

**BELLEFONTAINE CITY SCHOOLS**  
Student Electronic Devices Usage Agreement  
Grades K-12

The Bellefontaine City School District recognizes the importance of technology in the educational environment. In an effort by the district, it has implemented a one to one laptop program for the purpose of providing equal technology access to all students who regularly attend school at Bellefontaine City Schools as defined below. Bellefontaine City Schools has the right to alter or modify these policies due to student disciplinary issues or other mitigating circumstances as determined by the Bellefontaine City School District Superintendent or designated representative.

## **Student Electronic Device Usage Agreement**

### **Usage Terms and Conditions**

Bellefontaine City Schools ("School") is loaning one electronic device, one electronic device charger, and one case (jointly "Equipment") to the undersigned Student and Guardian(s). The Equipment is, and at all times will remain, the property of the School. The School retains all ownership and title rights to the Equipment. The School retains the right to inspect the Equipment at any time and to alter, add, or delete installed hardware or software.

The Equipment is lent to the Student for educational purposes only. The Equipment must be returned to the School at the end of the current school year during the designated time, upon the Student's withdrawal from the District, or upon the District's request. The District may request that the Equipment be returned at any time and upon such a request, the Student and/or Guardian(s) will immediately return the Equipment.

The Student and Guardian(s) agree that the Equipment was in good working condition when the Equipment was loaned. The Student and Guardian(s) further agree that they are responsible for properly caring for the Equipment and ensuring that it is returned to the School in the same condition in which it was lent. The Student and Guardian(s) will prevent the Equipment from being defaced, damaged or destroyed in any way. The term "damaged" includes, but is not limited to, physical damage, altering or interfering with the normal function of the device.

The Student will take all reasonable precautions to ensure that the Equipment is not infected by any electronic virus or other malware. Inappropriate use of the Equipment may result in the Student losing the privilege to use the Equipment. The Student and Guardian(s) agree that they are financially responsible for the total repair or replacement cost of the Equipment if it is not returned or if it is returned in a different condition from the condition in which it was lent.

The Equipment is to be used by the Student for non-commercial purposes only, in accordance with the School's policies and rules, the School's Acceptable Use Policy, the School's Student Handbook, the Electronic Device Agreement, and all federal, state, and local laws.

The Student and Guardian(s) agree not to install or use any software, apps, operating systems, or programs other than those owned or approved by the School.

The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of their user account. Additionally, the Student shall not make any attempts to add, delete, access, or modify other users' accounts on the electronic device or on any school owned machine.

The School's network is provided for academic use by all BCS students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Equipment. These labels are not to be removed or modified. If they become damaged or removed, immediately contact the Technology Department for replacements. Additional stickers, labels, tags or markings of any kind are not to be added to the Equipment.

An email account will be created for each student to use for appropriate academic communication with other students and staff members only. This email account is for communication within the school or for educational purposes only. BCS reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the system and any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with usage of the electronic network or BCS-owned equipment. All such information, content, or files shall be and remain the property of BCS and students should not have any expectation of privacy regarding those materials. The technology coordinator or designee may review files and intercept communications for any reason, for purposes of maintaining system integrity and ensuring the users are using the system consistent with applicable policies and regulations. Emails that are deemed inappropriate, self-harm, threatening, etc. will be reported to the appropriate authority.

***The Student agrees that any inappropriate usage of the Equipment may result in disciplinary action in accordance with the policies and procedures outlined in the District's policies and building student handbook.***

***Any attempt, either intentional or unintentional, to bypass any school filter, or monitoring system to gain access or attempt to gain access to inappropriate websites, district data, personnel data or student data may be treated as an attempted "hacking, cracking, hijacking, or cyberattack incident as defined by Ohio Revised Code Section 2913.04. The student will be subject to disciplinary action by the district and may be referred to law enforcement for criminal investigation and possible charges.***

Students who are found to be in possession of content or have accessed content that may be considered pornography/child pornography as defined by Ohio Revised Code Section 2945.63 will be referred to law enforcement for further investigation.

The following are examples of why a student may face disciplinary action for inappropriate use of district technology resources. This should not be considered the definitive list:

- Participating in or the dissemination of any form of bullying/harassment/abuse, or any other form of violence
- Accessing another student's account with or without their knowledge
- Accessing a staff member's account with or without their knowledge
- Intentionally downloading viruses/malware/spyware/ransomware
- Intentionally distributing viruses/malware/spyware/ransomware
- Intentionally downloading/using tools to bypass school security measures
- Intentionally distributing tools to bypass school security measures
- Accessing websites that allow students to bypass school filters and security measures
- Accessing websites of an adult nature
- Successful or unsuccessful hacking/cracking attempt of district systems
- Accessing/viewing/taking/soliciting or in possession of images or videos of pornography or child pornography as defined by Ohio Revised Code
- The physical destruction of school equipment
- Or any action that is deemed inappropriate by a school administrator

Bellefontaine City School District employees may at times use third party websites and applications as instructional tools for the students. These various sites and applications may require that a student be issued an account on a vendor's platform in order to obtain their services. To obtain a list of websites and applications, the parent or guardian may request this from the student's teacher. If a data breach occurs with any third party vendors, the district will not be held liable by the parents and/or guardians. By signing this document you are hereby giving your consent for the district to use third party vendors and create an account on behalf of the student; this applies to all students regardless of age.

### **Usage Agreement Release Form**

#### **Ownership of the Electronic Device**

The School retains sole right of title and ownership of the Electronic Device, charger and case ("Equipment"). The Equipment lent to the Student for the academic school year is to be used only for educational purposes. At any time, the School may request that the Equipment be returned. Upon such a request, the Student and/or guardian will immediately return the Equipment.

#### **Spare Equipment and Lending**

If the Student's Equipment becomes inoperable, the School may provide the Student with a spare device or charger for use while the Student's Equipment is being repaired or replaced. The Student may not opt to keep inoperable Equipment to avoid doing class work. If the Student fails to bring the Electronic Device to school, the Student may be required to borrow a spare device from the school per building policy. This Loan Agreement shall apply to any spare equipment temporarily loaned to the Student. Disciplinary action may result for failure to bring the Electronic Device to school in a charged and in an operable state per building policy.

#### **Personalization and Decorations**

Students are not permitted to decorate and or personalize the laptop, including but not limited to: stickers, clings, painting, coloring of keys, tape, whiteout, etc.

## **Warranty and Insurance**

The full cost of any intentional or accidental damage, as defined in the Usage Terms and Conditions, will be the responsibility of the Student and/or Guardian(s). The School will make its best attempt to purchase replacement parts at the best possible price. The District does not offer insurance to cover any lost, stolen, or damaged equipment. If the parent/guardian wishes to purchase any such insurance it will be at their discretion and their responsibility to obtain and pay for said insurance. The district will not reimburse the parent/guardian if they choose to purchase any such policy and furthermore the district will not suggest nor endorse any company or that provides such services

## **Lost, stolen, or misplaced device**

Students must notify their building principal, associate principal, and/or their homeroom teacher that they have lost or misplaced their device as soon as they can. The building representative will then notify the technology department of the missing device.

In the event that the device is stolen, a police report **MUST** be filed within 48 hours of the occurrence. A copy of the report must be sent to the technology department as proof. Incidents occurring off campus must be reported to the police by a parent/guardian and a copy **MUST** be turned into the technology department. If the incident occurs during a period when school is not in session the report must be turned in when school resumes. Failure to do so will result in full replacement cost being assessed regardless of age of device. The Student and/or Guardian(s) will also be financially responsible for any lost or stolen Equipment or Equipment that is not returned to the School.

## **Laptop Issuance and Fee Policy**

Bellefontaine City Schools recognizes a parents right to home school their child/children but also wish for their child/children to attend one or more Bellefontaine City Schools program, class, organization, club, or sports team. The district has determined that in order for a student who has elected to attend school at home and also attend Bellefontaine City Schools that wishes to participate in the one to one laptop program; the student must be enrolled in academic and or elective classes at a Bellefontaine City School. These classes must have a combined value to equal a minimum of a 50% enrollment status of the Bellefontaine City School day of the building in which they attend. The student must maintain a minimum of a 50% enrollment status for all grading periods of the school year. If at any point during the school year the student is below the 50% enrollment level they will be required to return the laptop that is assigned to them.

## **Part time students**

Students attending Bellefontaine City Schools less than 50% of a normal school day are not eligible to participate in the one to one program.

## **Full time students (Students attending Bellefontaine City Schools 50% or more of a normal school day)**

### **a. Students grades K-5**

The Bellefontaine City School District has determined that students in grades K-5 will have access to a classroom set of laptops for daily use. Classroom laptops will be kept in the classroom, in a storage device of the Technology Department's choosing. These laptops will stay at school unless the student is unable to attend the physical building to which they are enrolled in for reasons stated in the medical leave of absence form. If a student damages a school laptop they will be required to pay for the cost for repairs.

**Repair fees are NOT eligible to be waived!** This applies to all students both full time or part time in grades K-12.

### **b. Students grades 6-12**

The Bellefontaine City School District has determined that students in grades 6-12 who are enrolled in courses that equal a minimum of 50% of the school day may be eligible to participate in the district's one to one laptop program. The student will be issued a laptop at the beginning of each school year in which they are enrolled. The student will be required to return the assigned device on or before the last day of school or as requested by the district technology department. The student will be issued the same device every year while in attendance at Bellefontaine City Schools unless a replacement machine has been issued to them due to loss or damage beyond repair. Parents may request that the laptop stay at the enrolled school building, please note **Repair fees are NOT eligible to be waived!**

Students who attend 50% at Bellefontaine City Schools and 50% at another educational institution will be assigned a device by Bellefontaine City Schools. This includes any student that attends Ohio Hi-Point Career Center, or any other educational facility that has a one to one laptop program.

c. Repair Fees

**Repair fees are NOT eligible to be waived!** This applies to all students in grades K-12. All repairs will be performed by Bellefontaine City Schools technology department or designee. Students are not permitted to perform the repairs themselves, or through any other means including but not limited to friends, family, 3rd party vendors or repair stores.

Any student of Bellefontaine City Schools who is assigned to attend an alternative school may be required to return any assigned equipment back to the district. The student and or guardians will also forfeit any school fees paid including the laptop fee, and may no longer be eligible to purchase the device that was assigned to them.

### **Replacement and Repair Costs**

The following are estimated repair costs. Any repair/replacement parts will be billed at market price. Replacement parts may or may not be OEM parts. If deliberately damaged or vandalized the student may be charged up to the FULL replacement price of the laptop. If a machine is deemed beyond repair, do to but not limited to, animal or human bio hazards, fire, smoke, liquid of any kind, food, intentional/malicious damage, or for any reason as deemed necessary by a member of the technology department, the student will be required to pay the total replacement cost. If a machine is damaged beyond repair the technology department will assess the machine and determine if there are any salvageable parts. If there are usable parts the parent/guardian will have the option of using the value of the parts to offset the cost of the replacement device by surrendering the machine back to BCS. If the parent elects to keep the damaged machine they will be responsible for the entire replacement cost of the device.

- Total Replacement - Up to \$400 (device cost may be prorated depending on the nature the replacement)  
HP - \$400 CTL - \$300 Lenovo - \$250
- Top/Bottom Cover - \$30
- LCD Screen non touch screen - \$35
- LCD with Digitizer - \$130
- Touchpad - \$30
- Keyboard - \$75 (Single missing keys will not be replaced, five or more missing keys, the student may be required to purchase a replacement keyboard)
- Charger - \$30
- Hinge Assembly - \$30
- Case - \$18
- Battery \$100

### **Equipment collections**

- A. End of the school year
  1. All students will be required to return the equipment they are assigned at the end of the year, this includes students who are early graduates. Equipment collection will be a scheduled time per building and will be based on end of the year activities (exams, tests, field trips, etc.).
- B. Withdraw or removal from school
  1. If a student is withdrawn or removed from the school district, for any reason, they will be required to return all BCS equipment to the appropriate building on their last day of attendance. Failure to do so will be considered theft of school/public property and a police report will be filed
  2. If a student is withdrawn or removed from the school district, for any reason, they will forfeit any and all fees that have been paid and will not be eligible to keep or purchase their laptop.
- C. Suspensions, expulsions, excessive absences
  1. If a student is suspended with a recommendation for expulsion from the district the student will be required to return all BCS equipment to the appropriate building. If the student expulsion is held in abeyance it will be at the discretion of the district superintendent whether or not they are permitted to use a BCS laptop to complete required course work.
  2. If a student is suspended out of school for a period of three or more days they may be required to leave the equipment with a designated school representative, and will be able to collect the equipment from that person once they are permitted to return to the building.
  3. If a student has missed an excessive amount of unexcused school days, they may be required to leave their equipment with a designated school representative at the end of each day.
- D. If at any time, it is deemed necessary by the technology department to perform routine or emergency maintenance or repairs the device may be collected.

## Laptop Bags

- A. All BCS laptops must be stored and carried in an approved laptop bag. If the laptop is not stored in an appropriate bag it may be considered abuse/misuse and the student may be required to pay the full replacement cost.
  - I. The school will provide one bag for those in grades 6-12. The district will not provide replacement laptop bags if the one provided is damaged, broken, lost, or stolen, it will be up to the student/parent/guardian to provide replacement laptop bags. If the student elects to provide their own bag it must meet the following requirements.
    - i. The bag must contain a padded area designed for a laptop, and should include a strap to secure the laptop. If it is a clam shell style case it may not be padded, but it will be acceptable.
    - ii. The bag may be of any style including but not limited to messenger, sleeves, clam shell, or book bag, unless a building policy prohibits it.
    - iii. The bag must be designed for use with the size of the laptop.
- B. If a student receives a laptop bag from the school, it will be considered property of the student. As such, if a student leaves the district they will keep the laptop bag as it will be deemed having no value.
- C. If the student laptop needs to be repaired, the student will keep the laptop bag and only turn in the laptop to a designated area.
- D. Laptop bags, either school issued or personal owned, will be considered the same as a student's personal book bag and will be subject to the same search and seizure policies of the school.

## Software Applications and Web-based Services

Bellefontaine City Schools utilizes many different computer software applications and web-based services operated by third parties such as Google, Adobe, etc. In order for our students to utilize these services, the service provider often requests students' personal information. Under the federal Children's Online Privacy Protection Act (COPPA), these services must provide parents with notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits Bellefontaine City Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given for each website requesting a student's personal information. By signing, you are consenting to the use of these applications and for Bellefontaine City Schools to share your student's personal information with these services for these purposes. (SB 29)

## Completion of Educational Career

You will be eligible to receive your Chromebook for no additional fee when you graduate in the year 2026 and beyond. Again, there will be no additional cost to the student for the purchase of the Chromebook.

**ALL REPAIR COST AND SCHOOL FEES MUST BE PAID IN FULL PRIOR TO RECEIVING CHROMEBOOK AT THE TIME OF GRADUATION.**

In order to purchase your device, you **MUST** meet the board approved graduation requirements for your graduating year. You will receive only one device and all school fees must be cleared. **The laptop will be returned to a factory original state and have all BCS software removed before being returned to the student.**

If a student elects to defer graduation they will only be allowed to keep one machine.

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Official Use Only

Electronic Device Asset Number: \_\_\_\_\_

Electronic Device Serial Number: \_\_\_\_\_

**Duration of Agreement**

This Electronic Device Loan Agreement is effective from the date upon which the Agreement is executed by the Student and Guardian(s). This Agreement will expire on the date upon which the Equipment is returned to the School in the same condition in which it was lent. If the Equipment is not returned to the School in the same condition in which it was lent, this Agreement will expire on the date upon which the Student or Guardian(s) remit all necessary payment(s) to replace or repair any missing or damaged Equipment

**Release from Liability**

I release the School from all liability related to my child's use of the Equipment and my child's participation in the Electronic Device loan program. I acknowledge and agree that the School is not responsible for any information my child may access on a computer network, including the internet and/or for any information my child may send or receive on a computer network, including the internet

**Agreement**

I understand that this agreement shall be in full effect whether it has been signed digitally or on a printed copy. By signing this document I agree that I have read it in its entirety or I will read it at a future point in time and will be bound by its rules and regulations. If signed digitally, I may request a printed copy by contacting the main office of the school in which my student is enrolled in or the Bellefontaine City Schools Technology department. I further understand that until this document is signed and returned to Bellefontaine City schools, my student may not receive a device or access the Bellefontaine City School network. By signing below, the Student and Guardian(s) indicate that they understand and agree to all of the provisions in the Electronic Device Loan Agreement, including:

- The Loan Terms and Conditions
- The Loan Agreement Release Form

Parent/Guardian – Print Name

Signature

Date

Student – Print Name

Signature\*\*\*

Date

\*\*\*If I, the student, am signing this agreement when I am under 18, I understand that once I turn 18 this Agreement will continue to be in full force and effect, and I will continue to abide by the Acceptable Use of Technology for Students Policy.

