



# Valley Park School District Technology

## LOAN AGREEMENT

### Basic Care:

I will . . .

- Be responsible for the device loaned to me and take good care of it.
- Know where my device is at all times; I will not loan it to anyone or leave it unattended (including power cord).
- Keep my device in the condition I received it; I will keep my device clean and will not alter any surface of the device.
- Transport the device securely and closed.
- Report any damage or need for service immediately to the school district's Technology Department and will not attempt to repair the device myself or using a 3<sup>rd</sup> party (such as Best Buy, computer store, etc).
- Keep my device away from food/liquids and off the floor, where it could be stepped on or tripped over.

### Responsible Use:

I will . . .

- Keep my login and password information private.
- Be a safe technology consumer and practice good digital citizenship by:
  - Using safe searching practices and not searching for unacceptable content.
  - Keeping my and other's personal information safe and not giving my name, address, telephone number, school, or my teachers'/parents'/friends' names and information to anyone online.
  - Only use online resources approved by the district; in addition, I will not fill out any form or sign up for anything online that asks me for information about my school, my family or myself without permission.
  - Not using my device to bully, harass or intimidate others.

### Parent/Guardian Agreement:

I acknowledge . . .

- I am responsible for loss, theft or any damage to the device.
- My loaned device remains the property of the Valley Park School District and my device is subject to inspection at any time without notice and that I have no expectation of privacy while using the District's technology resources as outlined in Board Policy EHB, this includes my loaned device.
- My student and I are to follow the expectations outlined in Board Policy EHB and associated district procedures and handbooks. I understand that violating these guidelines may result in disciplinary action.
- My child must return the device and all of its accompanying materials in good working condition.

# SAFETY AT HOME

Online safety and digital citizenship should not end when a student leaves our building. It is an expectation that students follow all district guidelines for technology usage when using the district technology resources away from school. We encourage families to discuss online safety and district expectations at home.

Parents are encouraged to supervise their student's device use at home. The best way to keep students safe and on task is to participate in what they are doing while utilizing the device at home. Remember, parents are responsible for overseeing their child's use of the Internet while the student is at home. Parents are encouraged to support the District's digital citizenship curriculum at home.

It is recommended that parents/guardians develop a device care plan with their student(s) to address the following key areas:

- Keep food and drinks away
- Do not leave your device in a car.
- Never place heavy object on your device or place your device in a backpack with textbooks, this can cause your screen to crack over time.
- Charge your device every night; look for the charging light
- You are solely responsible for your device, keep it safe at all times

# WEBSITE AND SOCIAL MEDIA GUIDELINES

- **Be aware of what you post online.** Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, future colleges, or employers to see.
- **Follow the school's code of conduct when online.** It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- **Be safe online.** Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- **Linking to other websites to support your thoughts and ideas is recommended.** However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- **Do your own work!** Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- **Be aware that pictures may also be protected under copyright laws.** Verify that you have permission to use the image or that it is under Creative Commons attribution.
- **How you represent yourself online is an extension of yourself.** Do not misrepresent yourself by using someone else's identity.
- **Online work should be well-written.** Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- **If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell a parent, your teacher, or someone else right away.**

# PHYSICAL DEVICE RESPONSIBILITIES

Students are responsible for caring for the device checked out to them and for following the Acceptable Use Policy. If damage occurs, either through **accident, intentionality, or gross negligence**, additional costs may be incurred as outlined in this document. Any district-assessed fees will be added into the student's Infinite Campus account and will be viewable through the Infinite Campus Parent and Student portals. Payments can be made through Infinite Campus or submitted to the School Office.

## Device Damage Key Points:

- Students must report any damage or need for service immediately
- Students should not attempt to repair the device themselves or by using a 3<sup>rd</sup> party (such as Best Buy, computer store, etc). **Never** remove case screws. Disassembly of the device may void the device of any warranties.
- Any repair or work completed as part of routine maintenance or covered under the device warranty **will not** be charged to the student.
- If it is determined that damage was caused by **accident, intentionality** or by **gross negligence**, the district may assess a charge for costs to repair/replace the device.

I understand that I will be charged the listed amount for losing the following items:

Item	Price
Charger	\$30
Laptop	\$300

I also understand that damage or destruction to my school issued laptop may result in a fine of the following amount:

Part	Price	Example
LCD screen	\$150	dropping device, holding by the screen, closing the lid with something on keyboard
Keyboard	\$50	removing keys or pulling up thumbpad (must replace entire keyboard)
Casing	\$150	Dropping device, picking at casing, writing on case
System Board	\$300	Spilling liquid on device

# DEVICE AGREEMENT

The student and their parent/guardian agree to follow and accept:

- Use of Technology Policy (EHB)
- The Laptop Procedures and Information for Students and Parents Guide/Handbook
- The Website and Social Media Guidelines
- That Valley Park School District owns the device, software and issued peripherals
- The student/parents are responsible for maintaining the physical condition of the device, and pay for any repairs or replacements due to misuse or neglect
- The student/parents will return the device in good working order or pay the full replacement cost of the computer.
- In no event shall Valley Park School District be held liable to any claim of damage, negligence, or breach of duty.