

APPENDIX A

Webberville Community Schools Equipment/Device User Agreement

Overview

The following information and policies refer to the individual student use of a **school- owned technology device**. Students are required to follow these guidelines as well as the Webberville Community Schools Technology Acceptable Use Policy.

Care and Maintenance of the **School-Owned Technology Device**:

- Only clean your device with a soft, dry, lint free cloth. Do not use any type of cleaner (even eye glass cleaner) on your device.
- Do not try to access the internal electronics or repair your technology device. If your equipment is not working, please notify the front office.
- Do not place weight on the technology device.
- Never throw your technology device.
- Be careful when plugging in your equipment to charge as the ports are fragile. Be sure to plug the charger into the wall first, and then plug it into your equipment.
- Each piece of equipment will have a GPS locator software installed on it. Disabling, changing or attempting to remove this software is grounds for disciplinary action and removal of equipment.
- Each device will have an identification tag attached to it. Do not remove or alter this tag.
- Never lend your device to another person. You are the person responsible for the device, as it was assigned to you.
- The equipment must be free of stickers, writing and/or painting.

Use of the equipment/ device:

- All users are expected to follow copyright laws
- A student is to notify a staff member immediately upon finding information, messages or website posts that are inappropriate, dangerous or threatening.
- A student is to notify the office if student becomes aware of an Internet security problem.
- A student must immediately tell office personnel when his device is lost or stolen so the police can be contacted to begin investigation.
- The equipment is property of Webberville Community Schools and may be reviewed by an administrator at any time for appropriate use. There is no expectation of privacy for students regarding content of the equipment and/or email/data transmissions.
- Students are not allowed to record videos or take pictures at/or around school without permission from a staff member.
 - If the above occurs, **it will result in a student disciplinary action.**
- A student must obtain school permission from an administrator prior to publishing any picture or video on the Internet.
- The district will provide some applications “apps”, needed for learning. These “apps” cannot be transferred to another device and should not be uninstalled.

Access to any internet network while using school issued equipment is a privilege, not a right. Unacceptable conduct includes, but is not limited to:

- Using any network for illegal activities, including copyright, license or contract violations; downloading inappropriate materials, viruses, inappropriate software, hacking, and/or host file sharing.
- Causing congestions on the network or interfering with the work of others (broadcasting group messages, “spamming”).
- Invading the privacy of other individuals.
- Using another student’s access or password.

- Coaching, helping, or watching any unauthorized activity on the network
- Violating copyright law and/or plagiarism.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic obscene or sexually explicit materials.
- Use of websites to buy/sell term papers, book reports and any other form of student work.
- Bypassing the school web filter through a proxy site.
- Being in possession of gang related files and/or bootleg movies or music
- Using the camera to create inappropriate movies/pictures (this can be a felony offense and will be turned over to the police).

Consequences for violations of the equipment expectations may include, but are not limited to:

- Suspension or revocation of equipment use, internet and/or email privileges.
- Legal action and/or prosecution.
- Saturday School/Detention/Suspension.
- \$25.00 fee if device needs to be reimaged due to inappropriate content/use.

Distribution of equipment:

- Each student K-12th grade will receive a device and charger.
- Students who leave Webberville Community School District during the school year must return the device before leaving the district. Failure to do so will result in legal action.
- Students will be provided a Webberville email address and will not be allowed to email individuals outside of the Webberville domain using the account.
- Each device will be distributed at the start of the school year. The device will be collected during the final week of the school year. Any equipment not returned at the end of the school year will be considered lost or stolen, which may result in additional fees and/or legal action.
- The full cost of replacing the technology device will be \$400.00.

Damaged, lost or stolen equipment:

- If a district- issued piece of technology equipment/ device is stolen, lost or damaged, the student/parent should immediately contact Webberville Schools. A police report will be filed. It is important to report lost devices as the GPS tracking system can be used for general location purposes.
- In the event that a device is stolen, lost or damaged, the parent/guardian will be responsible for paying the cost to replace the device.

Cost for damaged equipment:

- ❖ Full replacement cost of a technology device is approximately \$400.00
- ❖ Battery \$100.00
- ❖ Cracked Screen \$75.00
- ❖ Charger/ Cable/ Power Cord \$20.00
- ❖ District-issued applications/software \$20.00
- ❖ Keyboard - \$20
- ❖ Front Bezel - \$15
- ❖ Palm Rest/Keyboard Bezel - \$26