

Marshfield R-I SCHOOL DISTRICT

HS Student & Parent 1:1 Handbook

2025-2026 SCHOOL YEAR



Marshfield R-I School District Student Acceptable Use & Optional Insurance Agreement

Recognizing the value of technology to enhance student learning, the Marshfield R-I School District is excited about integrating technology further into the classroom setting.

It is the policy of the district to maintain a technological environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate, or illegal manner undermines the district objectives and will not be tolerated.

Technology Usage Agreement - Student

The proper use of the Marshfield R-I School District network, the Internet, and the educational value to be gained from the proper use of these, are the joint responsibility of students, parents, and employees of the school district. The Acceptable Usage Policy (AUP) form must be read and signed by the student and the parent or legal guardian. Each student must have a signed AUP form on file with the school in order to use any type of district technology device (Chromebooks, tablets, desktop computers, etc).

Technology Usage Agreement - Parent/Legal Guardian

As the parent or legal guardian of the student, I understand that violation of these provisions may result in disciplinary action taken against my child, ward, or child within my care, including but not limited to, suspension or revocation of my student's access to district technology, and suspension or expulsion from school in accordance with the school handbook. I understand that my student's technology usage is not private and that the school district can monitor my student's use of district technology, including, but not limited to, accessing browser logs, email logs, and any other history of use. I consent to district interception of or access to, all communications sent, received, or stored by my student using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I recognize it is impossible to restrict access to all controversial materials, and I will not hold the school district, its employees, or its agents responsible for materials acquired on the Internet. I accept responsibility for guidance of Internet use- setting and conveying standards for my students to follow when selecting, sharing, or exploring information and media. I agree to be responsible for any unauthorized costs arising from my student's use of the district's technology resources. I agree to be responsible for any damages incurred by my student. I understand that any device owned by the Marshfield R-I District is to be used solely for the purpose of educational purposes and only to be used by the above-signed student. The student is the only authorized user of his or her assigned device.



Google Workspace for Education and Data Privacy

Each student will be issued a Google Workspace for Education account in which they will use to complete assignments, communicate with their teachers, sign into their Chromebooks or Clever, share documents, and learn 21st century digital citizenship skills. Depending on the age level of the student, students will be able to access core Google services (such as Google Docs, Google Slides, Gmail, Google Drive, Google Forms, etc.) and might use other additional Google services including, but not limited to the services listed below.

Chrome Canvas

Chrome Web Store

Google Bookmarks

Google Groups

Google Maps

Google Photos

Google Play Console

Google Translate

Youtube

For more specific information about student data privacy and your students Google Workspace for Education account, please read the Google Workspace for Education Privacy Notice by clicking [here](#).



Unacceptable use of technology includes, but is not limited to:

- Allowing another person to use your password/user id to gain access to any school system including your own.
- Sending, displaying, or storing inappropriate content on any district device in any location (or other devices on school premises), such as offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material.
- Threatening, harassing, insulting, or attacking others (cyberbullying).
- Violating copyright laws.
- Releasing personal information or false information about another person or yourself, including but not limited to: name, address, phone number, email address, social security number, account number, passwords, and other items used for identification.
- Damaging computers, computer systems, or computer networks (intentional damage vs. accidental damage will be determined by the building administrator and technology department).
- Trespassing in another's folders, work, files, or decrypting system or user passwords.
- Employing the network for commercial or political purposes.
- Using the network for any purpose or activity that is prohibited by federal, state, local.
- Attempting to join non-district owned/managed equipment to the school network.
- Intentionally damaging the serial number, barcode, or any other district device identification.
- Accessing chat rooms and non-district-issued email accounts (unless such access is required for a teacher-assigned project. This access requires prior approval of the technology director and building principal.).
- Attempting to gain unauthorized access to other systems.
- Attempting to decrypt system or user passwords.
- Using the network for any purpose or activity that is prohibited by federal, state, or local laws.
- Installation of any software without prior approval of the network administrator.

It is presumed that users will comply with district network and Internet standards and will honor the agreements they sign. Any actions not outlined as specifically permitted in this document are prohibited. The school district reserves the right to amend this document at any time.

Students will be expected to treat district-issued devices with respect and care. Students will keep devices inside their cases in the instances in which cases are provided by the district. Students will be expected to ensure the serial number, barcode, and/or Student ID are securely attached to any district-issued device. If a student damages a district-owned device, restitution will be paid. If restitution is not paid, the student will have technology privileges removed. This will also be tied to receiving a grade card and/or class schedules. Local law enforcement and the school resource officer will be notified as well.



In order to demonstrate responsible digital citizenship, students will commit to the following:

- I agree to care for and protect all district technology devices and systems within my possession.
- I agree to share any school-related login account and password with my parent(s) or legal guardian and understand that these accounts are not private from administrator or parent supervision and monitoring.
- I agree to share my school-related passwords only with my parent(s) / legal guardian and requesting school administrators and not with others, understanding that activity done on such accounts will be tied to my identity.
- I agree to secure any district technology device assigned to me when not in use or when not in my possession.
- I agree to immediately report any damages or vandalism of any device whether caused by myself or another party.

Students who are found to have violated this policy will be subject to disciplinary action as per the student handbook.

The district will enact measures to filter and/or block offensive material harmful to children. No filtering system is 100 percent effective. Therefore, supervision and user responsibility will continue to be vital concerning student online safety.

Returning the device at the end of the school year:

Device Collection Period: All devices will be collected, inspected, and stored for summer break.

All 9-12 grade students must also return all loaned equipment (device, charging adapter) during the final week of the school year. The specific day of return will be determined based on our school calendar.

When the device and charging adapter is returned, they will be checked for damages. If any repairs are deemed necessary at the time of device return, the student will be responsible for full payment before the last day of school. Failure to pay will result in the student not being issued a device the following year until it is resolved and they will not receive their grade card or diploma for that semester or year.

Any device not returned during the device collection period will be considered lost or stolen and must be paid for in full by the last day of the school year. If not paid in full, law enforcement authorities will be notified and the device will be reported as stolen.



Senior Attendance Incentive: As recognized by the Marshfield Board of Education, seniors who are enrolled at Marshfield High School on or before the September count date (Final Wednesday in September) and who complete the school year with 95% or higher attendance are eligible to receive a Chromebook for educational/personal use after graduation. Upon meeting said requirements, a device will be decommissioned from the district's management systems and ownership of the device will be released to the student.

Marshfield R-I School District Student 1:1 User Agreements

Note: Optional Chromebook insurance only applies to 6-12 students

It is the intent of this and other programs that students will be empowered to utilize the technology for their educational growth. I understand that the devices are not intended to be loaned to others, nor will they be used in any way that would violate the district's Students AUP. This agreement relates to students' use of computer equipment supplied by the Marshfield R-I School District at school and at home.

I agree and/or understand that:

- The device must be handled and stored in a way appropriate for electronic equipment, and the maintenance and care guidelines provided with the laptop must be followed.
- I will observe high ethical standards in my use of the device, and I will not access or store any information, files, or software that do not meet such high ethical standards as stated in the Student AUP.
- I will respect the copyright of software, music, images, text, movies, etc., by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto my device
- I will bring my device to school every day charged along with its power cord.
- I will not mark the device in ways not authorized by the school district.
- I will not eat or drink near the device.
- The student is the only authorized user of the assigned device.
- I will not rest pencils/pens, headphones, or other items on the keyboard. Accidentally closing the device with items on the keyboard could potentially damage the screen.
- I will not remove any district-applied name label and asset tag.
- If a device is lost or stolen, I will notify the help desk or my school's administrators.

Optional Chromebook Insurance:

Marshfield R-I Schools offers optional Chromebook insurance for students in grades 6–12 at a cost of \$20 per student, with a maximum charge of \$40 per household. Payment is due within 14 days of completing Online Registration and should be made payable to Marshfield R-I Schools. Families may submit payment either in person at Marshfield R-I Schools or online through Infinite Campus. This insurance covers only the first repair or service of the Chromebook and does not include coverage for loss, theft, or any damage that results in a total loss of the device.



Loss/Theft:

- The student is responsible for ensuring that all issued equipment is kept safe and secure at all times during the term of this agreement.
- Under no circumstances will the student leave equipment unattended at any location, either on or off-campus.
- Under no circumstances will the student leave equipment in the care or custody of any person other than the student's parent or guardian, or a district teacher or administrator.
- If any equipment is lost or stolen, the student shall immediately report the incident to the help desk, school resources officer, or school administration. If the student believes any of the equipment has been stolen, Marshfield R-I School District administrators will then report the theft to the local police department and school resource office for further investigation.
- Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a Marshfield R-I District-owned device may be prosecuted to the fullest extent of the law.
- The student and the student's parent/guardian are liable for the replacement of any lost or stolen equipment, regardless of the nature of the loss.

Repairs/Damage:

- Devices in need of repair must be immediately returned to the Marshfield R-1 Technology Department or building Library.
- All repairs must be performed by the Marshfield R-1 School District Technology Department and never attempted by the user or any third party.
- The district will provide service for any hardware or software problem, including units that are damaged or vandalized. Depending on the situation, costs for service may be charged to the manufacturer, the school, or the student.
- Device damage that is determined to be from normal wear and tear or that falls under the manufacturer's warranty of the device will be repaired at no cost to the student/parent.
- Software-related problems will be limited to the complete restoration of the software to its original state. Depending on the nature of the problem, students may not have the opportunity to save personal data from the machine before software restoration.
- Intentional misuse will be charged at full cost to repair or replace. The cost of repair will be determined based on a damage assessment completed by the Marshfield R-I Technology Department. The Marshfield R-I School District may, at its sole discretion, choose not to issue a replacement device, for any reason. The decision not to issue a replacement device shall not excuse the student and the student's parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued district devices, given that those fees are intended to help offset the actual cost to the Marshfield R-I School District for repair or replacement of the district's property.



- Damage costs will be determined by the building administrator and the technology department.

Repair and Replacement Costs:

If optional Chromebook insurance is purchased, the first repair or service needed for the device will be fully covered by the insurance. However, if the insurance is declined, the student will be responsible for the cost of the parts required to repair the Chromebook or any other school-provided device. Regardless of whether insurance was initially purchased, any additional repairs beyond the first will also be the responsibility of the student, who will be required to cover the cost of the necessary parts.

Common Repair and Replacement Items:

Item	AVG. COST TO REPLACE
Screen	\$40
Charger	\$25
Screen Bezel	\$20
Replace Chromebook	\$250
Top Cover/Bottom Cover	\$30
Touchpad	\$30
Keyboard Keys	\$10
Entire Keyboard	\$50



Marshfield R-I SCHOOL DISTRICT

TECHNOLOGY ACCEPTABLE USE POLICY & OPTIONAL INSURANCE

I understand that a copy of the Marshfield R-I District Technology Usage Policy is available on the district website at <http://www.mjays.us>.

I have read the Marshfield R-I Public School District Technology Usage Policy and Procedure. I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school.

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources.

I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Please select **ONE** choice below:

I give permission for my child to utilize the school district's technology resources.

I DO NOT give permission for my child to utilize the school district's technology resources.

I understand that this form will be effective for the current school year unless revoked or changed by the district or me.

Print Student Name

Grade Level Student is Entering

Parent/Guardian Signature

Date

Student Signature

Date



Optional Insurance: \$ _____

Student Name (Print) _____

Student Signature _____ **Date** _____

Parent/Guardian Name (Print) _____

Relationship to Student _____

Parent/Guardian Signature _____ **Date** _____

Home Address _____

Contact Phone _____

Parent/Guardian Email _____

