

Heron Lake-Okabena School District Technology Device Use Agreement

This agreement is made effective upon payment of a \$25.00 refundable technology security deposit and receipt of a 1:1 device (i.e. Chromebook, iPad, or laptop depending on the school building) between The Heron Lake-Okabena School District {HLO}, the student receiving a 1:1 device ("Student"), and his/her parent(s) or legal guardian ("Parent"). This agreement is considered an addendum to the HLO Student Acceptable Use Policy. The Student and Parent(s), in consideration of being provided with a 1:1 device, including power adapter, charging cable, case and software ("accessories") for use while a student at HLO, hereby agree as follows:

1. Equipment:

a. Ownership: HLO retains sole right of possession of the 1:1 device and grants permission to the student to use the 1:1 device according to the guidelines set forth in this document and in conjunction with the HLO Student Acceptable Use Policy. HLO retains the right to collect and/or inspect the 1:1 device and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software (including the device OS) or hardware.

b. Equipment Provided: Efforts are made to keep all 1:1 device configurations the same. All systems include ample RAM, applications, and wireless network capability. HLO will retain records of the serial numbers of provided equipment.

c. Substitution of Equipment: In the event the 1:1 device is inoperable, HLO has a limited number of spares for use while the 1:1 device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a 1:1 device or to avoid using the 1:1 device due to loss or damage.

d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup indispensable data as necessary. HLO does not accept responsibility for any such files or software.

e. Responsibility for Installed Software: The Student may not install any software which violates the HLO Student Acceptable Use Policy. Uninstalling any school provided or OS software or profiles from the 1:1 device is not permitted. Operating System and Application updates will be run from a central location. Failure to comply will result in disciplinary action.

2. Damage, Loss or unreturned Equipment:

a. Warranty for Equipment Malfunction: HLO has a limited manufacturer's warranty for the 1:1 device. The warranty only covers damage to the 1:1 device caused by manufacturer's defects.

b. Responsibility for Damage: The Student is responsible for maintaining a 100% working 1:1 device and accessories at all times. The Student shall use reasonable care to ensure that the 1:1 device and accessories are not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage or Loss/Theft of the 1:1 device or accessories, it is the Student's responsibility to notify their school administrative office as soon as possible. In such cases, the Student and Parent will be billed according to the cost of replacement parts. Devices that are unable to be repaired will result in full replacement cost of the 1:1 device being accessed. Devices that are lost/stolen or not returned will result in full replacement cost of the 1:1 device and accessories being accessed. Other charges may be determined at the discretion of the school administration

c. If the 1:1 device or accessories are stolen or vandalized while not at HLO or at an HLO sponsored event, the Parent shall file a police report.

d. Return of equipment: At the end of each school year all students will be required to return the 1:1 device and all accessories to the school administrative office. The \$25.00 technology security deposit will be refunded once all equipment is returned in good order. HLO will charge the Student and Parent for any items not returned. Any items that are damaged will be charged to the Student or Parent as well.

e. Students who leave HLO during the school year must return the 1:1 device and all accessories at the time they leave the corporation. The 1:1 device and accessories must be returned to the administrative office of their school. Failure to do so shall result in legal action.

f. Technical Support and Repair: HLO will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of HLO may result in the Student and Parent being charged the full replacement cost of the device or accessories. A regular summer maintenance plan is scheduled and all devices will be collected at the end of school. The same serial # device will be reissued at the start of school.

3. Legal and Ethical Use Policies:

a. Monitoring: HLO will monitor 1:1 device use using a variety of methods to ensure compliance with HLO's Student Acceptable Use Policy and this agreement. Any attempt to "jailbreak" the device or remove the HLO profiles will result in disciplinary action.

b. Legal and Ethical Use: All aspects of HLO's Student Acceptable Use Policy remain in effect during the use of the 1:1 device. HLO will make every attempt to provide content filtering within the HLO network and outside the network. However, HLO does not have full control of the information on the Internet or incoming email while off campus.

c. File-sharing and Proxy Apps/websites: The installation and/or use of any Internet-based file-sharing tools or Proxy Apps/websites designed to circumvent filtering software are explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

d. Allowable Customizations: Student are permitted to alter or add files to customize the assigned 1:1 device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, HLO reserves the right to insure all customizations follow the HLO Student Acceptable Use Policy and may periodically conduct maintenance that may configure the 1:1 device back to the originally installed state.

Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the HLO Student 1:1 device Use Agreement or Student Acceptable Use Policy, his/her privilege to use the technology may be restricted or removed and he/she may be subject to disciplinary action. The 1:1 device and accessories remain the property of HLO. At the end of the school year or upon transfer from the school district, parents and students agree to return the 1:1 device and accessories to the school in the same condition it was issued to the student less reasonable wear.

Technology Device Use Agreement Signature Page

Student Name (printed clearly) _____

Student Signature + Date _____

Parent Name (printed clearly) _____

Parent/Guardian Signature + Date _____

Device # _____

Device name _____