



SYLVAN UNION SCHOOL DISTRICT

District Technology Resources Responsible Use Agreement And Student / Parent Equipment Use Agreement

District Technology Resources Responsible Use Agreement

Please read this agreement carefully. When read and accepted, it becomes a legally binding agreement.

A GOOD DIGITAL CITIZEN:

- Uses all Sylvan district technology resources for **appropriate educational purposes**.
- Understands that they represent their school and district when online and always uses language that is **appropriate and respectful**.
- Does not engage in any form of **cyberbullying**.
 - **Cyberbullying** includes, but is not limited to, the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes hacking into another person's account and assuming that person's identity to damage that person's reputation.
 - **Reports** any cyberbullying or other inappropriate misuse of technology resources to a teacher, principal, or other trusted adult.
 - Does not **screenshot** or share images of other students or staff without their permission.
- Understands that **online activities are not private**. *Securely*, our district content filter, scans and monitors all activity for student safety and security purposes and alerts administration to potential issues.
- Never logs into another person's account for any reason and never **impersonates** any other person online or in any account, including Google.
- Never share **personal information** online, such as name, home address, or phone number of yourself or any other person, unless directed to do so by a parent/guardian or a teacher. A person who asks for your personal information or violates your privacy must be reported to your teacher/principal immediately.

I understand and agree to the expectations listed above. I understand that the use of district technology resources is a privilege and inappropriate use may result in loss of that privilege.



SYLVAN UNION SCHOOL DISTRICT

District Technology Resources Responsible Use Agreement And Student / Parent Equipment Use Agreement

Student / Parent Equipment Use Agreement

Sylvan USD is excited to provide the opportunity for our students to take home a digital device for learning. This Equipment Use Agreement outlines responsibilities for both the student and parent. At the end of this document information is provided about an optional Device Protection Plan that families may purchase. There is also the process for reporting damages or loss. Students must follow the Sylvan District Technology Resources Responsible Use Agreement.

Student Code of Conduct for Technology

1. The student will log in the school-issued device using the district-issued login credentials.
2. The student will never share login information with others, including username and passwords, for any school accounts unless requested by a school administrator.
3. Electronic files sent, received, viewed or stored anywhere in the computer system are available for review by any authorized Sylvan USD staff for any purpose.
4. Modifying or changing device settings and /or internal or external configurations without appropriate permission is prohibited.
5. Never put a sticker on the device with login or personal information.
6. Using obscene, threatening or disrespectful language in any electronic communication tool is prohibited.
7. I will not give the device or AC adapter to another student for his/her use.

Disclaimer. While SUSD uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the District to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across some material that is objectionable. Sylvan USD has a 3-layer approach when students are using the Internet. The device is automatically routed through SUSD's filter for appropriate content which provides the first layer. The second layer is the monitoring by an adult, and the third layer is where the student should use their digital citizenship skills when using a device.

Responsible Use and Care of Technology

1. The device and AC adapter are to be treated as a valuable object. Neither should be thrown, purposely dropped, or abused. Neither item will ever be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.
2. The device and AC adapter will never be left unattended in a vehicle, on a school bus, in the cafeteria, in the gym or any other public place.



SYLVAN UNION SCHOOL DISTRICT

District Technology Resources Responsible Use Agreement And Student / Parent Equipment Use Agreement

3. The device and AC adapter will not be used in or near proximity of water, household chemicals, or other liquids that could damage its electronic components.
4. The device and AC adapter will be protected from the environment such as rain, snow, ice, excessive heat, and/or cold.
5. Pencils, pen tips, and other pointed objects will never be used on the screen.
6. The student will not place stickers on the device or AC adapter.
7. The device and AC adapter will be kept away from siblings and pets at all times.
8. Parents and students agree to return the device and all components to the school in the same condition the device was issued to the student.

Parent/Guardian Responsibilities and Permission

- I am authorizing the assignment of a mobile device to my child.
- I understand that the device is to be used as a tool for learning and that my child will comply with the District Technology Resources Responsible Use Agreement.
- I understand the three-layer approach when my child is using the device.
- I will help ensure the safe and timely return of the device within the loan period.
- I understand that I am financially responsible for any willful, malicious, or accidental damage to the device.

Note: The device will be assessed for damages and charges created by the Technology Department, which can take up to 8 weeks, at which time a bill will be created and attached to the student's account.

Student Responsibilities and Permission

- I will use the device in the appropriate manner. I agree to return the device in good condition at the conclusion of the loan period.
- I understand the District Technology Resource Responsible Use Agreement and the Student/Parent Equipment Use Agreement.
- I understand that the adult providing the electronic signature is signing for me that I understand my responsibilities listed on the two Agreements.

A family member will provide an electronic signature agreeing to both of these agreements. It is understood that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.



SYLVAN UNION SCHOOL DISTRICT

District Technology Resources Responsible Use Agreement And Student / Parent Equipment Use Agreement

Student Device Protection Plan - Optional Insurance Information

Students in grades 6-8 will be issued a student Chromebook. Each family will have the option to purchase a Sylvan District Board of Trustees approved Protection Plan for \$30 from the school office. The Protection Plan can only be purchased within 3 weeks of receiving the district-issued Chromebook.

Introduction

Care of all instructional materials, including Chromebooks and iPads, distributed by Sylvan Union School District is the responsibility of the student to which they are assigned and the parent/guardian. This includes costs associated with damages and loss or theft (California Education Code 48904). The purpose of this policy is to protect families from accumulating debt due to accidental damage or theft (see definitions below) of school-issued devices.

Policy Term

- Policies run from the beginning of the school year to the end of the school year based on the board adopted student attendance calendar.
- Policies purchased at any time between those dates will terminate at the end of the school year.
- Students who are issued devices at the beginning of the regular school year may purchase insurance until the end of the 3rd week of school based on the board adopted calendar without having the device inspected.
- If devices are not issued during the first 2 weeks of school, a grace period may be extended at the discretion of the site administration.
- Students who wish to purchase insurance after the 3rd week of the regular school year (after August 26th, 2023) must have the device inspected by the site Library Media Assistant (LMA) or Office Manager and certified to be free of damage.
- Policy requires that any furnished protective case be installed on the device at all times. Damage incurred while the protective case is not installed on the device is not covered by this insurance policy. (Applicable only on those devices where a protective case was provided)
- If a protective case was furnished, it is considered to be part of the device and is included in the policy

Cost

Coverage cost - \$30 per term (see above). Policies purchased mid-year will **not** be prorated.

Refunds

There will be no refunds. If a student drops from the school, and then returns later in the school year, the policy will still be in effect until the expiration date of the original policy.

Families with \$30 Insurance are covered for the following parts and repairs:

- Accidental damage, drop, liquid spills, and submersion.
- Theft, burglary, robbery (requires official police report)
- Vandalism (requires official police report or school administrator incident report)
- Fire, flood, natural disaster
- Power surge
- Accidentally Damaged or worn A/C Adapter (also referred to as the Power Charger)
- Mechanical failure or defect



SYLVAN UNION SCHOOL DISTRICT

District Technology Resources Responsible Use Agreement And Student / Parent Equipment Use Agreement

Families with NO Insurance will pay for parts and labor (approximate prices listed below):

- Theft, lost, misplaced device: \$220
- Screen repair: \$100
- Motherboard: \$175
- Hinge: \$60
- Cover Lid: \$40
- Camera: \$30
- Touchpad/Palm rest: \$30
- Keyboard: \$10/key or \$50
- Power charger: \$35
- Protective Case: \$25
- Miscellaneous internal or external parts damaged due to water damage/vandalism/etc: \$15-\$175 each plus labor

Deductibles

- First covered repair- \$0 deductible
- Second covered repair- \$0 deductible
- Third covered repair - \$25 deductible
- Fourth covered repair- \$35 deductible
- After 4 repairs/replacements the policy is void for the remainder of the term and parent/guardian is responsible to pay for all damage to the device.

****Note:** A “deductible” is a specified amount of money that the insured must pay before the insurance company will pay a claim.

Your duties in the event of loss or damage

1. Report the loss or damage to your school site Library Media Specialists within 7 days.
2. Notify the local police if the loss is due to theft, burglary, robbery or vandalism. You must then provide the official police report number to the school/district staff.

Settlement Options

Sylvan Union School District will pay for the cost of repair of the insured device to include parts and labor, minus any applicable deductible. If the device cannot be repaired, an equivalent replacement of Sylvan Union School District choosing will be provided. If a replacement device is provided, this coverage will transfer to the replacement device for the duration of the policy. While a student’s device is being repaired the student will be issued a loaner device of Sylvan Union School District choosing. The policy will cover the loaner device until the student’s original device is returned or a permanent replacement device is issued.

Fraud, Concealment, and 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.

Detail of Coverage

- Accidental damage, drop, liquid spills, and submersion
- Theft, burglary, robbery (requires official police report)
- Vandalism (requires official police report or school administrator incident report)
- Fire, flood, natural disaster
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SYLVAN UNION SCHOOL DISTRICT

District Technology Resources Responsible Use Agreement And Student / Parent Equipment Use Agreement

Detail of Exclusions of Coverage

- Dishonest and/or intentional acts, vandalism
- Tampering with or unauthorized attempts to repair the device.
- Unexplained loss or mysterious disappearance
- Loss or damage to accessories, software and data
- Corrosion and rust
- Cosmetic damage
- Government seizure

Policy Portability

If a student transfers to another Sylvan Union School District site during the policy term, the coverage will transfer to the new site and remain in effect until the end of the term. If a student transfers to a site outside of Sylvan Union School District the coverage does not transfer to the new district/school and the device must be returned to Sylvan Union School District. However, if the student transfers back to a Sylvan Union School District site before the end of the term, the coverage will remain in effect until the end of the term.

How do I notify Sylvan District that my device is damaged or lost?

In the event the device is damaged or not functioning properly, immediately notify the Sylvan District.

- Call or otherwise notify the student's homeschool Office Manager or site Library Media Assistant (LMA)
- Provide the following information:
 - Student Name
 - Student Permanent ID number (usually starts with a 4 and is 6 digits)
 - What is wrong with the device
 - Examples:
 - I forgot my username and/or password
 - The screen is cracked
 - I spilled water on my Chromebooks and now it won't work
 - I lost my A/C Adapter (power supply)

DO NOT EMAIL support@sylvan.k12.ca.us. THE TECHNOLOGY DEPARTMENT *DOES NOT RECEIVE* TICKETS FROM EMAILS OUTSIDE OF THE sylvan.k12.ca.us DOMAIN.

****Signature required on next page****



SYLVAN UNION SCHOOL DISTRICT
District Technology Resources Responsible Use Agreement And
Student / Parent Equipment Use Agreement

I understand and agree to the expectations listed in the Student Responsible Technology Use Agreement and the Student/Parent Equipment Use Agreement documents located at www.sylvan.k12.ca.us in the Information Technology Department page.

Student ID Student's ELA Teacher Student's ELA Period

Student's Print Name Student's Signature Date

Parent's Print Name Parent's Signature Date