



Milford School District Technology Use Agreement

The Milford School District maintains a strong commitment to maintain technology resources for all students. As such, all students and parents must agree to follow the terms and conditions stated in this Technology Use Agreement. This contract must be signed and returned to obtain access to district owned devices. If this agreement is not signed, a device will not be assigned to the student.

Parents/students please note any violation of this contract that results in inappropriate use of technology and/or damage of technology will result in a school consequence per the Milford School District Code of Conduct (Board Policy 5404).

A. Requirements for Use of Technological Resources

The use of school system technological resources, such as devices and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate online behavior and sign the Milford School District Technology Use Agreement.

A signature on this Technology Use Agreement for any district owned device acknowledges compliance with the following assurances:

1. I understand and agree that all equipment acquired is under my care, custody, and control. Damages will be subject to personal expense for repairs or replacement, and that I am liable for the full replacement cost of the device in the event the device is lost or stolen.

2. I understand and agree that any restitution for repairs or replacement of district equipment must be made within 30 days of the fee issuance, unless an approved repayment plan is established with school personnel.
3. I understand that upon the end of my attendance and/or enrollment at the Milford School District, I am required to return all district property. If the equipment is not returned within 5 business days, I will be liable for the replacement cost of the district provided technology.
4. I understand that any and all equipment acquired by students of the Milford School District through purchases of district, state, federal or grant funding is considered district property.
5. I understand that I am responsible for the use of this equipment for instructional purposes while enrolled at Milford School District. I have read and understand the responsibilities and guidelines related to district technology in the Student Handbook and agree to exercising good judgment regarding appropriate use of school data and resources (email, web sites, Internet services, etc) in accordance with district & State policies, standards, and guidelines.
6. I understand and acknowledge that the district's resources are subject to monitoring and there is no right to privacy when using district resources. The district and the State use internet content management tools designed to restrict access to unauthorized internet sites. While these tools limit prohibited usage, sites that violate acceptable use remain accessible and users must therefore remain vigilant when using the Internet. State of Delaware data or resources may not be used for any unlawful or prohibited purpose. State resources may not be used for personal or inappropriate use, nor for pursuing activities not specifically identified as school required.
7. I understand that non-public information remains within the control of the district at all times and conducting district business that results in the inappropriate release of data or the storage of non-public district information on personal or non-district controlled environments, including devices maintained by a third party with whom the Milford School District does not have a contractual agreement, is prohibited.
8. I understand that the use of an email account that is not provided by the Milford School District on district devices is prohibited.
9. I understand that modification to the configuration of district equipment is prohibited. All modifications (excluding approved apps & extensions) should be done by a district technology representative. Users may not install or use any Internet-based file-sharing program designed to facilitate the sharing of copyrighted material.

10. I understand that connecting a personal device to the K12 network is a violation of the Technology Use Agreement. Violations will be subject to disciplinary action in accordance with the Milford School District Student Code of Conduct.
11. I understand that no user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful.
12. I understand that users may not create or introduce games, network communications programs or any foreign program or software onto any school computer system, electronic device or network.
13. I understand that any identified security concern on a district resource, must immediately be reported to district personnel (Teacher or Building Administrator). Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access and may have device privileges revoked.
14. I agree that my student must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism involving Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.

B. Vandalism and Theft

Vandalism and theft will result in revocation of technology use privileges and disciplinary action. Vandalism is defined as:

- any malicious attempt to harm or destroy network resources.
- damaging computer equipment and/or data of anyone connected to the network.
- any stickers/decals or markings made to the outside or inside of the device

Theft is defined as:

- the illegal taking of another person's property without that person's freely-given consent

Vandalism, theft and possession of stolen property are violations of the criminal law. Security measures used to protect technological resources include, but are not limited to, video surveillance, visual inspection and asset tracking.

The Supervisor of Technology and designated staff work closely with local law enforcement officials in cases of suspected vandalism or theft. In the case of an off-campus theft incident, students or guardians are responsible for filing a police report as well as notifying the school.

C. Loan Period / Distribution

A district device will be issued to students at the distribution session at the beginning of the school year upon acceptance and signature on this agreement. The device must be returned,

with all accompanying equipment (i.e.device and charger), in good condition, on the assigned collection day. Devices will be reconfigured, restored, and repaired during the summer break.

**Technology not returned during collection may impact assignment of technology the following year.*

D. Liability

The device is issued to the student who, with their parents or legal guardians, is the only authorized user of that device. Although each student accepts responsibility for the care and use of the device, the device remains the sole property of Milford School District. Damage or negligence to the device not due to normal wear or tear will be subject to a fee charged to the parents or legal guardians. In the instance that a parent or student were to move and no longer attend Milford School District, it is the responsibility of that parent/guardian to return all devices and equipment. Milford School District reserves the right to file police reports for any missing devices.

Damage - Fees

- First instance of damage/break - \$25.00
- Second instance of damage/break - \$25.00
- Additional instances of damage/breaks - At the discretion of the Supervisor of Technology and Building Administration, total cost of device replacement at the time of the damage, potential loss of access to district technology.

**Failure to pay damage fees within 30 calendar days may result in restriction or revocation of technology privileges, preventing access to school functions (dances, sporting events, etc.), and/or a "hold" of the student's diploma until payment is made in full.*

E. File Maintenance

Students are responsible for maintaining their files. Google Drive should be used for this purpose. devices will be periodically re-imaged or restored. All data and files not backed up to Google Drive or external media may be lost during this process. All files stored on the device are property of the school and may be inspected at any time.

By signing the Technology Use Agreement, the student and parent/legal guardians agree to indemnify, defend, and hold harmless Milford School District and its employees from and against all claims, demands, suits, liabilities, damages, losses, and expenses resulting from or arising out of the use of the property as described in this agreement, which causes bodily injury, illness, death or other damage to persons or property.

Additionally, by signing below, parents and legal guardians agree to all of the clauses above. When the device has been assigned to the student, it becomes the responsibility of the individual signing for the device.

I understand that my signature below indicates I have thoroughly read through and understand the above information. I hereby accept responsibility for the care of this device and charger per the terms of this agreement.

Student Name: _____

Student Signature: _____

Student ID: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____