

School District 129 Technology Expectations

Using technology devices provided by District 129 shall always be in keeping with the District's goal of educational excellence and student achievement. Students and families are expected to adhere to the following expectations. District 129 owned computing devices, such as laptops, Chromebooks, iPads and other devices, are a part of the District's curriculum and instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

I will Use my Device Responsibly

- I will always supervise my device, and when I am not using it, it will be stored in a secure or locked environment, whether I am at school or not.
- My device will always be in the case provided when I got it, but I also understand that it can be damaged, even when it is in the case. I will make sure that I hold it securely, that I never throw it, and I will make sure it isn't smashed or crushed in my bookbag or locker. I will take care when I am carrying it in my bookbag to make sure my device isn't damaged.
- I will not make any permanent marks, decorations or changes to my device.
- I will make sure that all District barcodes and identification stickers stay on my device. I will make sure to tell a teacher if I notice that a district sticker is falling off, or has fallen off.
- I will only use the device that has been assigned to me, unless my teacher or another staff member tells me otherwise.
- I will not use another student's login on my device, or try to "hack" another student's device or account. I will not let other students log on to my device.
- I am responsible for the care and protection of my device. I will tell a teacher or staff member immediately if my device is damaged or malfunctions. I won't try to repair my device on my own, or try to open my device and access the internal electronics.
- I will report the loss or theft of my device immediately, to my teacher or a staff member.
- Waiting to report will make it harder to recover my device.
- I will return my device to the district, and any accessories that came with it (power cord, power adaptor, case, etc.) at the end of the school year, or if I leave the school district. I will make sure that my device and the accessories are in as good of a condition as they were when I got the device.
- I'll make sure that food or liquids aren't near my device, and that I don't eat and use my device at the same time.
- I will make sure my device isn't exposed to water, excessive heat or excessive cold. I won't leave my device in a hot or cold car.
- I will tell my teacher or another staff member if I find a security problem on my device. I won't demonstrate any security problem that I may find to other students.
- I will keep my password confidential.

I will be Safe

- ***I will only access websites that are appropriate and student-safe. I will remember that my family and District staff can see what websites and applications I am using or accessing.***
- My parent or guardian will be responsible for my use of a District device when I am using it at home, to ensure that I am protected from potentially dangerous or inappropriate content.
- I will follow the guidelines in this document, as well as those in the Acceptable Use Policy, at all times.

I will be Productive

- I will come to school each day with my device fully charged.
- When I am in class, I will make sure that I only access sites or use applications as approved by my teacher.
- I will make sure that there is always enough space on my device to install or create content as directed by my teacher. If there isn't enough space, I understand that my personal applications or content will be removed from the device.
- I will make sure that I am not using my device to engage in academically dishonest behavior, as defined in the Student's Rights and Responsibilities handbook.
- I will make sure that I don't use my device to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. Disciplinary consequences will be assigned for contravention of these expectations, as well as any legal consequences based on the nature of the infraction.

I will be Respectful

- I will only use my device to engage in communication that promotes kind, respectful and civil interactions with teachers, students, parents or guardians, or other members of the community.
- I will make sure that I use good judgment when I use the camera and microphone on my device. I will make sure that others know when I am taking pictures, and that they approve of me taking pictures. I will make sure that I never use the camera or microphone in a bathroom or locker room.
- I will maintain the software on my device, and the software provided by the district on my device, and not try to "hack" or otherwise change my device.
- I will make sure that I use the district's network resources in an educationally appropriate way, and that I don't try to disable the district's network or other computing assets.
- I understand that my device doesn't belong to me, it belongs District 129. I know that my teacher(s) or district staff members have the right to inspect my device at any time, and that nothing on my device should be considered private only to me.

My Family Will Be Financially Responsible for the Device

- My family understands that while this device is being provided for my use at no charge to me, it is the property of School District 129.
- My family understands that they may opt in to the district's technology protection plan, and that this will help pay for any damages or losses that may happen. We understand that the first damage incident would result in no charge, but a deductible charge would apply to any further damages. My family and I also understand that we are still responsible for all costs for repairs or losses if they don't participate in the insurance program, and that they may be responsible for the full cost of the repair or replacement in this case.
- My family and I understand that we are responsible for damages to the device I am using, no matter when it occurs. My family and I also understand that we are also responsible if I lose the device, no matter where the loss occurs.
- My family and I also understand that, if my device is lost, stolen or damaged, we must either pay the deductible amount if we participate in the insurance program, or the entire replacement cost of the device if we don't. These charges can range from over \$200 to nearly \$500.
- My family and I understand that the school district will be the only party that facilitates repairs to the device I am using, and that we should not present the device to any third parties for repair, or attempt to repair the device ourselves. We also understand that deductible charges may apply if we participate in the technology protection plan, or the full charge for the repair will apply if we don't.
- Students ceasing to attend schools in School District 129 are required to return their assigned device before their final day of attendance. If the device is not returned, District 129 will assess a full replacement charge and contact the authorities to further the District's efforts to recover the device.

Signature Page

Students and families should read this document, and each sign this form.

Parent or Guardian

As the parent or guardian of _____, I have read and understand the expectations contained in this document, and I agree with them. I understand that my student's Internet usage will be filtered while at school, and that I am responsible for monitoring my child's Internet usage at home. I further understand that any damages to the device and accessories, or a loss of the device or accessories, is completely the responsibility of my student and myself.

Parent or Guardian name (please print)

Parent or Guardian signature

Date

Student

I will follow the guidelines in this document and the District's Acceptable Use Policy at all times. I will also follow the directions of my teacher or other District staff members at all times. I understand that using the device issued to me by the District is a privilege, and that it carries no expectation of privacy. I also understand that misusing my device will result in disciplinary consequences as outlined in the Student Rights and Responsibilities Handbook.

Student name (please print)

Student signature

Date