Responsible Use Policy for District Owned Devices
Student and Parent/Guardian

Overview
The following guidelines and procedures are necessary for each student and parent/guardian to understand to help make the device implementation a success. Please carefully read each section and sign the required documents.

A. Terms of Loan
The Thompson R2-J School District will issue a district owned device (and charger) to students upon compliance with the following:
1. Signed Internet/Technology (AUP) agreement. Parent/guardian sign this during new student registration or when the Family Update is completed in Parent Portal.
2. Signed Responsible Use (RUP) agreement. Parent/guardian sign this during new student registration or when the Family Update is completed in Parent Portal.
3. Payment of a nonrefundable Technology User Fee for the district owned device. The current fee is $45. This fee is paid at the beginning of every school year. The user fee is the financial responsibility of the student’s family. The fee covers ongoing maintenance, centralized management, routine conditioning, school-purchased apps, and cases for the devices.
4. Depending on the device, students are responsible for securing their district owned devices in district approved cases.
5. Devices and chargers must be returned in working order, or the student will be charged for their replacement.
6. District will create and manage Apple IDs.

B. Some Points of Emphasis
2. Students may be subject to loss of privilege, disciplinary action, legal action and/or be financially responsible for the replacement cost of the device if there is damage and/or violation of policies and guidelines as outlined in the AUP and the RUP policies.
3. A student’s possession of the device concludes no later than the last day of school or when deemed appropriate by the school, unless there is a reason for earlier termination determined by the principal and technology support team.
4. Device not returned when a student withdraws from the school will be charged the full cost for the device, case, and charger.
5. Devices and chargers returned damaged will be assessed fines in accordance with the type and severity of the damage.
6. Students with financial need may apply for a waiver for the user fee through the principal of the school. To apply for a waiver, the student must:
   a. Qualify for the free or reduced price lunch program.
   b. Show proof of extenuating hardship circumstances.
C. Damaged or Non-functioning Devices
The district will cover manufacturer defects for non-functioning devices. When the issued devices are iPads, the district will proved cases through AGIProtect.

- **The iPad must be kept in the district provided case at all times including end-of-year check in. Failure to follow this provision may result in fees and/or loss of use of the iPad.**
- If the iPad is in the district provided case and becomes damaged, the accidental damage protection provision included with the case will be responsible for repairs.
- If the iPad is damaged while in the district provided case due to neglect or any other misuse or abuse (i.e. intentional attempts at damage such as throwing the iPad among other things) the student and parent/guardian will be held responsible for the total cost of repairs, up to the replacement cost of the iPad.
- **If the iPad is not in the district provided case, the student and parent/guardian will be responsible for any and all costs associated with repair and/or replacement of the iPad and case. There will be no warnings and/or grace periods for a violation of this type.**
- In all cases of damage, misuse, or abuse, the principal or their designee shall have final say in the assignment of responsibility and assessment of fees.

D. Loss or Theft
Some preventative measures to help prevent loss or theft:

- Never leave the device unsecured. Devices should be locked in a designated area or secured in locker when not in use.
- Students are expected to maintain the security of the device at all times.
- Unsupervised devices will be confiscated by staff, and disciplinary actions may be taken.
- Each device has identifying labels. The district identification label (also known as the asset tag), and the student name. Under no circumstances are you to modify, remove or destroy these labels.

The Technology User Fee does not cover loss or theft of the device and charger.

- The student or parent/guardian is required to immediately notify a member of the technology support team in all cases of stolen or lost devices. The technology support team can assist in possibly locating the device if they are notified immediately.
- Parents/Guardians are responsible for filing a police report.
- If a device or charger needs to be replaced due to loss or theft, it is the family’s responsibility to replace the device or charger at the district’s current replacement cost.
Current replacement costs
(these prices are subject to change without notice)

<table>
<thead>
<tr>
<th>Device</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPad</td>
<td>$299</td>
</tr>
<tr>
<td>Charger</td>
<td>$24</td>
</tr>
<tr>
<td>Case</td>
<td>$69</td>
</tr>
<tr>
<td>Chromebook</td>
<td>$240</td>
</tr>
<tr>
<td>Charger</td>
<td>$30</td>
</tr>
</tbody>
</table>

Students are advised to back up their data often.

E. Repossession
Thompson R2-J School District reserves the right to repossess the device at any time. The user fee will not be refunded if the device is repossessed.

F. Appropriation
Failure to return the device and charger on time and/or the continued use of the device for non-school purposes will be referred to law enforcement and, until paid for or returned, will result in a hold on the student’s records and/or diploma. Devices and chargers must be returned in working order, or the student will be charged for their replacement.

G. Modification to the Program
Thompson R2-J School District reserves the right to modify the program or the terms of use at any time.

H. General Care of the Device
1. Do not do anything to the device that will permanently alter it in any way. This includes “jail breaking” and engraving.
2. Student devices in need of repair must be reported to the Instructional Technologist, or another member of the technology support team ASAP.
3. The technology support team will determine whether the device can be repaired onsite.
4. General guidelines:
   - Minimizing the number of photos and movies on the device will increase performance. Clean and back up your device files on a regular basis.
   - Do not write, draw, paint, place stickers or labels or otherwise deface your device or case. Remember, the device and case are the property of Thompson R2-J School District. If the device or case is defaced or otherwise marred a fee will be assessed against the student the iPad is assigned to.
   - Never put weight, such as a pile of books, on a device.
   - Liquids, food and other debris can damage the device. Avoid eating or drinking while using the device.
   - Take care when inserting and removing cords to avoid damage to the ports and cables.

Empower to Learn - Challenge to Achieve - Inspire to Excel
• Do not expose your device to extreme temperatures, direct sunlight, or ultraviolet light for long or extended periods of time. Extreme heat or cold may cause damage to the device and/or battery. If your device has been in a cold or hot environment for a long time, let it reach room temperature before using it.
• Never leave your device in a vehicle or unattended.

J. Cleaning Your Device
Routine maintenance on the device will be completed by the Thompson R2-J School District technology support team.

Students are encouraged to perform simple cleaning procedures:
• Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or other parts of the device.
• Wash your hands often to avoid any oil or debris buildup on the glass.

K. General Use of the Device
• Students are required to bring the device to school each day with a fully charged battery. Students who do not have the assigned device at school will still be responsible for turning in the day’s assignments. The student’s teacher will determine an alternate way to turn in the assignment.
• For sites allowing students to take the device home, students are required to bring the device to school each day with a fully charged battery.
• Though the device remains the property of the district, the student is fully responsible for the contents on the device.
• Do not delete any profiles, folders, files or apps that you did not create or that you do not recognize. Deletion of files could result in device failure and may interfere with your ability to complete classwork. Deletion of files and profiles will lead to the device being re-imaged by the technology support team and will result is disciplinary action.
• Do not add any profiles that will alter the district configuration of the device.
• Student devices are subject to routine monitoring by teachers, administrators and members of the technology support team. Users shall have no expectation of privacy while using the school’s electronic information resources or district owned equipment.

L. End of the Year Collection Procedure
The devices and chargers will be returned on the date designated by the principal and the technology support team. If a student is leaving the school before the end of the year, they will return the device by a specified date. Devices do not transfer between buildings in the district or out of the district. Devices and chargers must be returned in working order, or the student will be charged for their replacement.
M. Email
- Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by the administration or the technology support team to ensure appropriate use.
- Students will abide by all email guidelines as outlined in the Thompson R2-J School District Acceptable Use Policy.

N. Internet Access/Filtering in School
- Districtwide networks are equipped with a technology protection measures to help ensure students are protected from inappropriate online content while they are at school.
- The school cannot guarantee that access to all inappropriate sites will be blocked.
- Any device application that accesses the Internet poses a risk, though small, of exposure to graphic, highly controversial, or potentially dangerous content.

O. Internet Access/Filtering at Home (for sites with take home model)
- Thompson R2-J School District will not provide internet access for home use.
- Away from school, the district-issued device has little internet protection and content may be unfiltered. Therefore, parents must assume responsibility for student use of the device at all times and from any location while away from the school or the school district.
- The district strongly encourages parents/guardians to secure their home network and should be aware that any other public access points will likely be unfiltered.

Many of our students are carrying personal web-enabled devices, such as a smartphone or iPod Touch. Parents and guardians are probably aware of the risks. Access to the internet, from anywhere in the world, comes with the possibility of retrieving inappropriate content; therefore, adults must do their best to educate children on the proper uses of technology.

P. Social Media Use of Thompson School District Owned Devices
Using mobile devices to bully or threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behavior. It is forbidden for students to use their mobile devices to take videos and/or pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile devices to photograph or film any student, teacher, administrator, or other person without their permission. It is a criminal offense to use a mobile device to menace, harass, or offend another person. Any offense of this section of the policy will be subject to disciplinary actions sanctioned by the school and district administration. This may include filing of a criminal complaint with the local authorities.
Q. Options
Thompson R2-J School District will ask parents/guardians to choose if their student may bring a device home.

- **School and Home** – I want my student to have access to his/her school issued device beyond normal school hours, and I grant permission for my child to bring the device home.
  - I acknowledge that my child, accidentally or purposely, might gain access to unfiltered, inappropriate, or non-educational material when using the device away from school.
  - I take responsibility for my child’s use of the device while he/she is away from school.

- **School Only** – I want my child to have access to his/her school-issued device during normal school hours only. My student will be responsible for checking the device in at the end of the day and checking out the same device when they return to school in the morning.

- **Personal Device** – I choose not to use a district owned device, but instead, give my student permission to use a personal device.
  - I understand that the personal device must have, at a minimum, the same capabilities as a district owned device.
  - I understand that the personal device will be configured so it can be managed by the district.
  - I understand that I am still responsible for the Technology User Fee even though my student is using a personal device.

- **Not Participating** – I choose not to allow my student to use any devices at school. I understand that my student will not have the same access to resources as students who have devices.

Whether parents/guardians decide to have their student bring the device home or not, students will benefit from exciting, interactive and rich learning experiences using the device iPad at school. If your personal, family decision is to not bring device home, students will check the device in at the end of the day and check out the same device when they return to school in the morning.

R. End User License Agreement
Parents/guardians and students are considered to be the end users for all applications installed on the student device.
Responsible Use Policy for District Owned Devices
Student and Parent/Guardian

I have read, understand, and agree to follow all responsibilities as outlined in the Responsible Use Policy.

Student Full Name: please print

Student Signature: __________________________________________

Parent/Guardian Name: please print

Parent Signature: __________________________________________

Please choose one of the following options and sign below:

☐ School and Home – I want my student to have access to his/her school issued device beyond normal school hours, and I grant permission for my child to bring the device home.
   - I acknowledge that my child, accidentally or purposely, might gain access to unfiltered, inappropriate, or non-educational material when using the device away from school.
   - I take responsibility for my child’s use of the device while he/she is away from school.

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Parent/Guardian Name: __________________________________________

Parent/Guardian Signature: ________________________________________