



## **Technology Device Agreement**

Using technology devices provided by Medinah District 11 ("District") shall always concur in keeping with the District's goal of educational excellence and student achievement. District-owned computing devices, such as laptops, Chromebooks, iPads, and other devices ("Devices"), are a part of the District's curriculum and instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

Students and their parents/guardians are expected to adhere to the following expectations. Students will not be assigned a Device unless this Agreement is signed by the student and their parent/guardian. If the Student or parent/guardian fails to adhere to any of the requirements of this Agreement, the District may revoke the student's ability to use school devices.

### **Procedures**

The following measures list the requirements that apply to all who are issued a device by District. Parents/guardians and students must sign and return the District 11 Technology Device Agreement and read [Board Policy 6:235, "Access to Electronic Networks,"](#) before a device will be issued to the student. Students and their parents/guardians are bound by the terms of the Medinah District 11 Technology Device Agreement and Board Policy 6:235 when a device is issued.

#### **Responsible Use Expectations**

- The Medinah District 11 *Technology Device Agreement* applies to all District-issued devices.
- Parents/guardians are responsible for monitoring home internet access on the device.
- Parents/guardians agree to supervise their children's device use at home and agree to discuss internet safety with their children, as is discussed in the *Internet Safety* provision within Board Policy 6:235.
- Students and their parents/guardians assume full responsibility for any device that has been registered to the student or signed out by the student.
- Students and parents/guardians are barred from installing any programs or files on the device, unless specifically approved or requested by the District.
- Students are prohibited from attempting to bypass the District's internet filters, which protects against Internet access to visual depictions that are obscene, pornographic, or harmful or inappropriate for students.
- Students will keep their passwords safe and will not disclose them to others, except for District personnel and parents/guardians. Students are prohibited from using other students' login credentials to gain access to any District device.
- Students will not lend their device to anyone for any reason, including family members. Cyberbullying is prohibited. Cyberbullying is bullying using any electronic device, including District devices.
- Students are expected to immediately notify an adult of any messages or other information viewed or accessed through the device that is inappropriate, dangerous, or threatening.
- Students may not download, copy, or share copyrighted material using District devices, including music files, images, or software.
- Students should ensure that their devices are fully charged when they arrive at school each day.
- The District reserves the right to take possession of a District device from a student on a case-by-case basis.

- Students may not bring their devices into locker rooms. Devices must be kept in their assigned spots.
- Students who graduate early, withdraw, or terminate enrollment within the District for any reason must return **their original device, charger, case**, and all District-provided peripherals that were supplied to them.
- Students must clean their device thoroughly before they receive a loaner, in the event that their original device is to be sent out for repair.
- **All students are issued a case and charger for a Chromebook or iPad. The students will be asked to carry their device in this case whenever transporting the device. The replacement case cost is \$30.00 for a Chromebook and \$20.00 for an iPad. The charger replacement cost is \$30.00 for a Chromebook and \$20.00 for an iPad. Cost is as of 7/1/2023.**

#### **Privacy/Inspection**

- There shall be no expectation of privacy in any District device or material that is stored, transmitted, or received via the District's networks. –Accordingly, a District device may be monitored, taken, or confiscated by any District Staff member.
- Device inspections can be done at any time for any reason.
- The District reserves the right to monitor any content that students may access while using their District devices.
- All District devices contain tracking and monitoring software that the District may use to either find a device or monitor any behavior deemed unacceptable.  
The District takes no responsibility for actions committed using District devices and/or networks, whether or not the use was within or beyond the District's boundaries.

#### **Student Acknowledgements**

- The student understands that the use of the device is a privilege, not a right, and is for educational purposes only.
- Student understands that obscene language and/or materials, including music, screensavers, backdrops, or pictures contained such are prohibited.
- District 11 may revoke the student's use of the device at any time as they deem appropriate.
- Violation of these procedures or other District policies and procedures may result in disciplinary action, whether the violation occurs on or off school grounds.
- Students have no expectation of privacy in the contents of the device or communications made using the devices.

#### **Damage/Repair/Loss**

- Students will immediately notify District Staff of any malfunctions on their device or if their device is lost.
- Students and parents/guardians may not attempt to repair their device; devices must be returned to District staff immediately upon noticing a malfunction or required repair.
- Students and their parents/guardians are accountable for any loss or damage to the device. Students can be charged for a lost/ stolen device or for any damage to the device.
- All reports of vandalism or misuse of the device will be investigated on a case-by-case basis.
- Devices may not be vandalized by students or anyone else. This includes, but is not limited to, attaching stickers, marking, painting, drawing, or damaging any surface of the device.
- The identification tag/label on the device and peripherals must always remain intact.
- The device should always be kept in its case when not in use.

#### **General Help:**

- No food or drink is allowed next to a District device.
- Students should never carry their Chromebook while the screen is open.
- Devices should be shut down when not in use to save battery life.
- Devices should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Devices should not be exposed to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

**Device Screen:**

- The device screen can be damaged if subjected to misuse. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a backpack that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device.

**Accessing the Internet outside of Medinah School District 11**

Students are allowed to connect to wireless networks when their devices are at home or other locations. Medinah School District 11 cannot provide any assistance, troubleshooting, or advice on such off-site connectivity. When connecting from an off-site location, students and parents should be aware that the District maintains the right to monitor any Device activity and they continue to be bound by this Technology Device Agreement as well as Board Policy 6:235.

**Network Connectivity**

The District cannot guarantee that its network will be fully functional at all times. In the case that the District's network is down, the District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet.

Additionally, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

**Device Repairs**

If a device is damaged or not working correctly in any fashion, students must bring it to the LMTC to receive a loaner. The technology team will then work on the device to get it back up and functioning correctly. Below is a flow chart for device repairs.

**Device Use for Students****I Will Use the Device Responsibly**

- I will always be responsible for my Device, and when I am not using it, it will be stored in a secure or locked environment, whether I am at school or not.
- My Device will always be in the case provided when I received it, but I also understand that it can be damaged, even when it is in the case. I will make sure that I hold it securely, that I never throw it, and I will make sure it is not smashed or crushed in my book bag or locker. I will take care when I am carrying it in my book bag to make sure my Device is not damaged.
- I will not make any permanent marks, decorations, or changes to my Device.
- I will make sure that all District barcodes and identification stickers stay on my Device. I will make sure to tell a teacher if I notice that a District sticker is falling off, or has fallen off.
- I will only use the Device that has been assigned to me unless my teacher or another staff member tells me otherwise.
- I will not use another student's login on my Device or try to "hack" another student's device or account. I will not let other students log on to my device.
- I am responsible for the care and protection of my Device. I will tell a teacher or staff member immediately if my Device is damaged or malfunctions. I will not try to repair my device on my own or try to open my Device and access the internal electronics.
- I will report the loss or theft of my Device immediately to my teacher or a staff member. I understand that waiting to report the loss or theft of my Device will make it harder to recover.

- I will return my Device to the District, along with any accessories that came with it (power cord, power adaptor, case, etc.) at the end of the school year or on the date that I stop attending school at the District, whichever is earlier. I will make sure that my Device and the accessories are in as good of a condition as they were when I received the Device.
- I will make sure that food or liquids are not placed near my Device, and that I do not eat or drink liquids and use my Device at the same time.
- I will not use my Device to violate any District policy, or any other local, state, or federal law.
- I will make sure my Device is not exposed to water, excessively hot or cold temperatures, or any other unreasonable conditions that could cause damage to the Device. I will not leave my Device in a hot or cold car.
- I will tell my teacher or another staff member if I find a security problem on my Device. I will not demonstrate, recreate, or provide information to other students about any security problem that I may discover.
- I will not download, copy, or share copyrighted material using on my Device, including music files, images, or software.
- I will not download software or other programs onto my device without obtaining permission.
- I will not bring my Device into the locker rooms. My Device must be kept in its assigned spot for each class
- I will keep my password confidential and not disclose it to others, except for Medinah District 11 personnel and my parent/guardian.
- **I will be issued a case and charger. Ipad Chargers cost \$20 and Chromebook charges cost \$30. The Ipad cases cost \$20, and the Chromebook Cases cost \$30 (as of 7/2023)**

### **I Will Be Safe**

- ***I will only access websites that are appropriate and student-safe. I will remember that District staff can see which websites and applications I am using or accessing. The District's internet content filtering and monitoring will be able to determine the websites that are accessed, regardless of the location of use.***

### **I Will Be Productive**

- I will come to school each day with my Device fully charged.
- In class, I will make sure that I only access sites or use applications as approved.
- I will make sure that there is always enough space on my device to install or create content as directed by my teacher. If there is not enough space, I understand that my personal applications or content will be removed from the device.
- I will make sure that I am not using my Device to engage in academically dishonest behavior, as defined in the Student Handbook.
- I will make sure that I do not use my Device to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, copyrighted, or illegal material. Disciplinary consequences will be assigned for contravention of these expectations, as well as any legal consequences based on the nature of the infraction.

### **I Will Be Respectful**

- I will only use my Device to engage in communication that promotes kind, respectful, and civil interactions with teachers, students, parents or guardians, or other members of the community.
- I will make sure that I use good judgment when I use the camera and microphone on my Device. I will make sure that others know when I am taking pictures, and that they approve of me taking pictures before I take them. I will make sure that I never use the camera or microphone in a bathroom or locker room.
- I will maintain the software on my device, including such software provided by the District, and will not try to "hack" or otherwise change the contents of my Device.
- I will make sure that I use the District's network resources in an educationally appropriate way, and that I do not try to disable the District's network or other computing assets.
- I will not reveal personal information, including but not limited to the addresses or telephone numbers of myself or others through any online platform.

- I understand that my Device does not belong to me--it belongs to the District. I know that my teacher(s) or District staff members have the right to inspect my Device at any time, without providing notice, and that nothing on my Device should be considered private only to me.

### **My Parent and/or Guardian Will Be Financially Responsible for the Device**

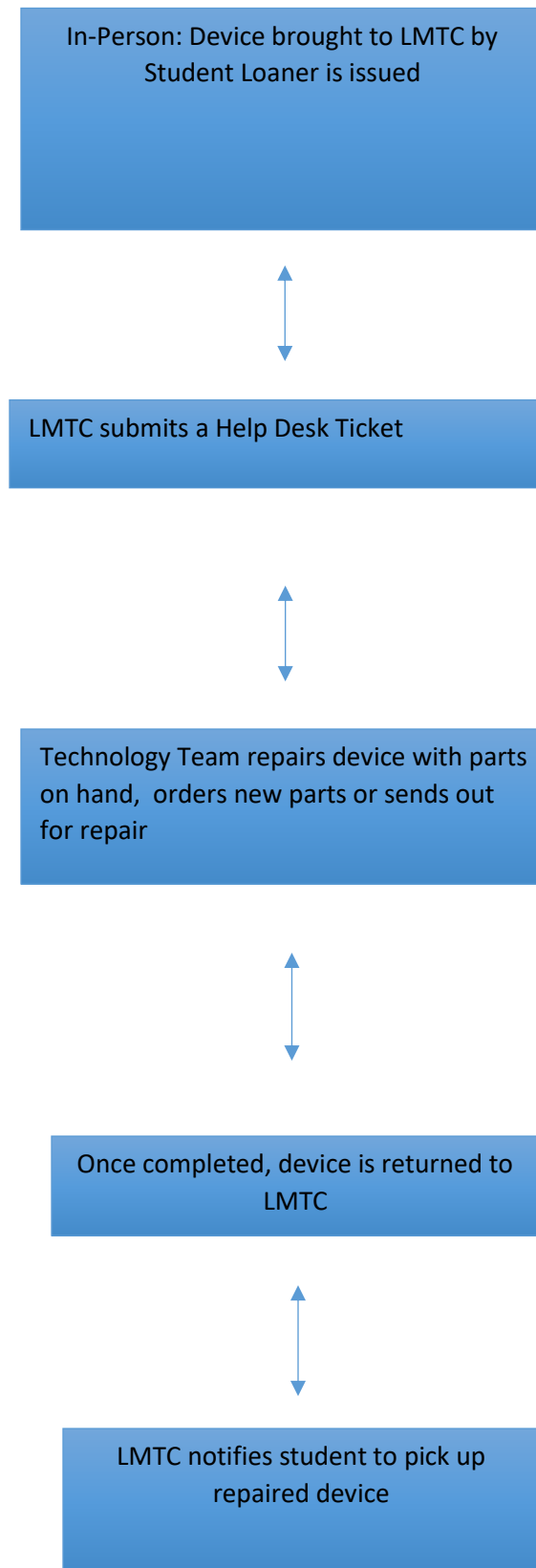
My parent/guardian understands that this Device is being provided for my use and the Device is District property.

- My parent/guardian understands that the District has created an insurance plan, referred to below, to help pay for any damages or losses that may happen to the Device. My parent/guardian and I also understand that we are still responsible for all costs for repairs that are not covered by the District's insurance program and that we will be responsible for the full cost of the repair or replacement in the case that such insurance covers 0% of the damage or repair. Furthermore, my parent/guardian and I understand that we are responsible for the deductible of any repair as identified below.
- My parent/guardian and I understand that we are responsible for damages to the Device I am using, no matter when, where, or how it occurs. My parent/guardian and I also understand that we are also responsible if I lose the device, no matter where the loss occurs.
- My parent/guardian and I also understand that, if my Device is lost, stolen, or damaged, we must either pay the deductible amount if the loss or damage is covered by the insurance program, or the entire replacement cost of the Device if the loss or repair is not covered by the insurance program.
- My parent and/or guardian and I understand that the District will be the only party that facilitates repairs to the Device I am using and that we should not present the Device to any third parties for repair or attempt to repair the Device ourselves.
- Students ceasing to attend schools in the District are required to return their assigned Device before their final day of attendance. If the Device is not returned, the District will assess a full replacement charge and contact law enforcement or other authorities to further the District's efforts to recover the Device.

### **Device Coverage Plan**

- The District offers optional insurance for all devices.
- Device insurance can be bought for a one-time fee of \$20 per device that will cover all accidental damage for the life of the Chromebook (3 years)
- Parents or Guardians can email [techhelp@medinah11.org](mailto:techhelp@medinah11.org) to sign up for insurance and complete the opt-in/opt-out form at the end of the document.
- Any repairs or damage to the devices that were intentionally caused by the student, the parent or guardian, or with any of their knowledge, shall not be covered by the District's coverage policy.
- Please reference the following Flow chart for what would happen when a device needs to be repaired. This will be the same for any device. If the device falls out of insurance coverage, parents/guardians will be notified of any charges prior to a repair.

## Device Flow Chart



## Google Apps for Education Account

Medinah School District #11 uses Google Apps for Education (GAFE) in the classroom and would like to update our parental consent for 2023. The highlight of Google Apps for Education is that it is available at home, the library, or anywhere with Internet access. Students will use their GAFE account to login into other curriculum software utilized at Medinah School District #11. Most of our current curriculum is now done online using student Devices, and students use their GAFE accounts to log in and access all the different curriculum software on those devices.

Using their Google Apps for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

These include Gmail, Google Calendar, Google Classroom, Google Search, Google Docs, Google Sheets, Google Slides, Google Drive

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

These include YouTube, Google Alerts, Google Bookmarks, Google Earth, Google Cloud Print, Google Cloud Platform, Google Maps, Google News, Google Photos, Google Search, and Google Translate.

We are excited to continue to offer Google Apps for Education as it represents an important step towards developing a 21<sup>st</sup>-century approach to curriculum and learning. These tools will support the high levels of collaboration that are required in today’s classrooms to prepare students with the communication and teamwork skills they are going to need to be college and career ready, which is the focus of the Illinois Learning Standards.

## Signature Page

Students and families shall read this Agreement before signing.

### Parent or Guardian

As the parent or guardian of \_\_\_\_\_, I have read and understand the requirements in this Agreement and Board Policy 6.235, and I agree to comply with them. I give permission for my child to be assigned a full Medinah School District Google Apps for Education account (including an email address @medinah11.net and access to Docs, Sheets, Presentations, Sites, and Calendar) I understand that my student's internet usage will be always filtered while accessing the Medinah District 11 network. I understand that if a filter has been disabled or malfunctions, it is impossible to control all materials and a user may discover inappropriate material. Ultimately, I understand that I am responsible for setting and conveying the standards that my student should follow. I understand that I am responsible for monitoring my child's internet usage at home. I further understand that I am responsible for any damage to, or the loss of, the Device in accordance with this Agreement. I understand my student will be held to the expectations listed above. I understand if there is negligent or intentional damage to the device or District-issued peripherals, I could be held financially responsible for the total cost of repair or replacement.

\_\_\_\_\_  
Parent or Guardian Name (please print)

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

\_\_\_\_\_  
Date

### Student

I have read and understood the requirements of this Agreement and Board Policy 6.235 and agree to always abide by their terms and conditions. I will also follow the directions of my teacher or other District staff members at all times as well as my parent/guardian when using the device off-site. I understand that using a school Device is a privilege and that it carries no expectation of privacy. I also understand that misusing my Device will result in disciplinary consequences as outlined in the Student Handbook.

\_\_\_\_\_  
Student name (please print)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date



## **Medinah District 11 Insurance Program for Devices Opt-in/Opt-out Agreement**

As the parent or guardian of \_\_\_\_\_, I understand that I have the option to opt-in to the Medinah District 11 Insurance Program for my student's District-issued Chromebook Device. I acknowledge I have read and understood the terms and conditions of the Insurance Program as detailed in the District's Technology Use Agreement. I further understand that I am responsible for any damage to, or the loss of, the Device in accordance with the District's Technology Device Use Agreement and Insurance Program. I understand and agree that, in order to opt-in to the District's Insurance Program, I must also submit an insurance premium payment of \$20 at the time of Device issuance.

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I agree to the terms and conditions of the Medinah District 11 Insurance Program and chose to opt-in to the coverage as detailed in the District's Technology Device Use Agreement.

☐

I do not wish to opt-in to the Medinah District 11 Insurance Program and understand that I will be fully responsible for the costs of repairs and/or replacement of my student's device should it incur any damage, loss, or theft.

\_\_\_\_\_  
Parent or Guardian name (please print)

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date