

# **Rogersville City School System Laptop/iPad User Agreement**

## **Terms**

This agreement is made expressly between Rogersville City School System (hereinafter referred to as RCS) and the Student and the parent/guardian (hereinafter referred to as Parent) whose names appear on the attached Acknowledgement Form (found on page 7 of this agreement). RCS agrees to provide a Dell laptop/iPad for student use under the conditions detailed below. In exchange, the Student agrees to follow all of the policies set forth in this agreement, and the Parent agrees to assume the responsibilities specified herein as well.

## **Parent & Student Responsibilities**

### **Equipment**

#### **Ownership**

RCS retains sole right of possession of the Dell laptop/iPad and grants permission to the Student to use the laptop/iPad according to the guidelines set forth in this agreement. Moreover, RCS retains the right to collect and/or inspect the laptop/iPad at any time, including via electronic remote access, and to monitor, alter, add, or delete installed software and apps. Student is to return the laptop/iPad if, for any reason, the Student is no longer enrolled at RCS. Also, Students must return their devices at the end of each school year.

#### **Equipment Provided**

Student will be issued a Dell laptop/iPad and one power cable. RCS retains sole right of possession of the laptop/iPad and the associated accessories listed above. RCS will retain records of the laptop/iPad serial numbers in the Student Information System (SIS). Return of a genuine Dell laptop/iPad power supply and cable is required. A non-genuine cable or adapter will not be accepted when devices are turned back to the school system.

### **Apps and Software**

Apps and software will be purchased by RCS and “pushed out” to student laptop/iPad. App and software ownership are permanently retained by RCS. It is therefore mandatory that students be signed on with RCS issued usernames and passwords, i.e. Google IDs, when accepting and downloading any apps/software. Unique usernames, i.e. Google IDs with the @rcschool.net domain, will be used for each laptop/iPad. Student and Parent agree not to download apps purchased by the school to any other electronic devices. They are only to be available to the laptop/iPad that is the subject of this Agreement.

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## Damage or Loss of Equipment

### Responsibility for Damage

Student is responsible for maintaining the laptop/iPad in 100% working order at all times. Student shall use reasonable care to ensure that the Dell laptop/iPad is not damaged. In case of accidental damage, RCS will require the Parent to pay a repair fee. This fee is applicable for each occurrence of damage to the laptop/iPad. Parent agrees to pay this amount related to damage promptly upon receipt of a statement of charges from RCS. Parent will also be responsible for any damaged accessories.

### Responsibility for Loss

In the event a laptop/iPad or accessories are lost or stolen, RCS will bill the Student and Parent for the full cost of the replacement. Parent agrees to pay all such charges promptly upon receipt of a statement of charges from RCS.

### In Event of Damage or Loss

Student and Parent agree to report any incidence of damage or loss of the laptop/iPad immediately to the Technology Coordinator, Gary Hicks at [hicksg@rcschool.net](mailto:hicksg@rcschool.net). Upon report of the incident, a temporary loaner device will be issued to the student within two (2) school days in the event there is damage, loss, or malfunction during remote learning.

## Legal and Ethical Use Policies

### Acceptable Use Policy

Use of the Dell laptop/iPad is subject to all of the terms in our Acceptable Use Policy (AUP) which is a separate document. This includes the explicit prohibitions of using internet-based file sharing programs to facilitate the illegal sharing of copyrighted material (music, video, and images). Student agrees to comply with the AUP in whole. Parent agrees to use best efforts to support RCS enforcement of the AUP.

All audio/video recordings are the property of Rogersville City Schools. Audio/video recordings may be used for general education purposes, which includes virtual learning. Additionally, audio/video may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of a child's education. All recordings that are directly related to a student shall be considered an educational record and maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

### Digital Citizenship

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Students will be expected to learn and actively practice good digital citizenship. RCS faculty will provide ample Digital Citizenship training in the first weeks of school, as well as throughout the rest of the school year.

## **Restrictions**

Network software maintained by RCS will manage restrictions when the laptop/iPad is both on and off campus. This means the laptop's/iPad's restrictions (found under Settings) should not be touched or tampered with. However, Parents should know and hereby acknowledge by signing the Acknowledgement Form below, that no filtering system is 100% perfect, and that guidelines

for proper usage of the laptop/iPad away from school should be set by the Parent. Parent releases RCS and each individual school from all liability arising from Student Internet Usage.

Student will not engage in harassment, bullying, etc. Students have no expectation of privacy regarding any communication over the school systems network or using school- issued devices.

## **Student's Use of the Laptop/iPad Away from School.**

In addition, at school the firewall will still filter out inappropriate internet content. Student agrees not to use the laptop/iPad to access internet content that is prohibited or restricted by RCS.

## **Personal Google IDs and Apps**

Students are prohibited from using personal Google IDs on the RCS laptop/iPad. They shall not install non-RCS issued apps/software or try to purchase apps/software on their own. No music or videos should be installed/downloaded on the laptop/iPad either. As the year progresses, and if Students demonstrate good digital citizenship, RCS will consider allowing more freedom, at our own discretion, in this area.

## **Further Student Responsibilities**

### **Proper Care of Laptop/iPad**

Although the laptop/iPad is the property of RCS, it is the Student's responsibility to take care of the laptop/iPad.

### **Charging Laptop/iPad**

Student will be issued a charger to keep at home. Student must bring the fully charged laptop/iPad to RCS every school day as part of their homework. Student and Parent agree to designate a place at home to keep the laptop/iPad charged, so that the Student can get in the routine of storing and charging the device in the same place every night. RCS recommends

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plugging the laptop/iPad into a power surge protector. RCS maintains the right to keep laptop/iPad at school and not send it home.

## **Bringing Laptop/iPad to School**

Student must bring the fully charged Laptop/iPad to RCS every school day. If Student forgets the laptop/iPad, RCS will not provide a substitute laptop/iPad. Individual teachers will explain in class the consequences for not bringing a fully charged laptop/iPad to class.

## **Securing Laptop/iPad**

When not in use, the Student and Parent agree to keep the laptop/iPad either properly stored (at teacher's discretion) in Student's school locker, classroom device cart, or attended (with Student or within Student's sight) at all times. Laptops/iPads left in bags and backpacks or behind in classrooms are considered "unattended" and may be confiscated by RCS as a protection against theft, if they are not stored in secure classroom carts. Unattended and misplaced equipment, if stolen—even at school—could be the financial responsibility of the Student and Parent. RCS will monitor all lockers via security cameras, located in all locker areas, to ensure devices are securely stored.

## **Minimizing Risk**

Student agrees to avoid using the laptop/iPad in situations that are conducive to loss or damage.

- Examples include, but are not limited to:
  - Leaving the laptop/iPad sitting next to them at an athletic event where they could easily be distracted.
  - Storing the laptop/iPad in the locked trunk of a car, rather than leaving it on the seat of a car.
  - Using the laptop/iPad on mass transit or in other highly public spaces also increases the risk of theft, which leaves the Student and Parent solely responsible.

## **Allowable User of Laptop/iPad**

Do not let anyone use your laptop/iPad other than your Teachers or Parents. Students should not swap laptop/iPad under any circumstances either in or out of class. Loss or damage resulting from someone else's improper use of the laptop/iPad will still be the full responsibility of the Student and Parent.

## **Password Security**

Student agrees not to share their RCS passwords, including RCS issued Google ID password with anyone other than their Parents. The Teacher will have copies of the passwords in case they are

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forgotten. Parents release the school system and its personnel from any and all liability concerning student passwords.

### **Keep Laptop/iPad Clean**

Student agrees to clean the screen with a soft, dry, anti-static cloth or screen cleaner specifically designed for laptop/iPad. Student agrees not to eat or drink while using the laptop/iPad

### **Battery Life**

When possible, avoid completely draining the battery.

### **Personal Health**

Student agrees to avoid lengthy use involving repetitive tasks on the laptop/iPad. Parent agrees to monitor and enforce compliance with this requirement. Students should take breaks from the laptop/iPad as well and alter their physical position (stand up, sit down, lean, etc.).

### **Videos, Games, & Music**

At no time should Students use laptop/iPads for non-educational use. Student agrees to comply with this requirement.

### **Photo, Video, and Audio Recording**

As a good digital citizen, Student will not record anyone using the laptop/iPad camera and/or microphone without permission from the parties involved. To do so will be considered a serious offense. In addition, Student must obtain separate permission from the parties involved before publishing such content. Student agrees to comply with this requirement.

### **File Storage**

Although the laptop/iPad itself may allow storage of files created and used by apps, Students are to upload and save files in school-issued Google drive.com storage accounts. At no time should files be saved directly to the laptop/iPad device.

### **Technical Assistance/Troubleshooting**

In the event that technical assistance or troubleshooting is needed during virtual learning, Parent or Student may obtain assistance by accessing the Technology Help page on the School's website, submitting a help desk request form, calling the school, or emailing the Director of Technology at [hicksg@rcschool.net](mailto:hicksg@rcschool.net). It is the Parent/Student's responsibility to promptly notify the school if such assistance is needed.

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## General Guidelines for Use at Home

1. Parent should feel comfortable taking away the Student's laptop/iPad for misuse at any time.
2. Student is required and agrees to share his/her passwords with Parent.
3. Managing Screen Time
  - Parent should set a usage policy that encourages giving the eyes a rest from time to time.
  - Parent should feel free to set an electronics curfew.
  - Parent should be responsible for determining where the laptop/iPad is stored and charged at night.
4. Managing Internet
  - Restrictions will already be set and managed externally, but Parent may wish to set additional usage rules at home.

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**Acknowledgement Form**

The Student receiving an laptop/iPad and his/her Parent/Legal Guardian have completely and carefully read all of the content in this Agreement, and do hereby agree to abide by the policies and procedures contained herein. RCS reserves the right to make changes to this document to address future technology developments or curriculum needs.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

The Student and Parent have read and agree to abide by the RCS laptop/iPad Program User Agreement, and by signing below, attest that RCS shall not be liable for any loss or damage resulting from a Student's use of the supplied laptop/iPad, accounts, power cable, and power supply. The Parent, on behalf of him/herself and the Student, releases and waives any and all claims against RCS arising out of the provision of the laptop/iPad and the Student's use of the laptop/iPad and accessories referenced herein. The Parent shall indemnify, defend, and hold harmless RCS and its officers, employees, and volunteers from, and against, all liability, loss, damage, expense, and cost (including, without limitation, reasonable attorney's fees, expert fees, and all other costs and fees of litigation) arising out of RCS provision of the laptop/iPad and the Student's use of the laptop/iPad referenced herein. It is expressly understood and agreed upon that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of Tennessee and will survive termination of this Agreement.

Failure to adhere to the Rogersville City School Technology Agreement shall be considered a violation of the agreement. Should I commit any violation, my access privileges may be revoked, and disciplinary action may be taken.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_