



## Dolton SD 149 Parent/Student Technology Guidelines and Agreement School Year 2022-2023

STUDENT NAME: \_\_\_\_\_

STUDENT GRADE: \_\_\_\_\_

STUDENT SCHOOL: \_\_\_\_\_

DEVICE ASSET TAG NUMBER (Blue/White Label on the Back of the Device beginning with "A"): \_\_\_\_\_

Dolton SD149 views the use of electronic resources as central to the delivery of its educational program and expects that all students will responsibly use electronic resources as an essential part of their learning experiences. It is the policy of Dolton SD149 to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore resources, come responsibilities for the parent/guardian and for the student.

### Acceptable Use Policy

- I have reviewed and agree to abide by the District Acceptable Use Policy, found at: ([https://boardpolicyonline.com/?b=dolton\\_east\\_149&s=84915](https://boardpolicyonline.com/?b=dolton_east_149&s=84915)). The Acceptable Use Policy is also attached. Failure to follow these rules may result in loss of privileges and/or disciplinary action.

### Photo/Video Release Expectation

- During the school year, many exciting educational events are occurring and we will capture these student moments through statements, photos, artwork, audio, and video which may appear on our website, social media, the internet, television and/or in various publications. We look forward to having our students display their work in new and exciting ways. If you agree, as the parent/guardian of the student, to allow the District to capture statements, photos, videos and artwork from your son/daughter and post/publish such materials on the District's website, social media, internet, television and/or various publications, please initial this paragraph, above. **Please be aware that if your child is included in a general wide-angle shot or group picture, those photos are exempt from requiring your permission to capture and publish such materials.**

### District Technology Use

Students must use District issued devices to complete their school assignments while at school or at home. Personal devices are prohibited since they do not have the management features required by the District. Access to the District's electronic network and use of technology equipment should be for educational purposes only as directed by the Principal/teacher. Streaming video and/or audio for non-educational purposes is not allowed.

### Privacy Expectations

Any use of the District's electronic network is not private. The District may, without prior notice or consent, access, view, monitor, and record use of technology at any time for any reason. Technology equipment must be given to teacher, technology staff or administrator upon request. Student email accounts, cloud storage, and District network storage accessed on the District's electronic network and/or on District issued devices are not private. District administrators have unlimited access to all emails and files. Email should only be used for educational purposes.

### Online Safety/Digital Citizenship

- Dolton SD149 will install Internet filtering on the Network that meets the federally regulated Child Internet Protection Act's (CIPA) requirements. Although the District does make every effort to block inappropriate material on school systems, it's important for parents/guardians to monitor activity on their child's electronic devices and understand that nothing is failsafe. We recommend that parents/guardians take an active role to view what content students are viewing on Chromebooks outside the classroom setting. Students removing filtering software and/or bypassing filtering (proxy redirectors, etc.) will be disciplined in accordance with the Code of Student Conduct and Parent Handbook. Each student is responsible for the content viewed on their Chromebook.

- Personal information should never be shared. This includes full name, address, city, phone number, or school name, for yourself or others unless approved by teacher.
- Photos or videos of self or others should never be recorded, transmitted, or posted unless approved by teacher.
- Passwords should not be shared with anyone except to your parent/guardian or teacher. Never use someone else's password.
- It is the user's responsibility not to initiate access to inappropriate material. If you see inappropriate or offensive material, immediately notify a teacher. Do not share it with classmates.
- Online communication and posts should always be respectful. Never be mean or rude. Never use electronic mediums to bully or harass others. **No cyberbullying.**
- Copyright Laws should be respected. Never copy someone else's work and claim it as your own. Cite your sources.
- Files, images, videos, games or apps should only be downloaded with permission.
- Emails from unknown senders should never be opened or forwarded.
- Contest or pop-up messages should be closed or deleted immediately.

### **Dolton SD149 1:1 Chromebook Guidelines**

SD149 has a 1:1 Chromebook environment for grades K-8. All students are issued individual devices. These devices will be taken to and from school on a daily basis like a textbook. Students will be issued his or her own Chromebook at the beginning of the school year, along with a protective bag and charging adapter. If the parent has requested a hot spot device, then the student will also be given a hot spot to connect to the internet.

### **Accept Liability**

Parent/Guardian Responsibility:

The parent/guardian/student is responsible for the cost of repair or replacement at the date of loss if the property is:

- Not Returned
- Intentionally Damaged
- Lost
- Stolen

The costs associated with repair or replacements are set forth in ATTACHMENT A hereto.

### **Damage, Fines, Lost, Stolen and Repairs**

**All students will be charged technology fines in full.  
(Damage and Replacement costs list can be found at the end of this document.)**

Occasionally, unexpected problems do occur with the Chromebooks and/or hot spot equipment that are not the fault of the user (computer crashes, software errors, etc.). SD149's Technology Department will assist students with having these fixed. These issues will be remedied at no cost to the students assuming there was no misuse of the device. If the repair cannot be completed in a timely manner the student may be issued another device. The student will assume all liability for the replacement device until returned.

### **Accidental Damage vs. Negligence**

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration in conjunction with the technology department, if the device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair/replacement of the device.

**Utmost care should be taken at all times.**

### **Even IF a student accidentally damages a device he/she may be held responsible for costs.**

All damage should be reported to the building's Principal and/or teacher immediately. The Principal will work with SD149 technology staff to assess the damage. SD149 staff will record and report the cost back to the parent/guardian of the student.

### **Missing, Lost, or Stolen Equipment**

If equipment is missing/lost/stolen, inform administration and parents/guardians immediately. If after investigation, the findings are that the device was stolen, file a report with the local law enforcement agency and keep a copy of the report to provide to the school. If equipment was stolen from one of SD149 facilities the report should be issued with school administration instead of local law enforcement. This should be done by the student or parent/guardian in a timely manner.

### **Financial Responsibility**

Students/Families may be billed for lost/stolen equipment if deemed that negligence was involved with the loss of device.

### **Device Care**

- Chromebooks and hot spots should always remain in the District issued protective case when it is not in use.
- Chromebooks and hot spots should be fully charged at home on a nightly basis.
- Damaging technology equipment, if deemed malicious or negligent, may result in discipline and financial restitution.
- **Students should never try repairing technology equipment on their own.**
- Any damage should be reported to the Principal/teacher immediately. All parts/pieces should be turned into the teacher as well.
- Chromebooks should be carried or moved properly while in the case.
- Chromebooks case should always be closed and zipped before carrying.
- Never lift the Chromebooks by the screen.
- Always carry technology equipment on top of other materials.
- **Students should not add any writing, stickers, or labels to technology equipment. This includes the protective case.**
- **Students should not remove any barcodes or serial numbers on the case, Chromebook or hot spot.**
- Food and drinks are not allowed near technology equipment.
- Never place items on top of technology equipment.
- Always walk when carrying technology equipment.
- Technology should be stored in the carrying case when not in use.
- Technology equipment should never be placed on the floor in the school, on the bus, or at home.
- Technology equipment should not be taken into bathrooms or locker rooms.
- Headphones, cords, cables, and removable storage devices must be inserted slowly and completely into technology equipment.
- Backgrounds or themes on District technology equipment should not be added or changed.

### **Device Procedures**

- Students should only use his/her own assigned/checked out device.
- Carefully unplug technology equipment and remove from cart/cabinet/charging stations.
- Only District issued accounts may be used on District technology equipment. Personal accounts are prohibited on District devices.
- Always gently close the screen on technology equipment.
- **Remember, like textbooks, these devices belong to Dolton SD149 – handle with care.**

### **Replacement Devices**

- A limited number of replacement devices will be available to be used. Since devices are limited, having a replacement is not guaranteed.
- Students will assume all liability for the issued replacement device.

- The student is responsible for getting all coursework completed. If the student is not allowed to use a Chromebook due to health conditions or discipline issues, alternative assignments/projects will be given in place of the electronic assignment.
- A replacement device may be issued if a student's device malfunctioned and is being repaired. Exceptions to this practice will be based upon whether the Chromebook requires routine maintenance/repairs, or the device was damaged due to negligence or abuse.
- **No long-term replacements will be issued for lost/stolen devices.**
- If repair fines are not paid within 30 days, or a payment plan has not been established, the student will no longer be allowed to use a replacement device until the fine is paid.
- Students will be limited on the number of times a replacement can be issued. Students who exceed or abuse the replacement system may be disciplined by building administration.

### Receive/Return Device Policy

- **All parents must sign this Parent/Student Technology Guidelines and Agreement form prior to a student being issued a Chromebook, accessories and other equipment.**
- All students who transfer in, new students, or students who missed the curbside or summer deployment, will be able to obtain their devices from the main office in their respective schools. **It should be noted that the Parent/Student Technology Guidelines and Agreement must be signed; and, the student has to be assigned to the Chromebook device before distribution.**
- In the event of a pandemic or other Acts of God, students in grades K-8 will be able to keep the device for the extended time necessary, until sheltered-in-place guidelines are lifted. This may include keeping the device over the summer to accommodate Summer school and/or continued e-learning instruction.
- At the end of the school year, students are expected to return their devices during the last week of school to their classroom teachers. Specifics for this process will be communicated through the buildings in May.
- Mid-Year Student Withdrawal Process: If a student transfers out of the district during the school year, the device, charging cord and carrying case must be returned to the school building office at the time of student withdrawal. Families who do not return the device and peripherals will be invoiced.
- Students, who graduate, withdraw, are expelled, or terminate enrollment in the Dolton SD 149 for any other reason must also return the school device, charging cord and case on the date of termination. Families who do not return the device and peripherals will be invoiced.

## Chromebook Agreement Dolton SD149

**Dolton SD149 will provide a Google Chromebook, other equipment, accessories, and the protective case, to students in grades K-8 at the beginning of the school year. By accepting the Chromebook and the aforementioned equipment the student and parents/guardians understand and agree to:**

- Adhere to SD149 rules and regulations governing the use of SD149 computers and network.
  - Including the district Acceptable Use Policy and Student Technology Guidelines defined in this document.
- Will comply with all applicable copyright and other regulations regarding the use of the device.
- Will not sell, lease or otherwise grant anyone rights to the computer and/or peripheral devices.
- Provide reasonable care and maintenance of the Chromebook and accessories. Refer to the Device Care procedures for students for further information.
- **Chromebooks and accessories should always remain in the District issued protective case when not in use.**
- **Chromebooks should be fully charged at home on a nightly basis.**

**If the Chromebook is damaged in any way, the student and/or his/her parents/guardians will be held responsible for the repairs.**

If a student exhibits a pattern of negligence, the Technology Support Staff will report the student to the administration for discipline in accordance with the Acceptable Use Policy and Code of Student Conduct and Parent Handbook. The student and/or his/her parents/guardians will be held responsible for the full cost to replace or repair a damaged Chromebook. At SD149, technology is viewed as a resource to develop and enhance learning opportunities. The use of technology is a privilege that must be treated as such. Failure to do so may result in the loss of privileges.

By signing below, the student and his/her parents/guardians agree and accept the Chromebook Agreement as presented and understand that Dolton SD149 owns the Chromebook, software and issued peripherals. If the student withdraws from and/or is no longer enrolled in the Dolton SD149 district he/she agrees to return the Chromebook in good, working order or to pay for any necessary repair or replacement as set forth in ATTACHMENT A hereto. In no event shall the student or parents/guardians hold Dolton SD149 liable for any claim of damage, negligence, or any breach of duty resulting from any act or omission related to the unauthorized use of the Chromebooks.

**PLEASE SIGN AND RETURN THIS CHROMEBOOK AGREEMENT DURING YOUR SCHEDULED DEVICE PICK-UP DATE. YOU WILL NOT BE ISSUED A DEVICE UNLESS YOU BRING YOUR SIGNED AGREEMENT. AGREEMENTS MUST BE SUBMITTED BY OCTOBER 8, 2021.**

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

Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A  
Damage and Replacement Costs**

Practicing responsible care routines with your son/daughter is the best way to prevent breakage or loss. In the event that the device is damaged or lost, SD149 does expect you to pay for the replacement of the device. The estimated replacement cost of the device and the accessories is listed below.

\*All quoted prices are subject to change at any time by school administration.\*

\*Pricing is non-negotiable, only District approved vendors will be used.\*

\*Missing keys, even if just a single key, can result in an entire device replacement.\*

<b>PART</b>	<b>COST</b>
<b>DEVICE REPLACEMENT</b>	<b>\$200.00</b>
AT&T Unite Express 2 Hot Spot Device	\$85.00
AC Power Cord Only	\$30.00
Carrying Case	\$10.00
Google Licensing	\$30.00
Go Guardian Licensing	\$15.00
<b>GRAND TOTAL</b>	<b>\$370.00</b>

**Payment Timeline:**

Parents/Guardians/Students have 30 days to pay any technology damage & replacement bills in full. The student will not be issued another device until all bills are paid. If you are unable to pay your fee within 30 days, please contact the school which your student attends to setup a payment plan. If the formal payment plan is not followed collection efforts will be utilized. All students will be charged technology fines in full.