



## LITTLE LAKE CITY SCHOOL DISTRICT

### Electronic Device Take-Home and Responsible Use Agreement

The Little Lake City School District (LLCSD) will be assigning all 4th through 8th grade enrolled students an electronic device (such as a Chromebook, iPad, and/or Hotspot) for use in the classroom and at home. This agreement provides guidelines and information about expectations for students and families who are issued a device to take off-campus at the end of the regular school day. This agreement is an addition to, not a replacement of, the LLCSD Acceptable Use Policy (AUP).

Our expectation is students will responsibly use LLCSD technology and network resources. We also expect students will keep their LLCSD-issued devices safe, secure, and in good working order. This agreement includes the following specific responsibilities and restrictions.

#### RESPONSIBILITIES – The student will:

- Keep the device in the supplied protective case at all times.
- Bring their device to school each day with a full charge.
- Upon request, make the device available for inspection by any administrator or teacher.
- Comply with any and all copyright laws, fair use, and proper care guidelines.
- Immediately report any instance of cyberbullying, personal attacks, or threats made to any other individual or the school.
- Understand all electronic communication, activities, and files accessed on LLCSD technology or networks are not private and may be viewed, monitored, or archived by the LLCSD at any time.
- While on campus, students will only connect devices to LLCSD supplied and managed wireless networks.
- Use devices for academic purposes only while on school property.

#### RESTRICTIONS – The student will not:

- Place stickers on, mark, or deface the assigned device.
- Post personal identifiable information (PII), files or communicate to unknown recipients through email or any other forms of communication.
- Bypass or attempt to bypass internet filtering software.
- Attempt to modify any network restrictions set in place by LLCSD.
- Tamper with hardware or software, attempt unauthorized entry into and/or vandalize or destroy the computer or computer files.
- Attempt to locate, view, share or store any materials that are unacceptable in the school setting. This includes but is not limited to pornographic, obscene, graphically violent, racist, or vulgar images, sounds, music, language, video, or other material that violates LLCSD policies, procedures, guidelines, or student codes of conduct.

I also understand that it is impossible for the Little Lake City School District to restrict access to all controversial or inappropriate materials, and I will not hold LLCSD responsible for inappropriate materials acquired at school or at home. I understand that I am responsible for any fees/fines for inappropriate use of LLCSD provided Wi-Fi. LLCSD owned devices, in compliance with Federal Law, are configured so internet content is filtered while connected at all times.

By signing this agreement, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of LLCSD technology. You understand, should you fail to honor all the terms of this agreement, future access to any and all take-home electronic devices may be denied. Student misuse will be subject to disciplinary action outlined in the LLCSD Acceptable Use Policy (AUP) documentation.

You may also purchase a LLCSD-provided Device Protection Plan (DPP) to assist with any unforeseen costs as it relates to damage and/or loss of your electronic device. If DPP is denied, any accidental damage or repairs related to negligence will be subject to the repair & replacement part costs and fees. As with other instructional materials (i.e. textbooks), the family and student will assume the cost of device replacements (up to \$400) due to theft, destruction, or loss. Devices reported as stolen require that parents/guardians notify the police and provide a copy of an official police report to the school administration.

### **Replacement Costs**

Replacement cost for all Chromebooks for this school year are as follows:

- |  |       |
|--|-------|
| ● Dell Chromebook 3100                   | \$300 |
| ● HP Chromebook 11                       | \$300 |
| ● Dell 5400 and Legacy Chromebook Models | \$200 |
| ● AC Power Adapter                       | \$40  |
| ● Screen repair                          | \$85  |
| ● Keyboard repair                        | \$30  |
| ● Misc. Repairs                          | \$75  |
| ● Protective Case                        | \$25  |
| ● Hotspot                                | \$100 |

- 
- As the parent/guardian, by downloading and/or acknowledging this document from the online enrollment process, this serves as confirmation that I have read, understand, and agree to all items listed in this LLCSD Electronic Device Take-Home and Responsible Use Agreement.

\*Please continue on to the next page to find out more about the Little Lake City School District's Device Protection Plan

## **Device Protection Plan**

The Little Lake City School District (LLCSD) is proud to offer a low-cost Device Protection Plan (DPP) to families of students who have been issued a Chromebook through the LLCSD 1:1 initiative. As with all other instructional materials and books, a Chromebook is the student's responsibility. This includes costs associated with damage, loss, or theft. The DPP is designed to help minimize a family's unexpected cost if something should happen. Expectations for both LLCSD and enrolled student is as follows:

### **School District Responsibilities**

- Provide a Chromebook to every 4<sup>th</sup> through 8<sup>th</sup> grade student enrolled within LLCSD.
- Provide a charger with each Chromebook.
- Provide a case to protect the Chromebook.
- Provide a loaner device in case of repair or loss.
- Provide filtered internet access for the Chromebook.

### **LLCSD Family Responsibilities**

- Ensure your child adheres to the LLCSD Acceptable Use Policy and Device Take Home Agreement
- Ensure the Chromebook is cared for properly.
- Ensure your child reports any issues with the Chromebook to school site administration immediately.

### **Cost of Protection Plan (non-refundable)**

- \$30 per year

### **Enrollment Terms**

- Annual protection plans are valid from the date of purchase through the 1st day of the following school year.
- Any purchase of the DPP after device issuance will require physical inspection of the device before purchase will be authorized.
- Policies will not be prorated for any amount of time lost when purchased.
- All policies are non-refundable.
- DPP will follow the student from one school to another within LLCSD.
- If a student leaves the LLCSD with an active DPP and then returns at a later date, the policy will resume.

### **Duties in Event of Loss or Damage**

- Report the loss or damage to site administration within ten (10) days. In the event that school is not in session, please report to the following email: [chromebooksupport@llcsd.net](mailto:chromebooksupport@llcsd.net)
- If the loss is due to theft or vandalism, notify local law enforcement and present the official police report to administration within thirty (30) days.
- Any device reported as lost or stolen will be disabled by LLCSD within the Google Admin Console, making it unusable. If found, a device can be returned to the district for reactivation.

### **Repair Information**

- LLCSD will pay for the repair of the damaged Chromebook. During this time, a loaner of the district's choosing will be provided to the student. The DPP will cover this loaner during this time. If the device cannot be repaired, a permanent replacement device will be provided to the student.

### **Misrepresentation**

- Coverage may be denied if the student willfully defrauds, conceals, and/or misrepresents any material information about the cause of damage or loss of the device. Please report all incidents in a timely fashion.

### **What is Covered?**

- All manufacturer defects.
  - Unlimited repairs as determined by the Technology Services Department
- Accidental damage, cracked screens, drops, liquid spills, or submersion.
  - Up to 2 repairs per policy year. After 2<sup>nd</sup> repair, further incidents will be referred to site administration for appropriate measures and recommendations.
- Theft or robbery when accompanied by an official school or police report.
  - The replacement device will NOT be covered under the old policy. A new policy will need to be purchased if desired.
- Vandalism, when accompanied by an official police report or site administrator incident report.
  - Policy continuance will be determined by the site administrator.

### **What is NOT Covered?**

- Intentional acts of neglect or abuse as determined by the site administrator or LLCSD Technology Services staff.
- Unexplained loss, mysterious disappearance, or law enforcement seizure.
- Tampering with or any attempt to repair devices, install unauthorized software, different OS, or attempting to remove Chromebook from the managed district domain.

- 
- As the parent/guardian, downloading and/or acknowledging this document from the online enrollment process, serves as confirmation that I have read, understand, and agree to all items listed in this LLCSD Electronic Device Take-Home and Responsible Use Agreement.