

Wasatch County School District

Student/Parent Device Agreement Handbook

2014/2015 School Year

This document will outline the policies and procedures that are in place for the Wasatch School District Student/Parent Device Program. Terms of this handbook are subject to change with notice.

Page 7 must be signed and returned for Device to be issued to student.

I. Deployment

- A. Parent/guardian(s) will be informed by letter and/or automated calling message of location, date, and time of orientation/meetings. The program and Student/Parent Device Agreement will be explained. The parent and student must sign the agreement prior to a Device being issued.
- B. Prior to students being issued a Device:
 - 1. Parent/guardian must attend an orientation meeting.
 - 2. All students must attend an orientation training.
 - 3. Parent/guardian and student must sign Student/Parent Device Agreement.

II. Terms of Device Loan

A. Terms of Loan

- 1. Wasatch County School District will issue a Device to each student upon compliance with the following:
 - a. Student Orientation Training session
 - b. Parent/Guardian Orientation Meeting
 - c. A signed Student Acceptable Use Agreement (Internet Use)
 - d. A signed Student/Parent Device Agreement
- 2. Legal title to the property (Device) is with Wasatch County School District. A student's right of possession and use is limited to and conditioned upon full and complete compliance with this Student/Parent Device Handbook Agreement, Acceptable Use Policy, and School Code of Conduct.
- 3. NEVER attempt repair or reconfiguration of the Device. Under no circumstances are you to attempt to open or tamper with the internal components of the Device, nor should you remove any screws. Doing so will render the warranty void and will result in disciplinary action.
- 4. Students may be subject to loss of privilege, disciplinary action, and/or legal action in the event of intentional damage and/or violation of District policies and agreements.
- 5. Never change, repair or reconfigure the Device. If necessary to reimage or reconfigure the Device, the parent/guardian may be charged a \$15.00 fee.
- 6. Do not remove or add any virus protection software.
- 7. Do not download or install software applications on WCSD issued Devices.
- 8. Music and games are not allowed on the Device during school hours in the classroom without permission from the teacher.
- 9. Do not save any music, games, or programs to the WCSD network or the Home Directory File.
- 10. All software will be district-provided.
- 11. A student's possession of the Device terminates on the last day of the school year unless it is terminated earlier. Devices must be returned in good condition at the end of the school year.

B. Lost, Damaged, or stolen Devices

1. WCSD will provide an Accidental Damage Program on student Devices. The program will cover only damage of an accidental nature and will cover most of the cost of repairing or replacing a damaged Device. Screen breakage and keyboard damage will be charged on a set schedule. The schedule is available for your review on your school's website. Replacement costs for lost devices, cases, or accessories will also be published on the set schedule.
2. Third-party insurance is available to reduce the cost/liability in the event of loss, vandalism, or intentional damage not covered by WCSD *Accidental Damage Program*.
3. The parent/guardian shall immediately report a lost or stolen Device to the police, and provide a copy of the police report to the District.
4. The parent/guardian shall be responsible to pay the school district for any costs which are not covered by the *Accidental Damage Program*.

C. Possession and Modification of the Device Program

1. WCSD may repossess the Device at any time at its sole discretion for any violation of this agreement or District policies.
2. The District reserves the right to revoke or modify the Device Program or its terms at any time.

III. Expectation of Privacy for Student Devices

A. The Devices and their containers are the property of Wasatch County School District and are not subject to the same privacy expectations as private property. There is no expectation of privacy while using the Device.

B. WCSD has the right to manage and monitor the Devices in the following ways:

1. Teachers and administrators may remotely access, view and control student Devices on school district property with proper classroom and administrative procedures.
2. Teachers and administrators may search the computer for inappropriate use or materials at any time.
3. Technology staff will remotely control student Devices to troubleshoot technical issues on school district property during regular school hours.
4. Technology staff will monitor all network traffic to troubleshoot network issues.
5. Wasatch School District requires all Internet traffic to pass through the content filter. This filter will log all attempts to access inappropriate material. Violations will result in disciplinary action.

IV. General Care of the Device

A. Students are responsible for the Device they receive. Devices in need of repair or damaged must be reported to the WCSD help desk on campus.

B. Guidelines to follow:

1. Always close the lid before moving and/or transporting your Device.
2. For prolonged periods of inactivity, shut down completely before closing the lid. This will help to conserve the battery.
3. Do not overload the Device case as this will damage the Device. Take precaution when placing the case on a flat surface. Please store the Device in a separated section of the case. Textbooks, notebooks, binders, etc. should NOT be in the same section of the Device case as the Device itself. Never sit or place any object on the Device case. Never carry your Device out of the assigned case or with the screen open.

4. When using the Device, keep it on a flat, solid surface so that air can circulate. For example, using a Device while it is directly on a bed or carpet can cause damage due to overheating.
5. Never leave Device unattended.
6. Never allow someone else to use your assigned Device or give someone else your passwords.
7. Never remove labels and identifying stickers on Device/case.
8. Liquids, food, and other debris can damage the Device. You should avoid eating or drinking while using the Device. DO NOT keep food or food wrappers in the Device case.
9. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Device by the screen or using excessive force.
10. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your teacher, technician, or technology specialist.
11. Under no circumstances are you to attempt to open or tamper with the internal components of the Device, nor should you remove any screws.
12. Take care when inserting cords, cables, and other removable storage devices to avoid damage to the Device ports.
13. Do not expose your Device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Device.
14. Do not write, draw, paint or place stickers/labels on your Device or case. Remember the Devices and cases are the property of Wasatch County School District.
15. Keep your Device away from magnetic fields which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old-style television sets.

C. Cleaning Your Device

Routine maintenance on Devices will be done by the WCSD technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:

- a. Always disconnect the Device from the power outlet before cleaning.
- b. Never use liquids on the Device screen or keyboard.
- c. Clean the screen with a soft, lightly dampened, lint-free cloth or use anti-static screen cleaners or wipes.
- d. Wash hands frequently when using the Device to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.
- e. Clean the touch pad with a lightly dampened cloth.

D. General Security

1. Never leave your Device unattended or unsecured. Devices should be secured in a designated storage facility or a secured locker.
2. During after-school activities, you are still expected to maintain the security of your Device. Unsupervised Devices will be collected by staff, and disciplinary actions may be taken.
3. Each Device has several identifying labels (i.e., WCSD asset number, serial number, and engravings). Under no circumstances are you to modify or destroy these labels or markings.
4. Each Device will be tracked through an asset recovery system which can help locate a stolen/lost Device when it is connected to the Internet.

D. General Use of the Device

1. Students are **REQUIRED** to bring his/her Device to school each day with a fully-charged battery. Students will not be given the use of a loaner Device if he/she leaves his/her device at home. Students leaving Devices at home will be required to complete assignments using alternate means (as determined by the teacher).
2. Students will be able to save files directly to the Device. However, files for instructional use should be backed up to the student's home directory, and it will then be backed up by the district. Only school-related data should be placed in the home directory. If a Device is experiencing a technical issue, it is likely to need reimaging which will destroy all local data that is not backed up.
3. Students will receive disciplinary referral from their teacher for repeatedly refusing to bring the Device to class.
4. Be mindful not to cause a tripping hazard when it is necessary to plug in your Device.
5. Avoid using your Device in areas which may lead to damage or theft. Do not use your Device around sporting activities, events or in the cafeteria area when food is being served/consumed.
6. Device sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
7. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a computer failure and will interfere with your ability to complete class work.
8. Students may not download or install software applications on WCSD issued Devices.
9. Students are prohibited from playing games unless directed by the teacher.
10. Chat rooms are not to be accessed unless directed by the classroom teacher.
11. The use of the Internet at school is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges.
12. Parental monitoring of Device use is highly recommended.
13. Students will provide access to any Device computer and/or accessories that they have been assigned upon the district's or school's request.
14. Students will continue to be assigned a space on the server for storing educational files (home directory). This directory should be used for backing up and storing files as directed by the teacher. Additional common storage space may be provided by your teacher.

E. E-mail

1. WCSD manages and monitors student e-mail accounts.
2. Always use appropriate language.
3. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
4. Do not send mass e-mails, chain letters or spam. Mass e-mails may be sent only with permission from the Principal's office.
5. Students should maintain high integrity with regard to email content.
6. No private chatting during class.
7. WCSD e-mail is subject to inspection by the school staff, administration, and district administration. There is no expectation of privacy for Device use.

F. Internet Access/Filtering

1. As required by the Children's Internet Protection Act, a current filtering solution (iBoss) is maintained by the district for school use on this Device. This is a "good faith" effort to block all inappropriate content; but the district cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the network and the Internet. WCSD will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
2. A local proxy to the Internet filter will continue to filter content outside the WCSD network. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Internet. WCSD will not be responsible for any problems suffered while on the Internet. Use of any information obtained through the Internet is at the user's own risk.
3. In order to access the Internet away from campus:
 - a. You must have access to an Internet service provider.
 - b. The Device can be 'hardwired' to a switch, hub, or router using an Ethernet cable.
 - c. If you have access to an existing wireless access point, the Device can join your wireless network.
 - d. WCSD can't provide direct assistance in connecting your Device to any non-WCSD network.

G. Login Procedures

1. **School Use:** Students will log into the WCSD network by using their assigned username and password. Students will have access to network home directory storage when logged into the WCSD network. It is a student's responsibility to backup any school-related files to their home directories.
2. **Home Use:** Away from school, students will log into their Device using the same username and password they use at school. **Students will not be permitted to download or install programs to their Device.** A designated area on the hard drive will be available for storing school-related files; backup of any data stored on the hard drive is the responsibility of the student.
3. DO NOT share passwords. Students are responsible for anything done using their login.

H. Copyright

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

I. Screensavers / Background images

1. Inappropriate media may not be used as a screensaver/background.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures will result in disciplinary actions.
3. Passwords on screensavers are not to be used.
4. Hard drive and BIOS passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

J. Printing

Students may use the printers located in various locations around the school with a teacher's permission during class or breaks.

K. Deleting Files

Do not delete any files that you did not create. Deletion of certain files can affect your Devices performance.

Student/Parent Device Agreement

PLEASE PRINT ALL INFORMATION

Student Name:

Last Name	First Name	Middle Name	Grade
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Parent/Guardian Name:

Last Name	First Name	Student ID #
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Address:

Street	City	ZIP
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Telephone(s):

Home Phone	Work Phone	Other
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Device Agreement

- I HAVE read and understand all the terms of the Student/Parent Device Agreement. I AGREE to allow my child to participate in the WCSD Device Project.
- I HAVE discussed the Student/Parent Device Handbook and Student Acceptable Use Policy with my child and assure they shall comply with all documented terms. I also acknowledge and understand that my child will have access to the Internet and may be subject to the risks associated with Internet Usage.
- I AGREE to allow my child to take the school-issued Device home. I further agree that while at home the computing resources will be used as an educational tool, I acknowledge that I am financially liable for any damage not covered by the district's Accidental Damage Program as outlined in this handbook.

Terms of Agreement

I hereby agree to the above statements. I also understand that my right to the use and possession of the property terminates the last calendar day of the current school year, unless terminated earlier by the school. I also understand if the property is not returned by the last day of classes, it will be considered stolen.

Parent/Guardian Signature	Student Signature	Signature Date
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Property Asset/Serial No.

Student Initials _____ **Serial #** _____

Date _____ **WCSD Asset #** _____