

Indian Creek Local School District

1:1 Device Guidelines and Procedures

One (1) Chromebook (hereby known as **Device**) and one (1) power cord with power adapter will be issued to students. These items have been provided in good working order and are on loan to the student during the 2018-2019 school year. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment 24 hours a day, 7 days a week throughout the school year. The items are to be returned to the school at the conclusion of the school year in proper working order and in sound condition. In the event this originally assigned Device needs repaired and a replacement is provided, the student is responsible for the replacement until the originally assigned Device is returned or it is determined that the original cannot be repaired.

Identification labels have been placed on the Device. These labels are not to be removed or modified. If identification labels become damaged or missing the technology support staff should be contacted immediately for replacements.

The Device that has been issued to this student is, and at all times, remains the property of Indian Creek Local School District and is being loaned to the student for educational purposes only for the school year. The Device must be used in accordance with the guidelines and procedures contained herein, the Student Handbook, the Indian Creek Local School District Computer Network/Internet Management and Use Policy, and any applicable laws.

The computer and accessories are provided for educational purposes only, and are intended to support the learning objectives of the Indian Creek Local School District.

General Guidelines

1. Each Device has been assigned to a specific student. Students should never “swap” or “share” their Device with another student.
2. Devices should be in a student’s possession or secured in a locker at all times while at school. Devices should not be brought to Physical Education classes unless specifically advised to do so by their Physical Education teacher.
3. Students are never to share their password with another student. Passwords should always be kept confidential.
4. Students are responsible for bringing their Device, fully charged, to school each day.

5. Students are responsible for saving or backing up their documents to Google Drive or their own external storage medium such as a USB drive. Students will be held responsible for lost or unsaved documents.
6. Students are not permitted to download or install any software on their assigned Device without the permission of the District Technology staff.
7. The student may not make any attempt to add, delete, access, or modify the Device in any way.
8. If the Device is lost or stolen, immediate notification is to be made to the school office.
9. Students, parents or guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the Device. Devices that are damaged or not working properly are to be turned in to the **Library Media Specialist** (in the library) or in the Main Office.
10. The school District is not responsible for any computer or electronic viruses that may be transferred to or from student storage mediums. The student agrees to use best efforts to assure that the property of the school district is not damaged or rendered inoperable by any such electronic viruses while in the student's possession.

Using the Computer for Internet and Email

1. Indian Creek Local School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the student may be able to access inappropriate material while using their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while away from school.
2. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.
3. Students should be aware that the District's Internet access, email, and any usage done with the Device are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

General Use and Care of the Computer:

1. The student may not deface or destroy this property in any way. Inappropriate use of the Device may result in the student losing their privilege to take the Device home. The equipment will be returned when requested by Indian Creek Local School District, or sooner, if the student withdraws from Indian Creek Local School District prior to the end of the school year.
2. If a protective case is provided with your Chromebook, it should never be removed. **Students may not add stickers, pictures, wording, etc. to the Device and/or the case if provided.**
3. Students are expected to treat the Device with care and respect. The Device is the property of Indian Creek Local School District, and should be kept clean and free of marks at all times.
4. Students are encouraged to help each other in learning to operate their Device. However, such help should be provided with voices and not hands. Students should operate their own Device at all times.
5. Any observed inappropriate or careless use of the Device should be reported to a teacher or other staff member immediately.
6. Students should not use the Device while walking. Devices should only be used while they are on a flat, stable surface such as a table. Devices are fragile, and if they are dropped, they may break.
7. Students should protect the Device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
8. Devices should be protected from the weather, water, liquids, food, and pets.
9. Students should never eat or drink while using the Device.
10. Heavy objects (books, musical instruments, sports equipment, etc.) should never be placed or stacked on top of the Device.
11. Students should use care when plugging in the power cord (with charger) to their Device.
12. Devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Device to overheat, and will result in damage to the Device.
13. In the event the screen to the Device needs cleaned a soft, dry cloth or anti-static cloth should be used.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their assigned Device in accordance with the policies and procedures contained herein, the Student Handbook, the Indian Creek Local School District Computer Network/Internet Management and Use Policy, and any applicable laws. Failure to use this Device in an appropriate manner may result in any of the following consequences, as determined by the staff and administration of the Indian Creek Local School District:

- Revoking the privilege of taking the Device off of school property
- Detention
- Suspension
- Expulsion
- Civil or Criminal Liability under applicable law

Cost of Repairs or Damage

Under Ohio Revised Code 3109.09, parents or guardians having custody and control of students under the age of 18 are responsible for vandalism and damages rendered by their children, up to \$10,000, plus court costs. Students who are 18 years or older are held accountable in their own right.

Any malfunctions of the Device and/or accessories not caused by personal negligence will be covered by the Indian Creek Local School District.

Students and parents/guardians are responsible for all repairs and/or replacement costs caused by personal negligence. The replacement costs for each assigned item are indicated below.

- Device – Up to \$300.00
- Case – Up to \$25.00
- Power Cord – Up to \$25.00
- Power Adapter – Up to \$60.00

Students and parents/guardians may want to check with their personal insurance provider for possible coverage of these items if they feel the need. If students and parent/guardians feel the need for insurance, but do not wish to use a personal insurance provider, the Indian Creek Local School District will provide an optional protection plan through the District. This

protection plan covers any negligent damages that are not intentionally done with no deductible. The protection plan is \$20.00/year for students. Families with two or more 5-9 students will pay \$15.00/year per student. The student must enroll in the plan within their first 20 school days in ICLSD for the 2018-2019 school year. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. The \$20.00 payment is non-refundable and **only cash, personal check or money orders** will be accepted for payment. Money orders/checks should be made out to the Indian Creek Local School District. **Please be advised that insurance through the Indian Creek Local School District does not cover lost or stolen devices, cases, or cords. Any item lost or stolen will have to be replaced at the cost of the student and/or parent(s).**

By signing below you are acknowledging that you have received and read over the 1:1 Device Guidelines and Procedures form and that you will abide by the guidelines and procedures explained in this document.

Students will not receive a Chromebook without a signed 1:1 Guidelines and Procedures Form on file at their building's office.

Parent(s)/Guardian(s) Signature: _____ **Date:** _____

Parent(s)/Guardian(s) Printed Name: _____

Student Signature: _____ **Date:** _____

Student Printed Name: _____

Please check one of the following options:

_____ We want to purchase the optional insurance for the Chromebook device. (If purchasing the insurance on the Chromebook, please send the cash or money order to school to cover the costs of insurance within the first 20 days of school.)

_____ We **DO NOT** want to purchase the optional insurance for the Chromebook device. (If not purchasing insurance on the Chromebook, the student and parents/guardians will be responsible to pay any costs associated with fixing damage to the Chromebook not covered by the manufacturer warranty.)

***** **FOR OFFICE USE ONLY** *****

- The student listed below purchased the optional insurance on their Chromebook device.
- The student listed below **DID NOT** purchase the optional insurance on their Chromebook device.

Chromebook ID: _____

Please initial below next to the items that you have received:

- Chromebook _____
- Carrying Case _____
- Power Cord _____

I, _____, am signing below, verifying that I have received all of the items checked above. I have also received a copy of the Indian Creek Local School District's 1:1 Device Guidelines and Procedures manual.

Student Signature: _____

Date: _____

***** **FOR CENTRAL OFFICE USE ONLY** *****