

# Cedar Rapids Community Schools

## ELEMENTARY STUDENT DEVICE USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of a device, between the Cedar Rapids Community School District (CRCS), the student receiving a device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a device, software, and related materials (the "Device" or the "Technology") for use while a student is at Cedar Rapids Community School District, hereby agree as follows:

### 1. Equipment:

1. **Ownership:** The District retains sole right of ownership of the Technology and grants permission to the Student to use the Technology according to the guidelines set forth in this document and the District's policies, regulations, and procedures governing the use of technology. The District's administrative staff retains the right to collect and/or inspect the Technology at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Students who are no longer enrolled at the District are required to return Technology to the District. Failure to do so will result in the Technology being rendered inoperable and may result in the District filing a police report for theft.
2. **Equipment Provided:** For purposes of this agreement, Technology computing device and any accessories identified. The District will retain records of the serial numbers and other means of identification of provided Technology. The Student must use Student issued credentials (username and password) when using Technology.
3. **Substitution of Equipment:** In the event Technology that is issued to the Student is inoperable, the Technology may be repaired or replaced by the District; however, the District does not guarantee that a substitution will be available and/or issued. This agreement applies to all substitute Technology issued to the Student. The Student may not keep broken Technology and may not avoid using Technology due to loss or damage.
4. **Responsibility for Electronic Data:** The Student is solely responsible for any non-District installed software or applications, and for any data stored on the Technology. It is the sole responsibility of the Student to backup such data as necessary. The District provides a means for backup (District Google Drive or OneDrive) along with directions. The District does not accept responsibility for any software, applications or data the student stores on the Technology.

### 2. Damage of Loss of Equipment

**Insurance and deductible:** The District has purchased insurance which provides the broadest perils of loss regularly available. This insurance coverage is subject to a \$100 deductible per loss.

The District reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:

- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use.)

3. **Responsibility for Loss:** In the event the Device is lost or stolen, the Student and Parent may be billed the full cost of replacement.
4. **Actions Required in the Event of Damage or Loss:** Report the problem immediately to the building's technology contact. If the Device is stolen or vandalized while not at Cedar Rapids Community School District or at a Cedar Rapids Community School District sponsored event, the Parent shall file a police report.
5. **Technical Support and Repair:** The District does not guarantee that the Device will be operable, but will make technical support, maintenance and repair available.

### 3. Legal and Ethical Use Policies

1. **Monitoring:** The District may monitor the use of the Technology using a variety of methods, including but not limited to electronic remote access, to assure compliance with the District's policies, regulations, and procedures governing the use of technology.
2. **Acceptable Use:** All aspects of the District's policies, regulations, and procedures governing the use of technology will apply to the use of the Technology
3. **File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.
4. **Use of Built-in Camera:** Students may not record or photograph any person (both student and staff) without first getting overt, expressed consent.
5. **Allowable Customizations:** Students are permitted to alter or add files to customize the assigned Technology to their own working styles (i.e., background screens, default fonts, and other system enhancements) as long as students seek and received advance permission from the District to do so.

## **STANDARDS FOR PROPER DEVICE CARE**

This document is an important addendum to the *Student Device Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect your assigned Device. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

### **Student Responsibilities:**

- Treat this equipment with as much care as if it were your own property.
- Avoid use in situations that are conducive to loss or damage.- Avoid storing the Device in a car other than a locked trunk. ***Avoid leaving the Device in environments with excessively hot or cold temperatures.***
- Do not let anyone use the Device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Device will be your responsibility.
- Adhere to CRCSD School's Student Device Use Policy at all times and in all locations. When in doubt about acceptable use, ask your homeroom teacher, a teacher-librarian, building technical contact, or building administrator.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Do not remove the protective case from the device without permission.
- Read and follow general maintenance alerts from school technology personnel.

### **How to Handle Problems**

- Promptly report any problems to the building's help desk representative or by contacting the district technology office by email ([HelpDesk@crschools.us](mailto:HelpDesk@crschools.us)) or by phone, 319 558 2900.
- Do not force anything (e.g., connections, popped-off keys, etc.) Seek help instead.
- When in doubt, ask for help.

### **General Care**

- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Do not do anything to the Device that will permanently alter it in any way. You can apply stickers so long as they are completely removable.
- Keep the equipment clean. For example, don't eat or drink while using the Device.

### **Screen Care**

- Screens are particularly sensitive to damage from excessive pressure. The Device screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

### **Personal Health and Safety**

- Avoid extended use of the Device resting directly on your lap. The bottom of the device can generate significant heat and therefore cause temporary or permanent injury. Use a barrier – such as a book or devices made specifically for this purpose – when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

### **STUDENT DEVICE USE AND CONDUCT POLICY**

The District requires students to learn to use computing devices, data networks, enterprise software systems, electronic mail, the Internet, and telecommunications tools and apply them in the appropriate ways to the performance of tasks associated with their positions and assignments.

Students shall only engage in appropriate, ethical, and legal utilization of the District's technology, network systems, and internet access. Student instruction on digital citizenship standards which includes safe, ethical, and responsible use of the Internet will be defined and taught within core curriculum. Student use of the District's technology, network systems, and internet access shall also comply with all District policies and regulations.

The following rules provide guidance to students for the appropriate use of the District's technology, network systems and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's technology, network systems, and internet access and may result in further discipline for students up to and including expulsion and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final.

Inappropriate use includes, but not limited to:

- Uses which violate any local, state or federal statute or regulation.
- Creating, accessing, uploading, downloading, transmitting or distributing pornographic, obscene, profane, abusive, threatening, sexually explicit or otherwise

- inappropriate material, or material encouraging or promoting discrimination towards individuals or groups of individuals based upon a legally protected trait or characteristic.
- Uses which violate copyright laws or otherwise misuse of the intellectual property of another individual or organization.
  - Accessing another individual's materials, information, or files without authorization (authority).
  - Any unauthorized access or malicious attempts to damage hardware/software or networks, circumvent or disable security protocols, or to destroy the data of another user, including creating, loading or intentionally introducing viruses.
  - Altering the operation of computing devices as set by the network administrator.
  - Using computing devices, data network or Internet for commercial purposes, or personal purposes which interfere with job performance or function of the workplace, or other purposes not consistent with the educational objectives of the District.
  - Using the system to communicate, publish or display defamatory materials, rumors, disparaging portrayals or any other information which is known to be false or misleading.
  - Harassing, insulting, or threatening harm or embarrassment of others.
  - Swearing or using vulgarities or any other inappropriate language.
  - Disseminating or soliciting sexually oriented messages or images.
  - Disabling, circumventing or attempting to disable or circumvent filtering software.
  - Transmitting personal credit card information or other personal identification information.
  - Invading the privacy of individuals without authorization.
  - Failing to follow District policy while using computing devices, data networks or accessing the Internet; or failing to follow any other policies or guidelines established by District administration or the student's supervisor and failure to follow instructions of supervisors.

Individuals should not allow anyone else to use their assigned login credentials or passwords to access or use the District's computing devices, data network information systems or the Internet. Users are responsible for the security of their own e-mail, device and data network access. Users will be held responsible for any misuse of their computing device, e-mail or data network access by themselves or by others when the user has failed to follow appropriate security measures.

All users will routinely change passwords when required or directed by system administrators. Staff will assist students with password changes as needed. Users determined to be security risk may have access restrictions applied.

### **Responsibility for Property**

Students are responsible for maintaining a 100 percent working device at all times. The student shall use reasonable care to be sure that the device is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

### **File Sharing and File Sharing Programs**

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.

### **Discipline**

Any student who violates these rules will be subject to disciplinary action in accordance with the building's student code of conduct. Serious or repeated violations will result in the students use of technology restricted and or revoked in addition to other possible disciplinary action.

### **Disclaimer**

CRCSD does not have control of the information on the Internet or incoming email. CRCSD will provide Internet content filtering both onsite and off. However, no filter is perfect. All filters have vulnerabilities that may be exploited by individuals who are actively and intently dedicated to breaching them.

Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Cedar Rapids Community School District. While CRCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At CRCSD, we expect students to obey the Student Device Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, CRCSD account holders take full responsibility for their access to CRCSD's network resources and the Internet. Specifically, CRCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.