



BSD Student-Issued Device Responsible Use Agreement

*The student-issued device and other accessories issued, such as the charger and case (hereafter referred to as the device), are District-owned and on loan to the student. It must be used in accordance with all existing district policies and procedures, the Belton School District's (District) **Authorization for Network Access & Technology User Agreement**, and any applicable laws. Use of this device, as well as access to the District network, the Internet, and email, are a privilege and not a right. These items are provided for educational purposes only and are intended to support the learning objectives of Belton School District #124. Any violation of this agreement can lead to school disciplinary action, loss of technology privileges, and financial obligations for damages.*

Student-Issued Device Deployment

Prior to students being issued a device to take home:

1. Parents/Guardians must attend any required orientation/meetings.
2. Student must attend any orientation/training.
3. Parent must electronically sign this agreement, as well as have agreed to the *Authorization for Network Access & Technology User Agreement to participate in the student 1 to 1 device program.*
4. District student technology fees and fines must be paid, or arrangements for payment must be in place.

Using the Technology

1. District devices are for school and educational use only.
2. Each device is assigned to an individual student. Students should never "swap" or "share" the device with another student unless directed by a teacher in a classroom setting.
3. Students are allowed to leave devices in their assigned hall lockers or designated area if approved by the principal and appropriately secured. If a student is participating in an activity that is not conducive to using the device (i.e., field trip, assembly, sporting events, debate/forensics, etc.), they are required to secure the device in a designated location.
4. Students must never share passwords with another student. Passwords should always be kept confidential.
5. Students who have permission to take the device home are responsible for bringing the device, fully charged, to school each day.
6. Students are not to download or install any software, illegal music/movies, or other copyrighted materials.
7. Photos and/or videos taken by the device should be for educational use only with prior approval from teachers and/or administrators.
8. All materials and communications on the device, including and not limited to photos, media, documents, and software, are the property of the District. The District has the right to review these items for appropriateness and to restrict a student's access to them at any time and for any reason.
9. Attempting to modify or circumvent security and configuration is prohibited. The District will periodically check devices for unauthorized uses, including: "hacking," modifying configurations, installing software, VPN, jailbreaking, and anything attempting to circumvent security measures.



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10. Backing up data is the responsibility of the student/user.
11. When at home, the computer should always be used under adult supervision in a common family location (i.e., kitchen or living room).
12. If the device is lost or stolen, parents/guardians should immediately report the loss or theft to the local police, 816-331-5522, and the Belton School District #124 by notifying the building administration.
13. If the device is damaged or not working properly, it must be turned in to the building library media staff, technical staff, or other district staff member as designated as soon as possible. The District technology staff are the only service providers allowed for equipment repair or replacement. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device. Intentionally removed tamper stickers will incur a deductible fee. A full device replacement fee or full repair costs may be assessed for damages caused by tampering or attempted repairs to equipment.

Students not in 1 to 1 program.

Students who are not part of a school participating in the take-home 1:1 device program must still follow all district responsible use guidelines. For these students, damage fees will only be assessed in cases of intentional damage occurring at school. However, if a district device is taken home for any reason — including Alternative Method of Instruction (AMI) days, homebound instruction, or other temporary exceptions — students and their families agree to follow the district's home use guidelines and accept financial responsibility for any loss or damage during that time.

Using the Technology for Internet and Electronic Communications

*While software is in place to block access from inappropriate material at school and home. **It is the responsibility of parents/guardians to supervise the information a student is accessing from the Internet while at home.***

General Use and Care of the Technology

1. Students are expected to treat the device with care and respect. Any inappropriate or careless device use should be reported immediately to a teacher or other staff member.
2. Devices should only be used on a flat, stable surface, such as a table. When transporting a device to and from school, students should always be sure it is in the provided protective case and placed in a backpack or other school bag. They should not be placed on or under soft items such as pillows, chairs, sofa cushions, or blankets.
3. Students should protect the device from extreme heat or cold. Devices should never be left in a vehicle, even if the vehicle is locked.
4. Devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using the device or use it near others who are eating or drinking.
5. Heavy objects should never be placed or stacked on top of a device. These items include but are not limited to, books, musical instruments, and sports equipment.
6. Devices, including cases and chargers, should be kept clean and free of any adornments, adhesive, ink, stickers, or similar decorative items that can damage the device or hinder device identification.
7. Device shell cases should remain on the devices at all times and only be removed by the school technology staff. Replacement fees will apply for damaged cases due to improper removal by the student.



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Fees & Insurance

Having a device is an expectation for every student in a school with a 1 to 1 program. Insurance is included in the cost of the user fee, with the associated deductibles for damages in the deductible table listed below. The District technology fees will be a standard fee. These fees will be waived for any family that fills out the paperwork for meal benefits. The fee structure is as follows:

User Fee	iPad	MacBook
Student Fee:	\$30.00	\$50.00

Students receiving devices at semester will only be charged half the fee. Students who owe tech fees or fines will not be allowed to take assigned devices home unless the balance is paid or a payment plan is in place. If assistance is needed in covering these costs, please discuss them with the building administrator.

Deductibles:

Deductibles for damages are set on an **escalating scale per incident**. The District understands accidents happen, but students and families will hold some responsibility for the proper care of these expensive devices.

Deductibles or replacement costs will be charged for damages to the device, charger, or case according to the standards established by the school district. If the replacement cost for a part or accessory is less than the deductible, the lesser of the two is used.

The student assumes the total replacement cost for any lost item. No refund for returned accessories will be issued after a fee is paid or two weeks after the device is returned.

	iPad	MacBook
1st incident	\$10.00	\$25.00
2nd incident	\$20.00	\$50.00
3rd or More Incident(s)	\$50.00	\$100.00
Stolen with a Copy of Police Report	\$100.00	\$150.00
Lost	\$330.00 w/Brenthaven case \$400.00 w/Logitech keyboard case	\$1049.00

Non-Returned Device Protocol

The District can request the return of a student issued device at any time. The device must also be returned prior to withdrawal from the District. All District-issued devices and peripherals/accessories need to be returned to the school library or office. If a device is not returned before the withdrawal or within one week of a request, the parent/guardian will be held financially responsible for those items. The District will press criminal charges if the device is not returned within ten days of withdrawal or the requested return date. If the device or accessories are returned damaged, fees will be assessed accordingly. A hold on student records will also apply for unreturned devices.



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The procedure below outlines the action the District will take if the device is not returned:

1. 1st contact parent/guardian made after the due date
2. 2nd contact parent/guardian made three days after the due date
3. A written notification letter to parent/guardian sent after seven days
4. If the device has not been returned after ten days of request or withdrawal from the District, the Belton Police Department will be contacted to file a stolen property report, identifying the parent/guardian as the subject. These are criminal charges under the Missouri Revised Statute: Stealing (§570.030) for knowingly depriving the District of its property without its consent.

Items Issued to Students & Replacement Costs

iPad Device	Cost	MacBook Device	Cost
Apple iPad	\$ 299.00	13" MacBook Air	\$ 899.00
iPad Keyboard case	\$ 99.00	MacBook Air protective shell	\$ 60.00
Brenthaven case	\$ 30.00	MacBook Charger	\$ 20.00
iPad charger or cable	\$ 10.00	MacBook Cable	\$ 20.00

I agree to the terms of this agreement and the District network and technology policies. This agreement is perpetual, does not expire, and is valid until a new signed agreement is in place. Checking of the "I consent to this agreement" checkbox below is considered to be your electronic signature of this form.

Student Name: (Printed) _____

Parent Name: (Printed) _____

Parent Signature: _____ Date: _____