



K I R K W O O D
S C H O O L D I S T R I C T

Parent/Guardian Technology Release Agreements

Technology User Agreement

I acknowledge that I have read and understand the Kirkwood School District's Technology Usage Procedure. I understand that my child's use of district technology, including the provided MacBook Air (9th-12th grade) or iPad (K-8th grade), is subject to the guidelines in District Policies EHB, JG, EHBD-AP(1), and the student behavior guides. This applies both on and off campus. I also understand that my child must sign the Kirkwood Digital Citizenship Contract before taking the device home and that the district reserves the right to limit or withdraw access to the device if necessary.

_____ I give permission for my child to use the district's technology resources, and I acknowledge that my child will sign the appropriate technology use agreement. This form will remain in effect for the duration of my child's enrollment in the district, unless changed or revoked by either the district or me.

(K-5th guardians will sign the technology user agreement and digital citizenship contract on behalf of the child.)

Internet Permission

Kirkwood Schools is leading the way in instructional technology, changing how our students participate in class, complete homework, and collaborate on projects. As education continues to evolve in a digital society, we recognize the importance of helping students and families navigate this ever-changing digital landscape. We understand the importance of working with students to help them use these tools responsibly.

To enhance student learning opportunities, Kirkwood Schools provides student access to the Internet. Student access is designed for educational purposes, and steps have been taken to block inappropriate materials. Due to the ever-changing nature of the Internet, it is impossible to restrict access to all inappropriate materials; however, students are instructed on proper Internet use at school. Kirkwood Schools is not responsible for materials acquired by students

on the Internet in violation of Board policy.

In addition, the district is committed to ensuring that all online tools and materials used in the classroom comply with data privacy laws to protect student information. All new online tools and resources will be vetted and approved by the district on behalf of the parent to ensure they meet these standards before being made available for student use. In accordance with district policy, parents may review curriculum, including online tools and resources, upon request.

_____ Yes, I acknowledge that my student will use the Internet as determined by the acceptable use policy.

Student Name: _____

Student's School: _____

Guardian Signature: _____

Date: _____

[Agreement for Student Use of District-Issued Laptops- Grades 9 - 12](#)

[Agreement for Student Use of District-Issued iPads - Grades K - 8](#)

[Digital Citizenship Contract](#)

Please read each of the eight facets of good digital citizenship carefully. By signing this contract, you are committing to utilizing electronic media in a manner that is ethical and respectful to yourself and others, and as an educational tool.

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will demonstrate respect for myself and others when posting information and images online, including personal information about my life, experiences, or relationships. I will not communicate using obscene language or images.

2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact information, or a schedule of my activities. I will share my iCloud and security passcodes only with my parents and teachers. I will report any attacks or inappropriate behavior directed at me. I will use my school email for educational purposes only, as it relates to class requirements, protocol, and communication. I will ensure that my school email is not used as a sign-up or log-in option for non-school-related sales or media.

3. **Respect Others.** I will show respect to others. I will not use electronic media to insult, harm, embarrass, degrade, offend, or defame other people. I will show respect for others through my choice of websites and will not visit sites that are inappropriate or degrading to any persons or groups. I will not take or share pictures of others without their permission. I will not access other people's private spaces or areas.

4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are inappropriate or degrading to any person or group. I will protect others' learning environment by muting my device in the classroom unless instructed otherwise by a teacher.

5. **Respect Property.** I understand that I am responsible for the device assigned to me and am expected to return the device, cord, and charger upon request in the same condition it was received. If my device is found to have insufficient storage space for school needs, I will delete any non-educational content to make space for necessary content or apps.

6. **Protect Property.** I will not modify the device in any way that will permanently alter the device physically or electronically. I will keep the district asset tags in place on the device. I will not delete any security configuration from my device. I will not loan my device to others or borrow a device from another student. I will not intentionally find workarounds for blocked websites or security settings.

7. **Respect Ideas.** I will request permission to use resources or content produced by others. I will suitably cite any and all use of content not produced by me, including websites, books, media, AI, etc. I understand that using an AI tool to generate a response to an assignment and claiming it as my own is considered plagiarism. I am aware of the potential for AI to be used to cheat or plagiarize, and if I am unsure whether or not the use of AI is fair and honest, I will ask a teacher for guidance.

8. **Protect Ideas.** If I purchase music or other media, I will refrain from distributing these in a manner that violates their licenses. I will act with integrity.

I agree to follow the principles of digital citizenship outlined in this contract and accept that failing to follow these tenets will have consequences.

I understand that the district-issued device provides access to coursework and curriculum and is an essential tool for learning in our 1:1 environment. If the device is damaged or lost due to misuse or neglect, I acknowledge that I am responsible for the repair or replacement costs as determined by the district.

Student Name: _____

Student Signature: _____ Date: _____

Device Protection Plan

As a district, we encourage students to take care of their devices, but we understand that accidents can happen. To help families avoid expensive repair or replacement costs, Kirkwood Schools offers an affordable annual protection plan for a small fee per student. This plan covers the costs in the event of an accident.

_____ I acknowledge that Kirkwood Schools offers a device protection plan for purchase. If I do not enroll in the plan, I understand that I will be responsible for the full cost of repairs or replacement of district technology due to damage or misuse, as outlined in the fee schedule.

The Kirkwood School District offers a Device Protection Plan for all students in grades 3–12, ensuring that families are protected from high out-of-pocket fees if a district-issued device is accidentally damaged or stolen. Students who qualify for free or reduced lunch receive the Device Protection Plan at no cost; however, they are still responsible for applicable incident fees according to the established fee schedule and for the full replacement cost of accessories. The Device Protection Plan must be renewed on an annual basis, and only provides coverage during the school year for which it was purchased. The fees are as follows:

iPad Enrollment Fee (Grades 3–8): \$20

Laptop Enrollment Fee (Grades 9–12): \$40

Families are responsible for keeping assigned devices safe from loss or damage. For this plan, an *incident* is defined as any occurrence of accidental damage or theft of a district-issued device. With an active Device Protection Plan, the District waives fees for the first two incidents during the coverage period. Accessory replacement costs are not covered by this plan. Please refer to the tables below for further details. For families enrolled in the Device Protection Plan, the fee is waived for the first two incidents. ***Families who do not enroll are responsible for the full fee for each incident***, as detailed below.

Grades 3-8: iPad Fees

	With Device Protection Plan	Without Device Protection Plan
1st Incident	Waived (\$0)	\$50
2nd Incident	Waived (\$0)	\$100
3rd Incident	\$200	\$200
Each Additional Incident	\$200	\$200

Grades 9-12: Laptop Fees

	With Device Protection Plan	Without Device Protection Plan
1st Incident	Waived (\$0)	\$100
2nd Incident	Waived (\$0)	\$200
3rd Incident	\$300	\$300
Each Additional Incident	\$300	\$300

How to Enroll in the Device Protection Plan

During Online Registration (OLR), families will be asked to review and acknowledge the District's Device Protection Plan. All families with students in grades 3–12 will receive an invoice through MySchoolBucks at the beginning of August, where payment can be made securely.

Deadline: Payment must be completed by the last Friday in September. Families who opt out or do not submit payment by this deadline will be responsible for applicable incident fees according to the established fee schedule, as well as the full replacement cost of any accessories.

Students who qualify for free or reduced-price lunch will be automatically enrolled in the Device Protection Plan at no cost. However, they remain responsible for applicable incident fees according to the established fee schedule, as well as the full replacement cost of any accessories.

The Device Protection Plan may be renewed on an annual basis, and only provides coverage during the school year for which it was purchased.

Mid-Year Enrollment

Students who enroll after the start of the school year will be issued a Device Protection Plan invoice upon enrollment.

Families will have 14 days from the date the invoice is issued to submit payment

If payment is not received within this timeframe, the student will not be eligible to enroll in the Device Protection Plan until the next school year

Families who do not enroll will be responsible for the full cost of any damages or incidents, as determined by the fee schedule.

Exclusions & Limitations

The Device Protection Plan does not cover:

- Dishonest, fraudulent, malicious, or criminal acts, including intentional damage
- Any loss of personal data (software, music, videos, or other files added by the student)
- Additional damage caused by failing to protect the device after an incident
- Unexplained disappearance of the device without a formal police report
- Any use that violates Kirkwood School District policies

Families are responsible for the full cost of the device if it is damaged due to intentional

misuse, neglect, or malicious actions. The full replacement cost is \$500 for an iPad and \$1100 for a laptop.

Accidental damage is covered for students in K–2 at no cost and does not require enrollment in the Device Protection Plan. All fees and fines are subject to change at any time without notice.

If accessories (including power adapters and cables) are lost or damaged, families will be responsible for covering the full replacement cost. Please see the table below for details.

Accessory Replacement Cost

Replacement iPad with Case	\$500
iPad 20W USB-C Power Adapter	\$20
iPad 60W USB-C Charge Cable (1M)	\$20
iPad Logitech Keyboard Case (Grades 3-8)	\$110
iPad Brenthaven Edge 360 Case (Grades K-2)	\$60
MacBook Replacement	\$1100
40W Dynamic Power Adapter with 60W Max	\$40
30W USB-C Power Adapter	\$40
Laptop 240W USB-C Charge Cable (2 m)	\$30
Laptop USB-C to MagSafe 3 Cable	\$50
Laptop Bag (Grades 9-12)	\$35

Student Users

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

Employee Users

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security, or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. The use of the Internet in the Kirkwood School District is intended for educational purposes. Therefore, unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print, or disseminate information using district technology resources that students or other users could not access, view, display, store, print, or disseminate.

External Users

Consultants, legal counsel, independent contractors, and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's Technology User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, and procedures.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password.
3. Deleting, examining, copying, or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support, or oppose any ballot measure or candidate for public office is prohibited.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view, or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.

9. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional, or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will utilize the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator or designee. All users will be held accountable for any damage they cause to district technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools, or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies, and district rules when using district technology resources to communicate information about personally identifiable students.

Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

A user is responsible for all e-mail and other electronic messages originating from the user's e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Attempts at sending unsolicited spam, for-profit messages, or chain letters are prohibited.
4. When communicating electronically, all users must comply with district policies, regulations, and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

Communication Devices

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations, and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations, or procedures may request a waiver from the building principal, superintendent, or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.