



## **SCHOOL DISTRICT OF THORP**

**2023-24**

**DEVICE USAGE POLICY &  
AGREEMENT**

**ACCEPTABLE USE POLICY &  
AGREEMENT**

**Parents/Guardians and students must review and sign the Device Usage & Acceptable Use Agreement at registration before students can receive any school issued electronic devices. The agreement can be signed electronically through the Skyward Family Access portal.**

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## Use of Technology

All students grades 4K-2 will have access to Apple iPads; grades 3-12 will have access to Google Chromebooks for educational use in school and at home. Students and their parents/guardians are responsible for reviewing the Device Usage Handbook and School District of Thorp Acceptable Use Policy. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the devices and being a good digital citizen.

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities.

- Each student 4K-2nd will be assigned iPads to be used within the classroom. Students 3rd-12th will be assigned the same Chromebook for the duration of his/her time at the School District of Thorp, or until the device needs to be updated.
- Students should have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- School issued Chromebooks, iPads, and Wifi Hotspots should be used for educational purposes, and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.
- Inappropriate use of School Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Student Handbook.
- Students can use their school issued devices off campus but students are bound by the School District of Thorp Acceptable Use Policy, administrative procedures, and all other guidelines in this document, wherever they use their school issued devices.
- If students use their devices at home, they are required to bring their Chromebooks/iPads to school every day. If a device is forgotten, the school is not required to provide another device and repeated instances may result in disciplinary action.

## **Ownership of the Device**

The School District of Thorp retains sole right of possession of the Chromebooks, iPads, and wifi hotspots. The School District lends the Chromebook, iPad, or wifi hotspot to the students for educational purposes only for the current academic year. Additionally, the School District administrative staff and faculty retain the right to collect and/or inspect devices at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

## **Receiving Your Device**

In order to receive a school issued device, students and parents will need to review and sign the Device Usage and Acceptable Use Policy Agreement. Any technology fees that are on your school account needs to be paid in full in the high school office. All devices will be labeled with a school asset tag, asset barcode, and student barcode.. Asset tags and labels may not be modified or tampered with in any way. Removal of any labels will result in a fine (see Device Damage).

## **Returning Your Device - End of the Year**

At the end of the school year, students will turn in their Chromebooks, iPads, wifi hotspots, and all peripherals and accessories. Failure to turn in a device or accessories will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

## **Transferring / Withdrawing Students**

Students that transfer out of or withdraw from the School District of Thorp must turn in their Chromebooks, iPads, wifi hotspots, peripherals, and accessories to the high school office personnel on their last day of attendance. Failure to turn in the devices will result in the student being charged full replacement for the device. Unpaid fines and fees of students leaving the School District may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

## **Responsibility for Electronic Data**

Students are responsible for backing up their data to protect from loss. It is recommended that students store their data on their Google Drive, OneDrive, or back it up to an external drive. The school will not be responsible for the loss of any student work. Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, iPad, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

## **Operating System & Content Filter**

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

To comply with the federally mandated Children's Internet Protection Act (CIPA), the school utilizes an Internet content filter. All school devices will have all Internet activity protected and monitored by the school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school.

## **Google Apps and other Apps for Education**

- In order to use digital tools, students may be creating student records or other information that could be personally identifiable (such as name and/or email address). By signing the Device Usage and Acceptable Use Agreement, this gives the School District of Thorp permission to create a student Google school account, use Google Workspace for Education apps, and gives consent for students to use other digital educational resources where personal information may need to be provided to the resource provider. Parents can request from the teacher all apps being used.
- All work is stored in the cloud on Google Drive
- Students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn digital citizenship skills. The Google suite includes Google Docs, Sheets, Slides, Drawings, Forms, and Meet.
- Google Workspace for Education core services comply with the Family Educational Rights and Privacy Act (FERPA).

## **Device Damage**

### Cost of Repairing/Replacing Chromebooks

The following are estimated costs of Chromebook parts and replacements (subject to change):

- Replacement - "Intentional destruction of property" - Up to \$320.00 or Depreciated Value
- Screen - \$50.00
- Screen bezel - \$25.00
- Keyboard - \$60.00 (for missing and damaged keys)
- Power Cord - \$35.00
- Exterior Damage/Broken Covers - \$20.00 - \$60.00
- Placing stickers, writing, drawing, engraving or otherwise defacing the device. - \$30.00
- Removal of identifying tags or stickers (asset ID tag, TSD labels) - \$15.00/label

Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair. Chromebooks on loan to students having their devices repaired may be taken home. A student borrowing a Chromebook will be responsible for any damage to, or loss of, the loaned device.

### Cost of Repairing/Replacing iPad

The following are estimated costs of iPad repairs and replacements (subject to change):

- First accidental damage - \$50.00.
- Second incident of damage - full repair cost will be assessed to the parent/guardian.
- Replacement - "Intentional destruction of property" - Up to \$330.00 or depreciated value
- Charger block replacement - \$30.00
- Lightning Cord replacement - \$20.00
- Case Damage - \$20.00

### Cost of Replacing Wifi Hotspots

The following are estimated costs of Wifi Hotspot and accessory replacements (subject to change):

- Wifi Hotspot replacement cost - \$40-\$100 (depending on the model).
- Wifi Hotspot replacement charger/cord -\$30.00

### **Device Personalization and Account Security**

- Backgrounds and Themes - Inappropriate media may not be used as Chromebook/iPad backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.
- Stickers and skins are not allowed on the devices.
- School Account Security- Students will log into their Chromebooks using their school issued Google Apps for Education account. Students should never share their account passwords with others, unless requested by an administrator. Sharing login information is a security violation and will result in disciplinary action.
- Use of another student's account is prohibited under the Acceptable Use Policy and will result in disciplinary action.

### **Chromebook/iPad Care**

- Students are responsible for the general care of the Chromebook or iPad they have been issued by the school.
- Chromebooks/iPads that are broken or fail to work properly must be reported to a teacher or technology coordinator as soon as possible so that they can be taken care of properly.
- School owned devices should NEVER be taken to an outside computer service for any type of repairs or maintenance.
- Students should never leave their Chromebooks unattended except locked in their hallway locker. Any Chromebook/iPad/wifi hotspot left in these areas is in danger of being stolen. If a Chromebook/iPad is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses will result in disciplinary action.
- Students should never leave their iPads unattended except when left in the classroom.

## **General Precautions**

- No food or drink should be next to school devices.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks/iPads.
- Chromebooks/iPads should not be used or stored near pets, water or heat sources. Chromebooks/iPads should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks/iPads and cases must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks/iPads.

## **Carrying Devices**

- Always transport Chromebooks with care, with the screen closed and in your carrying case provided by the district. Failure to do so may result in damages and subsequent costs.
- Never lift Chromebooks by the screen and never carry Chromebooks with the screen open.
- Never remove the iPad from the protective case and always carry it carefully.
- Always carry a Wifi Hotspot in the plastic case. Do not throw it in the bottom of a backpack.

## **Screen Care**

- The Chromebook/iPad screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
- Do not put pressure on the top of a Chromebook when it is closed. Do not store a Chromebook with the screen open.
- Do not put pressure on the top of an iPad.
- Make sure there is nothing on the Chromebook keyboard before closing the lid (e.g. pens, pencils, or disks). Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## **Warranty and Insurance**

The School District of Thorp will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that are the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. In case of theft, vandalism, or other criminal acts, a police report **MUST** be filed with the local police department and a copy submitted to the office of the campus where the student attends.

## Acceptable Use Policy

The curriculum goals of the School District of Thorp call for integrating technology into our instructional programs and classroom practice. Towards this end, students' access to and use of electronic resources, including the Internet, is age and grade-appropriate and increases gradually from year to year. Use of the Internet by students at any grade is required to be related directly to specific curriculum objectives. At the elementary level, access to the Internet takes place only under the direct supervision of an adult.

With this opportunity to make use of electronic resources comes the need for personal responsibility on the part of users. To ensure responsible use we have enclosed an Acceptable Use Agreement to be signed by parent and child when children enter the school system, with the understanding that it will be signed every year. Please discuss this agreement with your child and emphasize its importance. Noncompliance can result in revocation of computer-use privileges and/or other disciplinary measures.

Please note that conduct that is prohibited at school or a school sponsored activity is also prohibited off campus when it has the effect of seriously interfering with the educational process. In considering such interference, school officials will consider the following factors:

- whether the conduct seriously impeded the day to day operation of the school;
- whether the incident occurred within close proximity of a school;
- whether the conduct had a direct and negative impact on another student's academic performance or safety in school.

For your child's safety, we strongly recommend that you monitor your children's at-home access to the Internet. We also request that you instruct them not to use their home computers or other electronic devices to transmit material that is inappropriate or offensive, particularly to schoolmates or staff members.

We have installed filtering software at all levels within our school district. While we do not consider it a substitute for teacher supervision or for our responsibility to provide students with clear and precise direction for use of the Internet, the software bars access to inappropriate sites with a very high degree of certainty. However, no filtering software is 100% foolproof. There remains the possibility, however slim, that despite these safeguards, your youngster may be able to see material that you and/or school officials might find inappropriate. Your signature on the agreement indicates that you are aware of this possibility. In no event shall the School District of Thorp be held liable for any claims to damage, negligence, or breach of duty.

Thank you for your cooperation in helping us to ensure that all of our students make use of our computer resources in a safe and responsible manner.



## Acceptable Use Agreement

*As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language should follow the same rules I follow in my class and in my school.*

To help myself and others, I agree to the following promises:

1. I will use the computers only to do school work, as explained to me by my teacher and not for any other reason. I will not use a school computer for personal or illegal purposes.
2. I will use the Internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others to unsecured, public sites.
6. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
7. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use email inappropriately, including emailing unnecessary or offensive content, or with the intent of bullying.
9. I will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
10. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or sex. I will not send inappropriate images.
11. I will not damage the computer or anyone else's work.
12. I will not break copyright rules or take credit for anyone else's work.
13. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the monitor and then seek help.
14. I will not block or interfere with school or school system communications.
15. My computer use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.
16. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education, and if I break the rules there will be consequences in school.

# DEVICE USE AND ACCEPTABLE USE AGREEMENT

By signing below, the student and their parent/guardian agrees to follow and accept:

- This Device Policy and Usage Agreement in its entirety
- The Acceptable Use Policy and Agreement in its entirety

## Student information:

Student Name (please print):	Grade:
Student Signature:	Signature Date:

**Parent acknowledgment:** *I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.*

Parent Name (please print):	
Parent Signature:	Signature Date: