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# **Vicksburg Warren Technology Handbook**

## **2017 - 2018**

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## **Technology Goals**

To enable all Vicksburg Warren School District students and employees with the ability to meet and exceed the standards put forth by the VWSD school board by supporting the efficient use of technology. The support of the district's technology is moved forward in the following ways.

- By building and maintaining a district network of size and capability to allow continuous use of internet resources for education.
- Maintaining the district's presence and use of Google Apps for Education and the services that come with it.
- Fostering the use of devices to access the internet through the purchasing and maintenance of such devices that take advantage of GAFE.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Provide greater access to digital content in a variety of formats and modes.

## **Device Usage**

VWSD may provide users with devices or other devices to promote learning outside of the classroom. Users whether district employees or students, should abide by the same Acceptable Use Policy when using school devices off the school network as on the school network. Users are expected to treat the devices with extreme care and caution; these are expensive devices that the District is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff. Users will be financially accountable for any damage resulting from negligence or misuse. Use of District-issued devices off the District network can be monitored.

## **Examples of Responsible Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies. You can also visit [www.common sense media.org](http://www.common sense media.org) for further information.

## Device Policy

### Terms

Parents of students who are assigned a take home device shall pay a non-refundable \$25 annual charge. Users will comply at all times with the VWSD Technology Handbook policies. Any failure to comply may result in termination of user rights of possession effective immediately and the District may repossess the device. Any lost, stolen and damaged devices must be reported to school authorities immediately.

### Title

The District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, the VWSD Technology Handbook policies, and all District policies and procedures.

### Loss, Theft or Full Damage

If a device is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. At that time the parent/ guardian may be advised to file a police report. If a device is lost, stolen, or damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost. Parent/guardian will be responsible for full replacement cost of device if not reported to VWSD personnel within calendar 3 days of missing the device.

In the event that a device is damaged, lost or stolen, the device user will be assessed a \$25.00 deductible for the repair or replacement of the device for the first occurrence per device. A chart listing replacement cost is attached to this document.

In the event of a lost or stolen device and once a police report is filed, the VWSD, in conjunction and with police or sheriff, may deploy location software which may aid authorities in recovering the device. It is imperative that a lost or stolen device must be reported immediately. If stolen/lost device is not reported within 3 calendar days to VWSD personnel, parent/guardian will be responsible for full market values replacement cost.

Students who leave the District during the school year must return the device, along with any other issued accessories, at the time they leave the District. The device and all accessories should be returned to the school administrator. Any fees collected as a part of this initiative will not be refunded.

### Repossession

If the user does not fully comply with all terms of this Agreement and the VWSD Student Technology Handbook, including the timely return of the property, VWSD shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

## **Terms of Agreement**

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by VWSD or upon withdrawal from VWSD.

## **Unlawful Appropriation**

Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

## **Fees for device Use**

### **Use and Maintenance Fees**

- Parents/guardians shall pay a non-refundable annual fee of \$25 plus deductibles per damage incident.
- The premium is by device and covers electrical surges, drops or falls, liquid spills, and part damage.
- The deductible is by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent will be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- District may disable the device remotely to protect the device and/or data on the device.

Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

### **Damaged devices**

Any damage must be reported to school authorities immediately. Power adapters and sleeve must be returned or paid in full.

### **Deductibles:**

- First damage occurrence: \$50.00 student will get a replacement device upon payment of the deductible.
- Second damage occurrence: \$50.00 plus the cost to repair the device or fair market value and possible loss of device take home privileges. The replacement device will be checked in and out daily during the school day.
- Third damage occurrence: Cost to repair the device or fair market value and loss of take home device privileges.

## **Table of Estimated Repair Pricing for Deductibles**

Loss, Deliberate Damage or Neglect	Estimated Repair/Replacement
Broken Screen	\$30.00
Broken Keyboard	\$30.00
Power Adapter + Cord	\$20.00
District Assigned Device Sleeve	\$10.00
Liquid damage to device	\$150.00
District Assigned Case	\$10.00

### **Handling and Care of the device**

- Keep the device in the district-issued or approved sleeve and case.
- Keep devices and sleeve free of any writing, drawing, stickers, or labels that are not applied by VWSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

### **Power Management**

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of the next school day.
- Devices with no battery life must be charged in the classroom. The student forfeits use of the device for the entire time it takes to charge the device
- All class work missed because of uncharged batteries must be made up on a student's own time.
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.

## **Transport**

- Transport device in its protective case and sleeve.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle.

## **Monitoring and Supervision**

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member.
- Any attempt to “jailbreak” or remove the VWSD profile could result in disciplinary action.
- Students are responsible for the safety and security of the device and any activity on the device.



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## **Student Laptop User Agreement**

As a borrower of an VWSD device:

- I have signed and will follow the policies established in the VWSD Student Technology Handbook.
- I will follow the guidelines listed below for proper care of the device.
- I will report to school authorities any problems/issues I discover while using the device.
- I understand that resetting the device to factory settings may occur as a result of any repairs or modifications on the device, and this reset may result in the loss of data.
- I understand that it is my responsibility to turn in my device for periodic updates throughout the school year.
- I understand that the primary use of the device is as an instructional tool.

### **Guidelines for Proper Care**

1. I shall not loan the device to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the device by the technology department.
3. I will not write on or place any labels or stickers on the device.
4. I shall give proper and due care to the device at all times, including but not limited to the following:
  - a. Keeping food and drink away from the device.
  - b. Not exposing the device to extreme heat or cold.
  - c. Not attempting to repair a damaged or malfunctioning device.
  - d. Not upgrading the device operating system unless directed by District IT staff.
  - e. Using the appropriate device A/C adapter to charge the device.



5. I shall provide proper security for the device at all times including, but not limited to, the following:

- a. Not leaving the device unattended in an unlocked classroom or extra-curricular activity.
- b. Not leaving the device in an unlocked vehicle.

### **Device Management**

- 1. I shall not sync the device to personal or school computers.
- 2. District purchased software will be installed on to student devices.
- 3. To protect the students and the district from loss of a device, all protection services must remain on at all times.



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## Vicksburg Warren School District Student/Parent/Guardian Technology Agreement 2017 – 2018

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_

Parent Name: Last \_\_\_\_\_ First \_\_\_\_\_

Address: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

The Vicksburg Warren School District’s Acceptable Use Policy allows students to use technology inside and/or outside of the classroom. Vicksburg Warren School District may provide Internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

I have reviewed the VWSD Student Technology Handbook and understand the rules and guidelines for the following:

1. District Technology Goals
2. Responsible Use Policy
3. Financial Terms of Laptop Agreement \* annual \$25.00 deposit is

non-refundable

### Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology.

I understand if my student violates the guidelines agreed to in the VWSD Student Technology Handbook, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of my student’s device, which may have occurred at school, at home, or while the device was being transported. The device remains the property of the District. At the end of the school year or upon transfer from the District, parents and students agree to return the device to the District in the same condition it was issued to the student less reasonable wear.

Signatures

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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School



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Grade Level

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Asset Number



### Vicksburg Warren School District - Student Device Acceptance Form

I understand that the laptop, equipment, and/or accessories that VWSD has provided to me are the property of the Vicksburg Warren School District. I agree to the terms and conditions in the MCS laptop User Agreement and the VWSD Student Technology Handbook.

I understand that I must immediately report any damage, loss, or theft of the laptop to VWSD personnel immediately. In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the device issued to me, which may have occurred at school or at home, or while the device was being transported, in accordance with the policies outlined in the VWSD Student Technology Handbook. My parent/guardian will be held responsible for full reimbursement for lost/stolen laptop that is not reported within 3 calendar days.

I **will participate** in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

I understand that a violation of the terms and conditions set out in the Student Device Agreement and the VWSD Student Technology Handbook will result in the restriction and/or termination of my use of a VWSD device, equipment, and/or accessories.

**ITEMS RECEIVED:**

<u>Item</u>	<u>Asset Number</u>	<u>Serial Number</u>	<u>Condition</u>	
Chromebook	_____	_____	New	Used
Power Supply and Cable			New	Used
Chromebook Sleeve			New	Used
Chromebook Case			New	Used

Student Signature:

Date:

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Parent/Guardian Signature:

Date:

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