

# **SCHOOL CITY OF EAST CHICAGO TECHNOLOGY LOAN AGREEMENT AND USAGE POLICY**

## **I. PURPOSE AND OBJECTIVES**

The purpose of this Technology Loan Agreement and Usage Policy (“Policy”) is to ensure that all School City of East Chicago (“SCEC”) students and parents are aware of the guidelines and responsibilities for use of school-issued devices and technology. This Technology Loan Agreement and Usage Policy describes the basic expectations of SCEC for device ownership and digital citizenship by students, and also describes the responsibility of SCEC students and families for the care and maintenance of school-issued devices and technology.

## **II. POLICY GUIDELINES**

### **A. Ownership**

1. SCEC will issue the appropriate devices to all eligible students during the first two (2) weeks of the school year, or at other times as determined necessary by SCEC. Devices issued to SCEC students remain property of SCEC, and students and families have no ownership, interest, or right to title of the devices or any information stored or maintained on them. Upon receipt of a device from SCEC, students and families agree to return that device to SCEC upon request or on the appointed date at the end of the school year, in the same or similar condition as it was at the time it was issued, reasonable wear and tear excepted.
2. The security and care of each SCEC-issued device, and the information stored or maintained on it, is the responsibility of each student and family while it is issued to that student or family. Failure to return any SCEC-issued device will result in the parent or guardian being charged for the device’s total replacement cost. SCEC may assign the replacement cost of the device in addition to any student or book rental fees owed by the parent or guardian on behalf of the student, and may attempt to collect on the balance in any manner permitted by law.

Damage to any SCEC-issued device should be reported to the school librarian immediately. Devices that are broken or fail to work properly must be brought back to the library of the student's school, and a Device Case Form must be completed and signed by the parent or guardian. Upon request, a loaner device may be issued to the student until his or her device can be repaired. Loaner devices are issued to students under the same terms and conditions as all other devices covered by this Policy.

If an SCEC-issued device is lost or stolen, a police report should be filed immediately.

3. SCEC will address loss of or damage to any SCEC-issued device on an “incident” by “incident” basis, according to the following policy. For purposes of this Policy, an

“incident” is defined is any situation in which SCEC determines that proper care was not taken by the student to prevent damage from occurring to the SCEC-issued device.

Repair costs and disciplinary actions resulting from damage to an SCEC-issued device will be determined according to the following policy, if the device has not been lost or damaged so badly that it cannot be repaired:

- a. **FIRST INCIDENT:** Following the first incident resulting in damage to the device, the device will be repaired at no cost, and the student and family will be warned about the consequences of further damage to the device.
  - b. **SECOND INCIDENT:** Following the second incident resulting in damage to the device, written communication regarding the incident will be directed to the parent or guardian of the student to whom the device was issued, and a meeting will take place between the student and a SCEC Dean or Administrator. *Fees for repair or replacement of the device, according to the schedule listed on Page 5 of this Policy, will be assessed to the student’s account and shall be the responsibility of the parent or guardian.*
  - c. **THIRD INCIDENT:** Following the third incident resulting in damage to the device, written communication regarding the incident will be directed to the parent or guardian of the student to whom the device was issued, and a meeting will take place between the student and the appropriate Principal. The Principal may issue discipline to the student at his or her discretion. *Fees for repair or replacement of the device, according to the schedule listed on Page 5 of this Policy, will be assessed to the student’s account and shall be the responsibility of the parent or guardian.*
  - d. *In any incident in which a device is lost or damaged beyond repair, fees for repair or replacement of the device, according to the schedule listed on Page 5 of this Policy, will immediately be assessed to the student’s account and shall be the responsibility of the parent or guardian, even if it is the first incident of loss or damage to the device issued by SCEC to that particular student.*
4. SCEC-issued devices will be labeled in the manner specified by SCEC policy, and shall each be marked with an assigned School City of East Chicago asset tag.

*\*\*\* Under no circumstances should any student, parent, guardian, or family member modify, remove or destroy a School City of East Chicago asset tag. \*\*\**

If an asset tag is accidentally removed or damaged, the student and/or parent or guardian is required to immediately request a new label from the SCEC Technology Department. Failure to do so may result in an assessment of fees for replacement of a lost or stolen device.

5. At the end of the school year, a date will be established on which all devices assigned

Version: 3.080621

to each student and/or family must be returned to the SCEC Technology Department, which will have the authority to appropriately wipe all stored information from the device and reissue it to the same student or another student for the next school year. *Students should NOT expect that their data or information will be stored on a machine from school year to school year.*

6. SCEC is the sole licensee of all software included with or installed on any SCEC-issued device. Any copying, modification, merging or distribution of the software by any student or family is prohibited. Any student or family in possession of an SCEC-issued device is responsible for complying with any and all hardware, software and service provider license agreements, terms of use, and applicable state and federal copyright laws, as well as any other intellectual property protections. Violations of any such licenses, terms or laws shall constitute a violation of this Policy and may subject the user to revocation of such privileges.

## **B. Liability**

1. SCEC students, and their parents or guardians, are responsible for all devices in possession of the student or family, and all materials stored or maintained on the device issued to them. The users accept responsibility for keeping the device free from all inappropriate or dangerous files.
2. SCEC is not liable for any material sent by, or any material stored on, devices issued to SCEC students, other than data or material loaded on the device by SCEC and in connection with or furtherance of SCEC interests prior to issuance of the device to the student.

## **C. Acceptable Use**

1. SCEC only authorizes use of its devices in a manner consistent with the following terms and conditions.
2. Students are *not* to personalize their devices with stickers, ink or any other markings. Any student violating this policy will be subject to disciplinary action. Students may be selected at random to provide their devices for inspection. The purpose for this inspection will be to check for proper care and maintenance, as well as inappropriate material being carried into the school
3. **DEVICE USE AT SCHOOL:** SCEC-issued devices are intended for use at school every day upon teacher approval. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed by students using the SCEC-issued device.

Secondary school devices must be brought to school each day in a fully charged condition. In the secondary schools, students must be responsible for bringing their devices to all classes unless specifically advised not to do so by their teacher or

Version: 3.080621

principal.

3. **DEVICE USE AT HOME:** Secondary students are required to take their devices home each night throughout the school year for charging. Students should charge their devices each evening. If a student leaves his or her device at home, he or she will be asked to go to the library and request a loaner device for the day. Repeated violations of this Policy may result in a disciplinary referral to a Dean or Administrator. It is recommended that students not carry the AC adapter power cord (charger) to school as, if fully charged at home, the battery will last throughout the day.
4. **MANAGING FILES AND SAVING WORK:** Students should save all of their work to their SCEC Google Drive account. Saving to the Google Drive account will allow students to access their work from any computer with an internet connection by logging in with their SCEC Google accounts. Students who choose not to save work to their Google Drive accounts will be responsible for maintaining the integrity of their work/files, and should be aware that all information will be wiped from all devices at the end of each school year.
5. **GENERAL GUIDELINES FOR USE AND CARE OF SCEC-ISSUED DEVICES:**
  - a. No food or drink is allowed next to a device while it is in use.
  - b. Cords, cables and removable storage devices must be inserted carefully, when used.
  - c. Students should never carry a Chromebook or laptop computer while the screen is open unless directed to do so by a teacher.
  - d. To conserve battery life, all devices should be shut down when not in use.
  - e. Devices should never be shoved into a locker or wedged into a tight space, as this may damage the screen.
  - f. Devices should not be exposed to extreme temperatures or direct sunlight for extended periods of time, as extreme heat or cold may cause damage.
  - g. Devices should always be allowed to reach room temperature prior to being powered up.
  - h. Devices must be kept in their designated SCEC-issued carrying cases at all times, as this will provide a higher level of protection against damage.
  - i. Students should not lean on the top of a device, place anything on or near a device that could put pressure on the screen, or place anything in the carrying case that will press against the cover.
  - j. Students should not poke the screen of a Chromebook or laptop, or the webcam directly above the screen, or place anything on the keyboard before closing the lid.
  - k. Devices are not to be stored anywhere on school grounds after school hours.
  - l. Devices should never be stored in a vehicle.

### III. REPAIR AND REPLACEMENT COSTS FOR SCEC-ISSUED DEVICES

Replacement costs for devices and chargers are the following:

Chromebook	IPAD
<ul style="list-style-type: none"><li>• Chromebook and Accessories - \$300</li><li>• Chromebook Charger - \$32</li><li>• Chromebook Screen - \$50</li><li>• Chromebook Keyboard - \$30</li><li>• Chromebook Bezel - \$35</li><li>• Chromebook Camera - \$20</li></ul>	<ul style="list-style-type: none"><li>• IPAD and Accessories -\$500</li><li>• IPAD Screen - \$75</li><li>• IPAD Case/Keyboard - \$100</li><li>• IPAD Charger - \$ 34</li></ul>
<ul style="list-style-type: none"><li>• Internet Mobile HotSpot - \$99</li></ul>	

### IV. ACKNOWLEDGEMENT AND ACCEPTANCE

This Policy has been adopted by SCEC for use during the 2021-2022 academic year. The Policy has been received, reviewed, and accepted by the student and/or the parent or guardian whose name and/or signature appear below.

\_\_\_\_\_  
PARENT/GUARDIAN (Signature)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN (Print)

\_\_\_\_\_  
STUDENT NAME (Print)

\_\_\_\_\_  
STUDENT ID