

STUDENT TECHNOLOGY DEVICE USE AGREEMENT

Rochester Public Schools (RPS) offers a technology device checkout program for students to aid in distance, at-home, and online learning due to the COVID-19 emergency response and school closures.

A student's privilege of possession and use of a District issued device is limited to, and conditioned upon, full and complete compliance with the applicable standards for acceptable use of a device set out in this Student Technology Device Use Agreement, as well as the District's Internet Acceptable Use and Safety Policy 524, Student Handbook, and/or Student Code of Conduct.

DEVICE OWNERSHIP

All technology devices issued to students are owned by and are the property of the RPS. Technology devices are issued for educational use only, and use of a technology device for any purpose other than educational use may result in consequences, up to and including loss of device privileges or other consequences as outlined in the Student Handbook.

TECHNOLOGY DEVICE CARE

General Care:

Students may not -

- Leave their technology device in any unsupervised area, including a car.
- Keep or store food or drink next to a technology device when in use or in a backpack.
- Carry the technology device while the screen is open.
- Place any writing, stickers, or labels on the technology device that are not provided or directed by the District.
- Reconfigure or change the hardware of the technology device in any way.

Screen Care:

Technology device screens are delicate and can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. Students should not:

- Lean or place anything on the top of the technology device when it is closed.
- Place anything near the technology device that could put pressure on the screen.
- Place anything in the carrying case that will press against the cover.
- Poke the display.
- Place anything on the keyboard before closing the lid (e.g. pens, pencils, etc).
- Clean the display with a soft, dry cloth or anti-static cloth.

TECHNOLOGY DEVICE SECURITY

Password Protection:

- Students must password protect their assigned technology device. Students are expected to promptly provide the passwords to the system administrator upon request. Students are not to loan a technology device to other students or borrow a technology device from another student, or share passwords or user names with others.

Storage:

- Technology devices must be stored in a secure area. Students may not store a technology device in a car at any time for any reason. Students should be sure nothing is placed on top of a technology device when it is being stored.

Lost, Stolen, or Damaged Device:

- If a student loses an assigned technology device, the technology device is stolen, or the technology device is damaged, the student must immediately notify a staff member or the principal. If a police report is filed, the student is expected to cooperate and provide truthful information. A student whose

technology device is lost, stolen, or damaged due to a violation of this Student Technology Device Use Agreement, purposeful action, and/or negligence is subject to consequences as outlined in this Agreement.

- If a lost or stolen technology device is not recovered or if a technology device is otherwise damaged, the student and the student's parent(s) or guardian(s) may be financially responsible for the technology device.

TECHNOLOGY DEVICE SETTINGS

Music - Students may not download or save music on the technology device.

Games - Technology devices are provided for instructional use only. Unless permission is granted by the District, students may not:

- Play Internet games on the technology device.
- Download, save, or install any games or non-school related applications or programs on the technology device.

FILE MANAGEMENT

Students are responsible for ensuring that their work on the technology device is not lost due to malicious treatment of software or hardware, or accidental deletion.

SOFTWARE

Originally Installed Software:

- Each assigned technology device will have software pre-installed. Students may not remove or alter the originally-installed software unless specifically instructed to do so by a teacher or system administrator. Students may not download or install any additional software unless specifically instructed to do so by a teacher or system administrator.

Inspection:

Technology devices may be checked periodically to ensure that no new software has been added, and software that is no longer needed has been removed. Students may also be selected at random to provide their technology device for inspection by a system administrator.

PRIVACY AND SAFETY

Students are expected to take precautions to protect their privacy and security when using an assigned technology device. Students should not:

- Enter chat rooms or send chain e-mails without written permission of a teacher or administrator.
- Open an e-mail or any attachment from a sender that the student does not recognize, without first consulting and receiving permission from a teacher or administrator.
- Open, use, or change computer files that do not belong to the student.
- Reveal their full name, phone number, home address, social security number, credit card numbers, password(s), or any identifying personal information through use of a technology device.

Remember that storage in any form on the technology device or any network provided or maintained by the District is not private or confidential.

E-MAIL USE

When sending and receiving e-mail communications using an assigned technology device, students must adhere to the following rules:

- Use appropriate language.
- Refrain from transmitting any language or other material that is profane, lewd, obscene, abusive, bullying, or offensive to others.
- Do not send mass or chain e-mails, or spam e-mails.
- Do not engage in private chatting or e-mailing during class without express permission from the teacher.

All e-mail sent and received on a technology device belonging to RPS is subject to inspection by the school or District at any time.

FINANCIAL RESPONSIBILITY

If a technology device is lost, stolen or damaged, the student and the student's parent(s) or guardian(s) may be responsible for the cost of repair or for the device's fair market value on the date of loss or damage.

HP Chromebook 11 G5	\$250	HP Chromebook 11 G8 EE	\$250
Keyboard	\$64.99	Keyboard	\$99.99
LCD Panel	\$62.99	LCD Panel	\$62.99
System Board	\$159.99	System Board	\$199.99
Top Cover	\$39.99	Top Cover	\$39.99
Bottom Cover	\$49.99	Bottom Cover	\$39.99
Display Bezel	\$39.99	Display Bezel	\$29.99
		Hinge Cover	\$19.99
HP Chromebook 11 G6 EE	\$250	Dell 11 Chromebook 3100	\$250
Keyboard	\$79.99	Keyboard	\$89.99
LCD Panel	\$62.99	LCD Panel	\$62.99
System Board	\$139.99	System Board	\$199.99
Top Cover	\$49.99	Top Cover	\$39.99
Bottom Cover	\$34.99	Bottom Cover	\$34.99
Display Bezel	\$29.99		
HP Chromebook 11 G7 EE	\$250	Accessories	
Keyboard	\$99.99	Charger/cable	\$35.00
LCD Panel	\$62.99		
System Board	\$119.99		
Top Cover	\$39.99		
Bottom Cover	\$24.99		
Display Bezel	\$44.99		
iPad 5	\$150		
Digitizer	\$20.00		
LCD Panel	\$66.13		
iPad 6	\$200		
Digitizer	\$29.99		
LCD Panel	\$66.13		
iPad 7	\$300		
Digitizer	\$34.99		
LCD Panel	\$122.25		
iPad Air 2	\$100		
Digitizer/LCD Assembly	\$100.00		
Accessories			
Charger	\$4.00		
Cable	\$1.00		

The District will not pay for loss or damage caused by or resulting from the following:

1. Dishonest, fraudulent, or criminal acts.
2. Any loss to accounts, valuable documents, music or videos, records, or assignments. Students are responsible for backing-up their own data. A repair claim may only cover material issues with the device, not lost opportunities or data.
3. Loss caused by failure to use all reasonable means to protect the technology device that has been damaged.
4. Disappearance not accompanied by a police report.

The principal has the final say in determining replacement and repair situations.

TERM OF POSSESSION

A student's right to use and possess an assigned technology device terminates not later than the last day of distance learning or the school year, as determined by RPS, unless earlier terminated by RPS or upon a student's withdrawal from RPS.

Failure to timely return a technology device and the continued use of a technology device for non-school purposes without the consent of RPS may be considered unlawful appropriation of School property.

CONSEQUENCES

If a student fails to timely and fully comply with all terms of this Student Technology Device Use Agreement, including timely return of an assigned technology device, the following consequences may result:

First Offense. The student may receive a written warning and/or receive up to a one-week suspension from technology device privileges, depending on the circumstances and severity of the violation. The student's parent or guardian may also be contacted.

Second Offense. The student may receive a two-week suspension from technology device privileges. The student's parent or guardian may also be contacted.

Third Offense. The student will be suspended from technology device privileges for a period of time to be determined by School administrators based on the circumstances and severity of the violation, not to exceed one full school year. The student's parent or guardian will be contacted.

Please note that consequences may not necessarily be followed in order, and that progressive consequences are not required depending on the circumstances and/or severity of any particular violation of this policy. Students who fail to abide by the guidelines and requirements of this Student Technology Device Use Agreement are also subject to disciplinary consequences under the Student Code of Conduct.