

# **Lisbon Community Schools**

## **2023-2024 Student / Parent Technology Device User Agreement Grades 7th - 12th**

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

### **1 EQUIPMENT**

**1.1 Ownership:** LCSD retains sole ownership of the technology device and permission for the student to use the device according to the guidelines set forth in this document. Moreover, Lisbon administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; to alter, add or delete installed software or hardware.

**1.2 Equipment Provided:** Students are to keep device configurations the same at all times. That includes the case of the laptop, provided to you by the school.

**1.3 Substitution of Equipment:** In the event the device becomes inoperable, LCSD 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. Please note that if a student forgets to bring the device or power adapter to school, a substitute will not be provided.

### **2 DAMAGE OR LOST EQUIPMENT**

**2.1 Responsibility for Loss:** In the event the device is lost, stolen, or damaged, the student and parent may be billed the full cost of replacement.

**2.2 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Director of Technology. If the device is stolen or vandalized while not at a Lisbon Sponsored event, the parent shall file a police report.

### **3 LEGAL AND ETHICAL USE POLICIES**

**3.1 File-Sharing and File-Sharing Programs:** The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. i.e. - Proxies or VPN extensions

### **4 STANDARDS FOR PROPER DEVICE CARE**

#### **4.1 General Care:**

- Treat this equipment with as much care as if it were your own property.
- Keep the device either secured (i.e., home or other secure place where others do not have access) or attended (with you) at all times.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover, case or plastic/metal casing.
- Do not place stickers on the device.

**4.2 Battery Life or Charger:** A certified Apple Charger is assigned to you when the device is handed out. You are responsible for replacing the charger if it is damaged beyond working order with an Apple Certified charger.

**4.3 Google Drive:** All documents, spreadsheets, presentations need to be either created in Google Docs or uploaded to Google Drive. Any items stored on the desktop will not be saved or be retrieved if there are system issues.

**5 DISCLAIMER** The LCSD does not have control of all the information on the Internet or incoming email, however LCSD has an internet and email filter in place as required by CIPA (Children's Internet Protection Act)

**6 EQUIPMENT LENDING INFORMATION** This additional agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audio visual devices for multimedia school projects. The signed agreement is part of the Student Laptop Agreement and Acknowledgement Form. The LCSD grants the user permission to borrow technology equipment for school use based on mutual agreement of the following:

#### **6.1 Agreements:**

1. I will pay \$200 for damages to a laptop incurred while under my care.

### **6.1 Agreements (continued):**

2. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Approximate replacements costs include:

Laptops \$800

iPads \$300

Digital Cameras \$600

Video Cameras \$600

Assorted peripheral items \$25-\$500

3. I will treat this equipment with the same care as if it were my own property.

4. I will maintain the equipment in clean condition.

5. I will avoid use in situations that are conducive to loss or damage.

6. I will heed general maintenance alerts and advice from school technology personnel.

7. I will promptly report any malfunction, loss, damage or theft to the Director of Technology.

8. I will always transport the equipment within the provided case or protective sleeve of a backpack at all times.

9. I will adhere to LCSD School's Acceptable Use Policy when using this equipment at all times and locations.

**6.2 Damage or Loss:** I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.

*I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.*

If you have an outstanding bill with the school's technology devices, you will not be allowed to pick up your assigned device at the beginning of the next school year.

### **7 DEVICE USE AND CONDUCT 7.1 Students WILL:**

- Access the system for educational purposes during school hours, (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential.
- Background images on devices must be school appropriate images.

- Hand the devices back to the LCSD Technology Department at the end of the school year for system updates and re-imaging of the device.

### **7.2 Students MAY NOT:**

- Bring in their own laptops or tablets from home to use at school.
- Give password(s) to anyone.

### **7.2 Students MAY NOT (continued):**

- Video tape staff or students without their consent or knowledge, this includes:
  - Webcams
  - Laptops
  - Tablets
  - Cameras
  - Cell Phones
  - Or any other digital devices
- Post anonymous messages.
- Use school issued email accounts for personal use.
- Install personal gaming applications or any app to the Lisbon School iPad or laptop.

**7.3 Internet Safety Policy:** Students will be educated on internet safety and digital citizenship.

**8 CONSEQUENCES OF MISUSE OF DEVICES** Misuse of the device equipment or network may result in suspension of privileges in addition to standard consequences for student misconduct.

- Consequences of misuse are at the discretion of the Tech Director and Administration.

# Lisbon Community School

Student / Parent

Technology Device User Agreement

7th - 12th Grades

2023-2024

Please sign below if you have read and understand the information and guidelines that have been provided.

I agree to be responsible for payment of any charges listed above and/or damages caused by improper use.

Student Name (print) \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

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

Parent or Guardian Signature \_\_\_\_\_