Authorization for Personal Use of District-Owned Device

Fall 2019

Dear Student and Parent/Guardian,

At the discretion of the District, you are being provided an electronic device for your personal use as a student. By “personal use” we mean that a specific device will be assigned to you for a specific period of time. For the purposes of this document, “device” includes, but is not limited to laptop computers and tablets.

# Acceptable and Responsible Use

All users of the District’s Electronic Networks (System) must comply with the District’s Acceptable Technology Use Procedures for Students, as amended from time to time. Access to the System is provided to students for educational purposes and business of the district. Personal use is prohibited except for set forth herein. The System shall include all computer hardware and software owned or operated by the District, files stored on District file servers, workstations, cloud storage, other storage devices, District network (both wired and wireless), District electronic mail, the District website, District social media and District endorsed online services. “Use” of the System shall include use of or access to the System from any electronic device including remote access (secure entry to the System from a location outside of the system).

# General Information

## District Learning Device Fee

As part of the Personal Technology Initiative (device program), each student in grades with a 1:1 device will be assessed a $50 Learning Device Fee, which must be paid annually.  **In the event of theft, loss, intentional damage or damage beyond repair of the assigned device(s), the parent/guardian will be responsible for reimbursing the District, with the amount not to exceed the cost of an identical or comparable device in each case.** Other grades will be assessed a $25 technology fee.

## Receiving the Device

Prior to receiving the device, your parent/guardian must indicate acceptance of this agreement by selecting the appropriate option on the “Additional” page in the Technology section during on-line registration.

Depending on the type of device you receive, you may receive other guidelines or requirements.

# Care of the Device

The device assigned to you remains the property of the District while you are a student at Gavin, and must be cared for. The District may charge you for loss or damage to the device and/or any accessories (see below.)

You are responsible for reporting any damage or loss to your teacher or the designated technical support person immediately. If you believe your assigned device requires repair, take it to the designated technical support person in your school.

## General Precautions

* Only use a clean, soft cloth to clean the device’s screen; no cleansers of any type should be used.
* Insert and remove cords and cables carefully to prevent damage to connectors.
* Do not write or draw on the device, or apply any stickers or labels that are not the property of the District.
* Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them.
* Don’t leave your device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
* Make sure your device is secure when it is out of your sight. Do not leave it in an unlocked locker, in a desk or other location where someone might take it.
* If you were provided a protective carrying case with the device, use it.

# Responsibility for Damage or Loss

You are responsible for taking care of the device assigned to you. The manufacturer’s warranty covers certain types of repairs in the first year, including the tablet itself, the battery and the included USB cable and power adapter. It does not, however, cover most kinds of physical damage.

Lost or stolen devices are ***not*** covered by the District Learning Device Fee. Lost, stolen or damaged accessories (such as carrying cases, chargers and cables) are NOT covered by the District Learning Device Fee. The parent/guardian may be responsible for the cost to replace lost or damaged accessories.

# Using the Device at School

Unless otherwise instructed, the device is intended for use at school every day.

## Loaner Devices

The District maintains a limited number of loaner devices. However, the District cannot guarantee that one will be available at the time you need one.

## Charging

If you are permitted to use the device at home, you are expected to bring the device to school fully-charged. Chargin stations are available in the students assigned classroom.

## Technical Support

One or more people will be designated as technical support resources in each building. If your device is damaged or needs repair, take it to your teacher as soon as possible for assessment.

# Using the Device Outside the District

You might be allowed to use the device outside the District. When using the device outside the District, you are bound by the same policies, procedures and guidelines you would be at school.

## Parent/Guardian Responsibility for Supervision

**The District is responsible for filtering inappropriate material or monitoring a student’s Internet activity outside of school.** For any device assigned to a student, the parent/guardian agrees to support the supervision of the device, including Internet access, when not at school, and it is their prerogative to limit such use. Any parent/guardian who does not wish to assume this responsibility should contact his/her child’s school. In such cases, the school will work with the parent to make arrangements.

## Technical Support

The District cannot guarantee that the device will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not District support staff’s. Any configuration applied to the device that impairs its performance in school may be removed by District staff.

# Managing Your Files and Saving Your Work

Work done on an tablet is saved to the tablet itself. Documents may also be emailed from the device to oneself or one’s teacher, or they may be uploaded to servers made available for student use (including Google Drive). In any case, it is the student’s responsibility to make sure work is not lost due to a failure or loss of the device.

# Accessories

The District will provide accessories deemed necessary for use of the device. The decision whether to purchase additional accessories (such as a case, extra charger, keyboard, stylus, etc.) for the device rests with the individual (or his/her parent/guardian). However, as with any personal property brought to school, the school reserves the right to disallow the use of any accessory with the device and is not responsible for any loss or damage to personal property. In addition, the District cannot guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future. Finally, each school has rules governing the use of accessories, so we encourage you to ask at school before making an purchases.

# Personalization

You may appropriately personalize the device by setting the wallpaper or background; however, marking or drawing on the device or attaching labels or stickers is prohibited.

# Software and Other Content

## District-Provided Software

The District will provide any software required to use the device for school purposes. All District-provided software must remain on the device. From time to time and without notice, the District may update, add or remove software for any reason.

***Laptop Computer***

If you were provided a laptop, the software you need will be installed and maintained by the Technology Dept.

## Personal Software and Media

While we encourage individual exploration, including using the device for appropriate personal purposes, the device remains the property of the District and is subject to inspection at any time for any reason. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is the individual’s responsibility to back up all personal content stored on a District-owned device.

Failure to comply with Board of Education policy governing use of copyrighted material may result in losing the privilege of use of the device.

# Privacy

There is no expectation of privacy for any communication made using the device or for any content stored on the device. The District reserves the right to inspect the device and its contents at any time and for any reason. Any content including, but not limited to audio, video, photographs and music could be subject to discovery in the event of legal action or otherwise subject to access by third parties pursuant to law.

# Returning the Device

Unless you are instructed otherwise, you should assume that the device must be returned no later than the last day of school of the current school year. If you withdraw from the District, you must return the device prior to your last day of attendance or elect to purchase the device for the remaining balance.

If you were assigned any accessories, including but not limited to, cables, a power and/or video adapter or case, you should be prepared to return them with the device, unless otherwise instructed.

The device and accessories must be returned in operable condition, with all parts intact. As outlined above in the section “Responsibility for Damage or Loss,” the parent/guardian may be responsible for the full replacement cost of District-provided accessories.

## Failure to Return the Device if not Electing to Purchase

If you fail to return the device and any assigned accessories as directed, the District may, in addition to seeking reimbursement from your parent/guardian, file a theft report with the Lake County police department or other appropriate law enforcement agency.

# Device Data as Records

Data saved to the device is not maintained by the District as public records or as student records. In the event such data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

# Waiver of Device-Related Claims

By signing the “Parent and Student Responsibilities Form” below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree and represent that the device was delivered in good working order and that it must be returned to the District in good working order. BY SIGNING THIS AGREEMENT, YOU WAIVE ANY AND ALL CLAIMS YOU (AND YOUR HEIRS, SUCCESSORS, AND ASSIGNS) MAY HAVE AGAINST GAVIN 37, ITS BOARD OF EDUCATION, AND ITS INDIVIDUAL BOARD MEMBERS, EMPLOYEES, AND AGENTS RELATING TO, CONNECTED WITH, OR ARISING FROM THE USE OF THE DEVICE OR THIS AGREEMENT.

# Indemnification for Device-Related Claims

TO THE FULLEST EXTENT ALLOWED BY LAW, YOU AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS GAVIN 37, ITS BOARD OF EDUCATION, AND ITS INDIVIDUAL BOARD MEMBERS, EMPLOYEES, AND AGENTS, FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES, CAUSES OF ACTION, AND THE LIKE RELATING TO, CONNECTED WITH, OR ARISING FROM THE USE OF THE DEVICE OR THIS AGREEMENT.

**Student, Parent and School Responsibilities**

See the Gavin School District Tablet Expectations.

***Acceptance of the terms of this document by indicating agreement in the District online registration system, is required prior to use of the District-owned device.***

***We understand and agree to the stipulations set forth in this document and understand that violations will result in consequences per the District 37 student handbook.***

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