safe place. Do not leave the **Technology** on the floor where it might be stepped on or near the edge of a table where it may fall. Do not leave it in a car or anywhere it might be exposed to extreme temperatures.

- Chromebooks left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen - including at school -will be the student's responsibility.

- If on an athletic team, never leave **Technology** in school vans, in the gym, in a locker room, on the playing field, or in other areas where it could be damaged or stolen.

- Avoid storing the **Technology** in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it is not excessively hot or cold.

3. Technology Bags

- Each student will be given a carrying case bag that they are required to use to carry their **Technology** in during the school day and outside of school. This is the only bag that is approved for the **Technology** to be placed in. It is specially designed for the **Technology** that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of the **Technology**. Static electricity may develop in the bag during the cold, dry winter months. A simple solution to reduce this problem and to keep the **Technology** bag smelling fresher is to put a dryer sheet in the bag.

4. Keep the Technology Away from All Liquids.

- Exposure to liquids will severely damage **Technology** and will result in large repair costs. Keep all food and liquid away from the **Technology**. Do not put liquids in your backpack with the **Technology**--even if it is sealed.

5. Technology Problems

- It is a student's responsibility to maintain a 100% working **Technology** at all times.

- If the student's **Technology** is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, contact the IT.. If the **Technology** cannot be fixed immediately, the the district will do its best to issue the student a different **Technology** to use on a temporary basis.

- Do not attempt to remove or change the physical structure of the **Technology,** including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for the costs of repair or replacement.

6. Only One User

- Do not allow anyone else to use the **Technology** you have been assigned. Loss or damage that occurs when anyone else is using the **Technology** will be your responsibility.

7. Cleaning the Technology

- **Technology** screens show fingerprints and smudges easily. Use a soft, dry, lint-free cloth in most cases when cleaning the **Technology**. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Be sure to follow proper cleaning procedures to keep the screen looking new.

8. Shutting Down the Technology.

- If the **Technology** will not be used for an extended duration, please shut down the **Technology** as putting the **Technology** to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

9. Closing the Technology

- The laptop lid/screen needs to be completely closed when moving it from one point to another.

10. **Carrying the Technology**

11. Always store the **Technology** in the **Technology** bag.

12. Bring the provided **Technology** bag to classes and use the **Technology** bag whenever transporting.

13. *Note: Do not store anything (e.g., cords, papers or disks) in the area within the case designed for the Technology, other than the Technology itself.*

14. It is recommended that you carry the **Technology** bag to and from school inside your normal school bag. The"vertical sleeve" style case was chosen expressly for this purpose. Simply slide the **Technology** in and out while leaving the case within the school bag. Do not overstuff your bag - extreme pressure on the Technology can cause permanent damage to the screen and other components. No books should be placed on the Technology.

11. **Privacy and Safety**

12. Avoid any Online chat rooms.

13. Only work with files and programs that belong to you.

14. Do not release any information regarding passwords, user names, logins, credit cards, bank accounts, and social security numbers.

15. Any data stored on a school issued Technology is not private or confidential.

12. **Personal Health**

13. Avoid extended periods of eye contact with screens of all types this can lead to headaches and eyestrain. Use parental guidance when working from home on Technology.

14. Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). 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 and mouse that allows you to situate the screen at eye-level and the keyboard at lap-level.

13. **Student Printer Use**

- Students will have access to the Wildcat Den (Library) printer. Any other locations that are needed will need to be accessed by the teacher, so the student will need to send the material to the teacher in order to have it printed.

CHROMEBOOK ONLY:
Student Chromebook Loan Agreement

Parent Responsibilities

Your son/daughter has been loaned a Acer Chromebook. By signing below you agree to follow these guidelines to create a safe, efficient, and ethical learning environment for your child.

- I will monitor and discuss my student's use of the Chromebook at home.
- I will talk about our family values regarding the use of electronic devices.
- I will report or have my child report any issues to the school with the Chromebook.
- I will ensure my student brings the Chromebook to school charged.
- I will ensure my student returns the Chromebook upon request, completion of an academic year, or withdrawal from Riceville Community School District.
- I agree to pay for any fines my student creates through loss or damage to the Chromebook.
- I will NOT attempt to repair the Chromebook issued to my child.
- I will not clean the Chromebook with anything other than a soft dry cloth.

Student Responsibilities

The Chromebook issued to you is a tool for learning and issued for the single purpose of Education. You must agree to to the following responsibilities before you can take it home.

- When using the Chromebook, regardless of location, I will follow the Riceville Student Laptop Computer Handbook policies.
- I will treat the Chromebook as if it were my own.
- The Chromebook is my responsibility and I won't let other students use it.
- I will be conscious of my family values when I use the Chromebook.
- I will bring the Chromebook to school fully charged each day.
- The use of e-mail is for academics and will be used with appropriate, legitimate, and responsible communication.
- The Chromebook will be returned upon request, completion of an academic year, or withdrawal from Riceville Community School District.
- I will not load or delete any software from the Chromebook.
- I will not clean the Chromebook with anything other than a soft dry cloth.

Parent's Signature:_____

Student's
Signature:_____

Student/Parent Acknowledgment Form

The following items reiterate the key points for Technology use. Please read and Initial for each item stated below

Parent Initials needed

Student Initials only needed for the Chromebooks.

	Student Initials	Parent Initials
A		
B		
C		
D		
E		
F		
G		
H		

A. I understand that files saved on the Technology are the student/parents responsibility to backup.

B. I will not leave my Technology unattended. If I do and it becomes lost or damaged, my family can be billed for the full cost of the Technology.

C. I can be billed for the full cost of the Technology if it sustains substantial damage.

D. I will not install or download programs on the Technology.

E. I will close the Technology when it is in transition from one location to another.

F. I have read the Technology User Agreement.

G. I will report any issues with the Technology to technology staff.

H. I understand that using the Technology or any other technology for malicious acts is forbidden and can result in consequences.

I have read the *Riceville Community School District Standards for Technology Use, Standards for Technology Care, and Technology Loan Agreement*. Any questions or accomodations regarding Technology will be directed at the Riceville Principal, IT Coordinator, or Superintendent.

Student Name (Print):_____

Student   Signature:_____

Parent   Name(Print):_____

Parent Signature:_____