



## SOUTHERN KERN UNIFIED SCHOOL DISTRICT

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### Embracing the Whole Child

#### **Southern Kern Unified School District (“District”) Student/Parent/Guardian Agreement Relating to District-Issued Technology**

Students in grades 4-12 are issued a Chromebook to take home. In the event that the District returns to distance learning, a take-home device will be issued to students in grades TK-3.

This Agreement is between the undersigned student, the student’s parent/guardian, and the District with regard to the policies binding on students who are issued technology for their exclusive use, on or off campus, as well as before, during, and after school hours. By signing this Agreement, parents and students agree to be bound by its terms and conditions. The District’s Acceptable Use Policy (“AUP”) also applies to students’ use of district technology.

Students should expect no privacy in their use of district’s technology resources. Students’ use of district technology may be supervised and monitored, including Internet usage, and can reveal all activities engaged in while using District’s technology. District may exchange technology at any time, transfer student files, and examine the original technology for Internet and other usage, even outside the District’s data network.

Please read this Agreement carefully as the rules apply to all district-owned computers, devices, tablets, or other electronic devices, and the software and programs, including email and related materials, that may be loaned or signed out to student (collectively, “device” or “devices”) whether used at school or at home.

In consideration of being provided with a device, student and student’s parent/guardian hereby agree as follows:

#### **1. DEVICE CHECK-IN AND CHECK-OUT**

##### **1.1 Device Ownership**

The District retains ownership of the device and grants permission to the student to use the device according to the guidelines set forth in the District’s AUP and this Agreement.

##### **1.2 Device Check-out**

Devices will be checked out to students as deemed appropriate by District. Parents and student must sign and return this Agreement before the device can be issued to student.

##### **1.3 Device Check-in**

All devices, cases, chargers, and school-provided accessories must be returned on request or at the end of each school year. Students who withdraw, are suspended, expelled, or terminate enrollment for any other reason must return their device on the date of termination.

If a student fails to return the device at the end of the school year or upon termination of enrollment, or on request, that student may be subject to discipline and the student and parent/guardian may be subject to civil liability. The student/parent/guardian may be required to pay the replacement cost of the device or, if applicable, any insurance deductible.

Grades, transcripts, and diplomas may be withheld until payment is made. In the event of inability to pay, a program of voluntary work may be substituted for payment.

## **2. TAKING CARE OF THE DEVICE**

### **2.1 General Precautions**

The guidelines below should be followed:

- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the District.
- Devices should always be locked or supervised directly by the student to whom it is assigned. Devices should never be left in an unlocked car or locker, or in any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

### **2.2 Carrying Devices**

The protective cases provided have sufficient padding to protect devices from normal treatment and provide suitable means for carrying them whether on or off school grounds. The guidelines below should be followed:

- Devices should always be in the protective case provided by the District when being transported or not being used.
- No other items should be stored or carried in the protective case to avoid pressure and weight on the screen.

### **2.3 Device Problems**

It is student's responsibility to maintain a working device at all times.

If student's device is not working properly, the student needs to first talk to the classroom teacher to determine if some minor troubleshooting will resolve the problem. If the teacher cannot resolve the issue, the student will be sent to their school site's IT Office for troubleshooting and repair.

If the device cannot be fixed immediately, the student will be issued a different device to use on a temporary or permanent basis.

Student should not attempt repairs, except as expressly directed by district staff, or remove or change the physical structure of the device.

### **2.4 Only One User**

Student should not allow anyone else to use a device assigned to student.

## **3. USING THE DEVICE**

### **3.1 Charging the Device's Battery**

It is the student's responsibility to maintain and use the charger. Devices should be fully charged each evening.

### **3.2 Screensavers/Background Photos**

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary action, and may result in revocation of device privileges.
- Personal passwords are not to be used, only district-issued passwords.

### **3.3 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Student created music and videos may be allowed on the device at the discretion of the teacher.
- Software/Apps/games must be district-provided and approved.

### **3.4 Home Internet Access**

Students may use wireless networks at home with district devices. Students without home Internet connections should contact their teacher to make arrangements for home Internet connectivity. The District will issue a wireless hot spot to any student without adequate home internet service.

### **3.5 Device Undergoing Repair/Substitution of Equipment**

The District has a limited number of spare devices for use while a device is repaired or replaced and District cannot guarantee a loaner will be available. This Agreement remains in effect for such a substitute. The student must report a broken, lost, or damaged device. Students should not attempt repairs except as expressly directed by district staff.

## **4. MANAGING FILES AND SAVING WORK**

### **4.1 Downloading and Personalizing the Device**

Only the District may download programs to the devices.

Students are only allowed to stream videos as directed by the teacher.

Stickers and other markings on the device are not allowed. Each device is identified in the system used by the District.

## **5. SOFTWARE ON THE DEVICE**

### **5.1 Originally Installed Software**

The software originally installed by the District must remain on the device in its original and usable condition and be accessible at all times.

From time to time the school may need to add Apps for use in a particular course and the device must be accessible to the District.

### **5.2 Additional Software**

Students are not allowed to load extra/additional software/Apps on their devices.

If technical difficulties occur or non-district installed Apps are discovered, the device will be restored from backup. The District is not responsible for the loss of any software or documents deleted due to a reformat and/or reimage.

### **5.3 Inspection**

Students may be selected at random to provide their device for inspection. Any staff member may confiscate any device at any time for any reason.

### **6. DISCLAIMER**

The District makes no guarantees about the quality of the device provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from its use. Any charges a student accrues due to personal use of the device are to be borne by the student. The District also denies any responsibility for the accuracy or quality of the information obtained through student access to information resources.

#### **DEVICE LOAN AGREEMENT**

##### **Student Pledge for Device Use**

The device is an important learning tool and is for educational purposes only. In order to be loaned a device, student must accept the following responsibilities:

- I will take good care of my device.
- I will never leave the device unattended.
- I will never loan my device to other individuals.
- I will charge my device's battery daily.
- I will keep food and beverages away from my device.
- I will not disassemble my device or attempt any repairs.
- I will protect my device when not in use by only carrying it in the case provided.
- I will only use my device in ways that are educational, appropriate, and meet district expectations.
- I will not place decorations (such as stickers, markers, etc.) on the device or deface the serial number.
- I understand that my device is subject to inspection at any time without notice and remains the property of the District.
- I will follow the policies outlined in this Agreement and the District's AUP while at school, as well as outside the school day.
- I will not load extra software/Apps onto my device or subject it to unauthorized password protection.
- I will be responsible for all damage or loss caused by willful conduct, neglect, or abuse.
- I will return the District's device, case, and power cords in good working condition on request.
- I will notify school officials in case of theft, vandalism, and other acts covered by protection or insurance.
- I will not cause the District to incur any expense through my personal use of the device, and will pay any such charge on request.
- I understand there is no expectation of privacy in my use of the device at school, home, or elsewhere.

##### **Parent Pledge for Device Use**

I understand my child has been issued a device to enable his/her education outside school. I will ensure the following guidelines are followed to ensure the safe, efficient, and ethical operation of this device.

- I will supervise my child's use of the device at home.

- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my child's use of the Internet.
- I will not attempt to repair or alter the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report any problems with the device to the school.
- I will make sure that my child recharges the device battery nightly.
- I will make sure that my child brings the device to school on request.
- I understand that if my child loses or damages a device they may not be able to participate in educational activities and their grade could be affected.
- I agree to make sure that the device is returned to the school when requested or upon my child's withdrawal from the District.

**WILLFUL DAMAGE:** I understand students/parents/guardians are responsible for full payment of willful damages to devices. Warranty, accidental damage protection, or school district device protection DOES NOT cover intentional damage of the devices.