

2020-21 Agreement for Temporary Use of Shoreline Student Technology

Parent/Guardian Name: _____

Parent/Guardian Email: _____ Parent/Guardian Phone: _____

Student Name: _____ Student Grade: _____

Requested Device: Chromebook (2nd – 5th) or iPad (K-1) Hotspot

District Policy Regarding Student Chromebook/iPads

- The device that you will be issued is the property of Shoreline School District, and is made available to you as a tool for learning.
- Like textbooks and other school property, this device is assigned to the student and **MUST** be returned to the District at the end of the checkout term or upon withdrawal or transfer.
- Before being issued a Chromebook/iPad/Hotspot, students and their parent/guardian are asked to review this document as well as Board Policy 2314 to learn what is expected relative to the use of the device. An agreement – signed by both student and parent/guardian – to comply with the District’s technology rules and regulations is required before a device will be issued to a student.
- The use of a Chromebook/iPad/Hotspot is a privilege that can be revoked. Inappropriate use or neglect of a Chromebook/iPad/Hotspot can result in limits to or loss of use of the device.
- Students are not permitted to alter the configuration or functionality of the device that has been established by the district.
- Students are not permitted to tamper with the management profiles/settings on the Chromebook/iPad/Hotspot in any way.
- Students are not allowed to modify any installed software or the device operating system in any way.

Fee Schedule and Required Care of the Chromebook/iPad/Hotspot

- Student and Parent/Guardian will be charged for damage or loss of their issued Chromebook/iPad/Hotspot according to the fee and fine schedule below. A police report is required for any stolen equipment. Final determination of applicable fee will be made by the Shoreline Technology Department based on a student incident report and acceptance of insurance claim by insurer.

- Lost or damaged stylus (certain model Chromebooks) fee of \$24
- Lost or damaged AC Adapter fee of \$35
- Lost or damaged case fee of \$35
- Accidental Chromebook/iPad/Hotspot damage fee of \$50 per incident
- Chromebook/iPad/Hotspot Loss due to reported theft of \$100 per incident
- Chromebook/iPad/Hotspot Negligent damage fee of \$100 per incident
- Chromebook/iPad/Hotspot Negligent loss fee of \$200 per incident

- Any loss or theft of a Chromebook must be reported to the district IT Department immediately. **Failure to immediately report a lost Chromebook/iPad/Hotspot can result in the student being assessed the full negligent loss fee.**
- Any damages to the Chromebook/iPad/Hotspot must be reported to the district IT Department for repairs. Students are not permitted to perform repairs on their own or through 3rd-party service providers.
- Do not permanently mark the device or device case or accessories in any way.
- Each Chromebook/iPad/Hotspot is labeled with a district identification barcode on the back of the device. Do not remove or cover this sticker.
- If provided the Chromebook/iPad must remain in the district-provided case at all times. Any damage resulting from failure to use the required case can result in fees being assessed for the full negligent cost of repairs.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Chromebook/iPad/Hotspot.
- Do not close the Chromebook with any object between the keyboard and the screen. Always store your Chromebook in the closed position.
- Do not leave your Chromebook/iPad/Hotspot unattended in a vehicle.
- Do not use your device near bodies of water or sand like a pool, lake, river or beach. Do not leave your device outside or in extreme high or low temperature environments.
- Do not eat or drink near the Chromebook/iPad/Hotspot. **Damage due to spilled substances may not be covered by accidental protection insurance and student can be responsible for full negligent repair cost.**
- Make sure hands are clean before using the Chromebook/iPad – the glass screen should be regularly wiped clean with a dry

clean soft cloth – microfiber cloth is recommended but any soft cotton fabric will work. Please do NOT use commercial liquid or spray cleaners on the Chromebook/iPad screen.

- When the charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling.
- Be careful when inserting or removing headphones from the audio jack. Breaking the jack may result in a negligent damage fine.

Internet Rules and Expectations

- Shoreline’s Acceptable Use Agreement must be followed at all times. (see Board Policy 2314P on district web site).
- Any inappropriate web or email activity can result in loss of the Chromebook/iPad/Hotspot privilege. The use of proxy servers or VPN apps is strictly forbidden and is a violation of the district’s network policy.
- Internet use of the Chromebook/iPads is subject to filtering using the native Chrome restrictions and/or other filtering software.
- The Chromebook/iPads are managed by a centralized management system. The District may remotely change, modify or otherwise alter device and user settings as needed to meet the educational and safety needs of students.
- Enforcement/Consequences will vary according to infraction, but may include any or all of...

- School discipline code for minor infractions
- Loss of privileges or increased daytime controls
- Loss of computer for period of time
- Suspension/expulsion – serious or repeated offense

Parent Information

- The Chromebook/iPad is meant for student use only. It is not meant to be a family computer or to be used by siblings other than students enrolled in the Shoreline School District.
- Parents are responsible for supervising student Internet use while at home; the filtering services we implement on the district network may differ from the filtering for home use.
- Parents should monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.

Outstanding Fines

- To allow for timely processing, prompt payment of iPad/Chromebook fines/fees are expected.
- If an extension or partial payment plan is requested by the family, the request should be made within one week of the notice being received.
- Full or partial waiver of fines/fees may be considered in cases where school officials determine that extraordinary circumstances exist.

RETURN SIGNED FORM AT CHROMEBOOK/IPAD CHECK-OUT!

By signing below parent/guardian and student are agreeing to the following:

- My student and I have read and will comply with the Shoreline Chromebook/iPad/Hotspot Usage Agreement, and the Shoreline Acceptable Use Policy (2314 and 2314P).
- Parent/Guardian accepts responsibility for any damage or neglect that may result from my student using the Chromebook/iPad/Hotspot, which may result in monetary charges.
- I understand that the student may lose their Chromebook/iPad/Hotspot privileges as a result of inappropriate behavior, and may be financially responsible for intentional damage, neglect, or avoidable loss to any District device.
- All items must be returned at the end of the checkout term. I understand that I will be charged for any missing equipment.

Parent/Guardian - Print your name here:

Signature and date here:
