

## **Westlake City School District District Owned Device Responsibilities (1:1 Device)**

*The Westlake City School District may provide and assign students a device for use both at school and at home as a means to promote academic achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued the district owned (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy.*

*Our belief is that students will responsibly use district technology devices and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.*

### **The student Will:**

- Follow building /classroom procedures to ensure devices are charged for daily use.
- Only use technology for school-related purposes.
- Return device (including the charger) upon school withdrawal or specific request of administration.
- Use appropriate language in all communications, refraining from use of profanity, obscenity and offensive or inflammatory speech (including cyberbullying, personal attacks, and threats). Any violation while using district owned technology is to be reported to appropriate school personnel.
- Understand that all digital activity on school-assigned accounts may be monitored for student safety purposes.
- Provide their own headphones and/or earbuds as needed for school related work.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Understand that all files sent or received to or from any internet location using District technology are subject to inspection by administration and staff. Files stored and information accessed, downloaded or transferred on District-owned technology are not private insofar as they may be viewed, monitored, or archived by the District at any time.
- Students are to advise school staff when they observe any violation of the school's policy for the use of the school's electronic devices.

***Student/parent/guardian will be responsible for damages or loss due to vandalism, abuse, neglect, and/or theft.***

An optional group insurance plan will be offered to all parents/guardians to cover costs associated with accidental damage (drops, cracked screens, liquid spills), liquid submersion, theft, fire/flood, vandalism, natural disasters, and power surge due to lighting. Repairs will be submitted to Worth Ave. group by the Westlake City School District.

**Optional Group Insurance Plan - Full Coverage through Worth Ave. Group**  
Group Rate - **\$28**

*Should a parent/guardian choose not to participate in the optional group insurance program, all repair costs will be the responsibility of the student/parent/guardian.*

All ad-hoc repairs will be done by the Westlake City School District. The Ad-Hoc parts list (below) is not comprehensive, it represents the most common parts needed to repair a Chromebook, other additional parts/expenses will be determined at the time of the device repair.

**Ad-Hoc parts costs \***

full device replacement cost	\$267.00
screen	\$56.95
keyboard	\$19.95
battery	\$69.95
power charger	\$34.95
top/bottom cover	\$24.95
screen bezel	\$24.95

\* costs are subject to change, the prices listed represent the prices of parts on 7/12/21.

**Student will NOT:**

- Mark, deface or place stickers on the device.
- Attempt to override, bypass, or otherwise change Internet filtering software, device settings or network configurations.
- Share passwords or attempt to discover passwords of any other student or staff member. Sharing a password is not permitted and could result in disciplinary action, including liability for actions of others if problems arise due to unauthorized use.
- Download and/or install any programs, extensions, applications, files or games from the internet or other sources onto any district-owned technology without the permission of classroom teacher or principal.
- Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy devices or files. Intentional or negligent damage to computers or software may result in financial and/or disciplinary and criminal charges.
- Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials.
- Modify or remove the Westlake City School District's asset tag or manufacturer serial number and model number tags.
- Attempt access to networks and other technologies beyond their authorized intent. This includes attempts to use another person's account and/or password or access secured wireless networks.

## Proper Care of a 1:1 Device

In order to keep devices, secure and damage free, please follow these additional guidelines:

- The student is responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting, throwing bookbags.
- Device screens can be easily damaged! Screens are particularly susceptible to damage from excessive pressure on the screen.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may cause damage (often irreparable) to the device.
- Keep your 1:1 device away from dangerous locations like table edges, floors, seats, or around pets.
- Do not stack objects on top of your 1:1 device.
- Devices should not be left in vehicles, outside, or near areas where it may get wet; do not expose devices to extreme hot or cold temperatures.
- Do not store or transport any item, including papers, between the screen and keyboard.
- Never transport your device with the power cord plugged in.
- Never move a device by lifting from the screen. Always support a Chromebook from the bottom with the lid closed.
- Do not peel off or otherwise rearrange keys.

## District Owned Device (1:1 Device) Acknowledgement / Release

I have read and agree to abide by the rules and conditions set forth in this agreement regarding my district owned (1:1) device responsibilities.

In exchange for the privilege of using the District's computer and technology resources, I hereby release the District and its providers, operators, administrators and agents from any and all claims arising from my use or inability to use the District's computer, network, Internet connections, online resources, electronic messaging and related technological resources.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Date

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

As the parent or legal guardian of the student signing above, I have read and agree to abide by the rules and conditions set forth in this agreement regarding my district owned (1:1) device responsibilities

In consideration for the privilege of allowing my child to use the District's computer and technology resources, I hereby release the District and its providers, operators, administrators, and agents from any and all claims arising from the student's use or inability to use the District's computer, network, Internet connections, online resources, electronic messaging and related technological resources.

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Date

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