

**Prince of Peace School**

***STUDENT TECHNOLOGY  
USE AGREEMENT***

Prepared by School Technology Board and School Faculty and Staff  
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This agreement is made effective upon receipt of device, between the Prince of Peace School (hereinafter referred to as the "School"), the student ("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”) for use while a student is attending the Prince of Peace School, hereby agrees as follows:

## **1 Equipment**

### **1.1 Ownership**

Prince of Peace School retains sole right of possession of the device and grants permission to the student to use the device according to the guidelines set forth in this document. Moreover, the School administrative staff retain the right to collect and/or inspect the device at any time, including via electronic remote access/ and to alter, add, or delete installed software.

### **1.2 Equipment Provided**

Efforts are made to keep all basic device configurations the same. The School will retain records of the serial numbers of provided equipment. The School reserves the right to limit access to School-issued equipment for habitual loss or damage.

### **1.3 Substitution of Equipment**

In the event the device is inoperable, the School has a limited number of spare devices for use while the device is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken device or to avoid using the device due to loss or damage.

### **1.4 Software**

Students are not able/permitted to add software programs to any school-issued devices. Any software/add-ons will be handled by classroom teachers and/or administrators.

## **2 Damage or Loss of Equipment**

### **2.1 Responsibility for Equipment Damage**

The student is responsible for maintaining a 100

% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. Refer to the **Standards for Proper Device Care** section of this document for a description of expected care.

***Examples of damage include, but are not limited to:***

**A.** Damage or loss resulting from an unattended device

- B. Damage when others use the device
- C. Using device in an unsafe environment and/or in an unsafe manner. (See the **STANDARDS FOR PROPER CARE** section of this document for guidelines of proper use.)

## **2.2 Actions Required in the Event of Damage or Loss**

Any damage to or loss of the device should be reported to the building designee. Parents and students are encouraged to file a police report if the device is believed to be stolen.

## **2.3 Technical Support and Repair**

All attempts will be made to repair damaged devices. The School does not guarantee that the technical support team will make the device operable (reference section 1.3). The School will charge the student and parent for full repair or replacement.

# **3 Legal and Ethical Use of Equipment**

## **3.1 Monitoring**

The School may monitor device use using a variety of methods to assure compliance with School policies. The School is in compliance with regulations for filtering internet access while on campus. It is the responsibility of the parent to monitor and/or filter internet use away from school.

## **3.2 Legal and Ethical Use**

All aspects of the School's technology use policies remain in effect.

## **3.3 File-Sharing and File-Sharing Programs**

The installation and/or use of any Internet-based file-sharing tools is prohibited without approval. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

## **3.4 Customization**

Students are NOT permitted to alter or add files to customize the assigned device. Downloading or installing any other software without permission from the building administrators or designee is prohibited.

## **4 Standards for Proper Device Care**

### **4.1 Guidelines and Precautions**

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect the assigned device. ***Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.***

### **4.2 Your Responsibilities**

- A. Treat the device with care.
- B. Students are expected to charge their own device overnight. Failure to charge the device may result in not having a device available the subsequent day. Students will still be expected to complete the day's work.
- C. Keep the device either secured or attended (within your sight) at all times. At the end of the day, students will return the device to the cart to be charge. Unattended and unlocked equipment, if stolen will be your full financial responsibility.
- D. Avoid use in situations that are conducive to loss or damage. For example, never leave the device in the gym or in other areas within the school where it could be damaged or stolen. Be aware these devices are temperature sensitive. ***Avoid leaving the device in environments with excessively hot or cold temperatures.***
- E. Do not loan the device to anyone.
- F. Adhere to the School's Responsible Use Policy at all times and in all locations. When in doubt about responsible use, ask your classroom teacher.
- G. Read and follow general maintenance alerts from school technology personnel.

### **4.3 How to Handle Problems with the Device**

- A. Promptly report any problems with the device to your teacher.
- B. When in doubt, ask for help. Technical support is available during the school day.

### **4.4 General Care**

- A. Do not attempt to remove or change the physical structure of the device. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement costs. This includes, but is not limited to, adding stickers to the cover of the device.

- B. Do not remove or interfere with the serial number or any identification placed on the device.
- C. Keep the equipment clean. Do not eat or drink while using the device. Students will keep water bottles on the floor while devices are being used.
- D. Students are responsible for their own mouse/ USB dongle and headphones. Mice and headphones are to be replaced by the family as needed.
- E. Students will use ports as expected. Any damage caused by inappropriate use of ports will be the responsibility of the student.

#### **4.5 Screen Care**

- A. The device screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.
- B. Clean the screen with a soft, dry, anti-static cloth.
- C. Devices MUST be the top item on their stack of books when transitioning within class or between classes.

#### **4.6 Battery Life and Charging**

- A. Students will charge their own device the night before by leaving it charging in the classroom cart/ storage accessory using the provided charger. Each day, a student should begin with a fully-charged device.
- B. Avoid using the power adapter in any situation where you or another is likely to trip over the cord.
- C. Students are responsible for shutting down wireless mice when not in use. Wireless mice batteries must be replaced by the family as needed.

## **5 Network Resources**

### **5.1 Available Technology**

The primary goal of the School's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the device equipment. The following is a list of rules and guidelines which govern the use of School devices and network resources.

## 5.2 Definition

**Network resources** refers to all aspects of the School's owned or leased equipment, including devices, printers, scanners, and other devices, as well as e-mail, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the School's network resources, whether this access occurs while on or off campus.

## 5.3 Use of Network Resources

Students may not use network resources:

- A. to create, send, access, or download material which is abusive, hateful, harassing, or sexually explicit; **this includes cyber bullying.**
- B. to download or stream internet-based media for personal use. The school will monitor the network for network performance-related issues.
- C. to alter, add, or delete any files that affect the configuration of a school device.
- D. to conduct any illegal activity (this includes adhering to copyright laws).
- E. to access the data or account of another user (altering files of another user is considered vandalism).

## 5.4 Safety

Any student who receives questionable material on their account and/or device should immediately contact teacher and/or administrator. See Section 9 below as well as the school handbook for a full list of areas of concern.

For safety reasons students should not:

- A. give out their personal information, such as home address or phone number, to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- B. give password(s) to anyone.
- C. post anonymous messages.
- D. knowingly visit inappropriate/ unacceptable sites.

## **6 Discipline**

Any student who violates these rules will be subject to disciplinary action at the discretion of teachers and/or administration. Serious or repeated violations may result in the student's use of technology being restricted or revoked.

## **7 Internet Access**

The School is not responsible to supply internet access at home or for a personal location. Internet access will be available at school.

## **8 Legal Issues and Jurisdiction**

The School owns and operates the equipment and software that compose our network resources. The School is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of the School's network resources is subject to the rules stated in this document and School technology policies. School administration monitors our network and may find it necessary to investigate electronic incidents, even if they happen after hours and outside of school. As the owners of our network resources, including e-mail system, the School administration reserves the right, if needed and at its discretion, to remotely access, open, examine, and/or delete electronic files that violate this Device Use Policy.

## **9 Disclaimer**

The School does not have control of the information on the Internet or incoming e-mail, nor does it provide any technical barriers to students accessing the full range of information available while not connected to the School's network. 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 School. While the School's intent is to make Internet access available for educational goals and objectives, students will have the ability to access other materials as well. The School expects students to obey the Device Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, the School takes full responsibility for access to the School's network resources and the internet. Specifically, the School makes no warranties with respect to school network resources, nor does it take responsibility for:

- A.** the content of any advice or information received by a student;
- B.** the costs, liability, or damages incurred as a result of access to school network resources or the Internet, or any consequences of service interruptions.

This agreement exists in concert with all other existing building and School policies, guidelines, and procedures. Specific items not covered here may be addressed by other building or School policies, guidelines, or procedures at the discretion of the building principal or designees.

# Responsible Use Agreement

This agreement is for student use of School devices and network. Prince of Peace School grants the user permission to use school issued technology related devices and network for educational purposes. The user agrees to the following:

- I will return the device at the established due dates and times and understand that I will be billed for replacement/repair costs if device is damaged, altered, lost, stolen, or not returned promptly. (Repair/Replacement costs listed below).
- I will treat this device with care.
- I will maintain the device in clean condition.
- I will avoid using device in situations that are conducive to damage or loss.
- I will follow general maintenance alerts and advice from school technology personnel regarding this device.
- I will promptly report any malfunction, loss, damage, or theft of this device to the teacher/ building administrator.
- I will always transport the device in a safe manner.
- I will adhere to Prince of Peace School's Responsible Use Policy when using this device at all times and in all locations.

Type of Repair	Chromebook
Broken Screen	\$50
Broken Keyboard	\$90
Broken Charger	\$50
Damaged Exterior	\$25
Replacement Device	\$500

**I fully understand that if I/(my child) violate(s) any of the above, I/(my child) may not be permitted to use school equipment and may be billed for any costs incurred by the School.**

Parent/Guardian Signature

Date



Student Signature

Date

LAST NAME

FIRST NAME

YEAR

DEVICE NUMBER