



## Newport School District

Technology Department  
1380 W 5th St, Newport, WA 99156

Phone:(509) 447-3567

Email: [GrizIT@newportgriz.com](mailto:GrizIT@newportgriz.com)

Website: [www.newportgriz.com](http://www.newportgriz.com)

A Chromebook to use at home will be provided as a means to promote achievement and provide for flexible learning opportunities. Students and staff are expected to use district technology responsibly as long as they are enrolled or employed in Newport School District. They must understand the appropriate and responsible use of the technology and District network resources. The District also expects that students and staff will keep their devices safe, secure, and in good working order. This agreement includes the following expectations.

### *Care of the device, software, and confidential data:*

- Do not leave unattended in a car, an unlocked home, or in a public place.
- Do not use or store food and drink near district devices
- Protect from extreme temperatures (i.e. do not leave in the trunk of a car for long periods of time).
- Do not mark or deface your NSD issued device, defacing includes the use of stickers or tape.
- Do not remove or alter district-placed stickers and tags.
- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Do NOT provide your credentials to another individual
- Students and staff will log on to the network only as themselves.
- Students and staff will refrain from using any device or software that masks the use of the school resources. This includes, but is not limited to, anonymizers and any application or hardware device that circumvents network security, logging, or tracking procedures.
- Students will notify their classroom teacher or the technology department immediately if the mobile device needs repair, is lost, or stolen.
- Staff should report any damage to the technology department as soon as possible via work orders
- Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means

### *Responsibilities and Restrictions:*

- Students and staff are expected to abide by the Responsible Use Agreement (Board Procedure 2022)
- Student and staff use of District equipment is filtered on and off District property in compliance with CIPA and district policies. No filter is perfect and the District cannot guarantee students will not intentionally or unintentionally access content that is inappropriate.
- Students and staff are responsible for all content on their devices. Any inappropriate content, in any form (pictures, text, animation, video, sound, etc) will be grounds for disciplinary action.
- Use technology for school-related purposes only. Use for commercial or political purposes is prohibited.
- I will use technology in accordance with the laws of the United States and the State of Washington as they relate to libel, copyright, and criminal acts. Only download/save music, videos, or other content related to specific assignments. I will not use any device to store personal digital content.
- Cyberbullying, including personal attacks or threats toward anyone using online resources, is strictly prohibited and may lead to criminal charges. If you are aware of cyberbullying, please report it to responsible school personnel!
- All electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.
- Routine maintenance and monitoring of the NSD network may lead to the discovery that you have violated this Policy, the Student Handbook, or the law, and may be grounds for disciplinary action.

I understand that if loss or damage occurs while the device is in my possession, I am responsible for any damage, and in case of theft, for filing an official police report and informing my school immediately. The District may request the device and software be returned or examined at any time. Upon request by the District, withdrawal from, or termination of the Agreement, I must return any checked out devices to the District, in the same condition it was received, reasonable wear and tear is to be expected.

2020/21 Replacement Costs, these costs can vary depending on the prices provided by our vendors:

Case: \$25	Keyboard: \$75	Device Exterior: \$40
Charger: \$25	Individual Keys \$15	Hinge: \$25
Screen: \$120	Touchpad: \$30	Full Replacement: \$225

By signing this document, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of NSD district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited. In addition, students may also be subject to disciplinary action as outlined in their respective Student Handbook.

<b>CHECK OUT INFORMATION: We have reviewed these rules and regulations and agree to the terms of this agreement. All equipment must be returned at the end of the school year or earlier in the event of withdrawal or district request.</b>	
Print Student/Staff Name	Student/Staff account name - <i>GradyearLastnameFirstname</i>
School	Grade/Room number
Asset Tag Number	
Device Condition and notes at check out	
Print Parent/Guardian Name	Parent Phone Number and email address
Parent/Guardian/Staff Signature	Date

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**District use Only**

<b>CHECK-IN INFORMATION: Device has been inspected for damage, assessed, and checked back into inventory.</b>	
Signature of Device Receipt	Date Checked in
Device Condition and notes at check-in	