

General Student Use and Care of School-Provided Device

- Students are responsible for the device at all times. The devices are not to be left unattended.
- Devices may only be carried in a backpack if they are in school issued cases. They must be carried in the school issued protective case at all times and stored in them when they are not in use. Failure to comply will result in your insurance being void and all repairs will need to be paid for in full.
- The student is expected to bring the device and charger to school every day with battery charged. Teachers are not responsible for allowing time during class to charge your device.
- Students are responsible for maintaining their computer's login and password; do not share this information with others.
- Students are not authorized to use other students' devices.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover, or plastic casing.
- Do not put objects on top of the device as they can damage the screen.
- Avoid leaving the device in extreme hot or cold environments.
- Students may not use the devices on buses or in the cafeteria.
- While a student is in Physical Education class, the device is to be locked in the student's assigned gym locker. It is the student's responsibility to notify his/her teacher if his/her gym locker is not working properly.
- Devices are not to be stored in lockers overnight.
- Students are responsible for backing up school documents on Google Drive. Never consider any electronic information safe when stored on only one device.
- Obscene language and/or inappropriate materials, including screensavers, backdrops and/or pictures are strictly prohibited. All students are expected to follow the guidelines specified in the VGSD Acceptable Use Policy.
- Illegal use or transfer of copyrighted materials is prohibited.
- Stickers or other decorations are not allowed.
- School identification and name tags must remain on the device and case.
- Food and drink should not be used near the device.
- Use the device on a flat, stable surface.
- Close the device gently; pull from the top center of the cover.
- Do not use any cleaner except for electronic wipes, or a Clorox/Lysol wipe that has been wrung out and is mostly dry.
- Any damages to the device must be promptly reported by notifying a teacher, who at their discretion will send students to see Mr. Weisenfluh in the tech department to have the damages assessed and repaired.
- Students not following any of the above expectations are still expected to complete all classwork and assignments. You will not receive additional time to complete any assignment.
- The student is fully responsible for the use of the device outside of school; therefore, VGSD staff will not be available nor responsible for troubleshooting outside of school use.
- VGSD is not responsible for a student's internet connection outside of school.

Optional Insurance

The district will offer a yearly insurance agreement for district-purchased, student-issued Chromebooks, iPads and Laptops for \$25. The insurance will only cover accidental damages up to but not exceeding \$225; all other repairs over this amount will be at the student's expense. If the insurance policy is not purchased, all repairs will be charged in full to the student. All repairs are limited to accidental damage. Any damages that are determined by the Valley Grove School District to be malicious or neglectful will not be covered by the optional insurance and the student will be liable for all costs for repair or the entire machine replacement costs. This optional insurance does not cover lost devices.

- I do not wish to purchase insurance for my student's device for the remainder of 2020-2021 school year
- I would like to purchase insurance for my student's device, at the prorated cost of \$25 for the remainder of 2020-2021 school year.

Student Name:

_____ Grade: _____ ID: _____

Parent Signature:
