

# Union School Corporation High School Student Device Use Agreement 2012-13

Please read this entire Agreement carefully.

This Agreement is made effective upon receipt of a student device, between Union School Corporation ("USC"), the student receiving a student device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a student device, software, and related materials for use while a student at USC, hereby agree as follows:

## 1 Equipment:

**1.1 Ownership:** USC retains sole ownership of the student device and grants permission to the Student to use the student device according to the guidelines set forth in this document. The student device is the property of USC and must be returned at the end of each school year. Moreover, USC administrative staff retains the right to collect and/or inspect the student device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.

**1.2 Equipment Provided:** All systems include ample RAM, hard-disk space, Microsoft Office 2010 software and wireless network capability. Efforts are made to keep all student device configurations the same.

**1.3 Student Device Tracking:** USC will retain records of the serial numbers of provided equipment. Students will turn in their student device at the end of each school year and receive the same student device back when they return in August. Anti-theft safeguards may help locate lost/stolen student devices.

**1.4 Extended Life Batteries:** Student devices were purchased with extended life batteries. Students are responsible for charging their student devices at home each night. If a student device's battery no longer holds a charge, the student should report this to a high school teacher who will turn it over for evaluation and determination of replacement by the Technology Department.

**1.5 Substitution of Equipment:** In the event the student device becomes inoperable, USC has a limited number of spares for Student use while the device is repaired or replaced. This agreement remains in effect for such a substitute.

**1.6 Responsibility for Electronic Data:** It is the sole responsibility of the Student to save and backup necessary data. USC will provide network storage, accessible within the network.

**1.7 Responsibility for Installed Software:** The Student may not install or uninstall any software to the student device. Operating system and application updates are the responsibility of the USC Technology Department and will be automated whenever possible.

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## 2 Damaged or Lost Student Devices:

**2.1 Equipment Warranty:** Student devices come with a one-year manufacturer's warranty covering parts and labor. The warranty only covers damage to the student device caused by manufacturer's defects. Families incur no additional charges for repairs covered by warranty. After the first year of warranty, USC will cost justify repair vs. replacement of a device.

**2.2 Responsibility for Damage:** The Student is responsible for maintaining a 100% working student device at all times. The Student shall use reasonable care to ensure that the student device is not damaged. Refer to the *Standards for Proper Student Device Care* document for a description of expected care procedures. In the event of damage not covered by the warranty, USC reserves the right

to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence, intentional damage, or loss/theft due to negligence.

Examples of negligence include, but are not limited to:

- Damage or theft which occurs when the equipment is unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked student device while at school. (See the *Standards for Proper Student Device Care* document for definitions of “attended,” “unattended,” and “locked.”)
- Damage or theft which occurs when lending equipment to others.
- Damage or theft which occurs when using equipment in an unsafe environment.
- Damage or theft which occurs using the equipment in an unsafe manner. (See the *Standards for Proper Student Device Care* document for guidelines of proper use).

Any damage caused by another student should be reported to the building administration as soon as possible for investigation and determination of responsibility for damage.

**2.3 Responsibility for Loss or Theft:** In the event the student device is lost or stolen due to Student’s negligence, the Student/Parent will be billed the full cost of replacement. Students are expected to take reasonable precautions to protect their student device from theft. See *Standards for Proper Student Device Care* document for details.

**2.4 Actions Required in the Event of Damage or Loss:** Report the problem **immediately** to the school building support technician and to the building principal for investigation. If the student device is stolen or vandalized while not at USC or at a USC sponsored event, the Parent shall file a police report.

**2.5 Technical Support and Repair:** USC will provide technical support and maintenance and repair services. Any attempt to repair student device by Student, Parent or other methods outside of USC may result in the Student/Parent being charged the full replacement cost.

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### 3 Legal and Ethical Use Policies:

**3.1 Monitoring:** To assure compliance with USC’s Technology Use Agreement, software will monitor logins and files as needed. USC personnel will NOT access the student device webcam.

**3.2 Legal and Ethical Use:** All aspects of USC’s Technology Acceptable Use Agreement will remain in effect. USC will provide content filtering within the USC network and outside of the network. However, USC does not have full control of the information on the Internet or incoming email from a non-USC email provider.

**3.3 File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).



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Superintendent Signature

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Parent Signature

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Student Printed/Signed

