

District Device User Agreement

The Seneca R7 School District's technology (hereafter referred to as the "District" or "Seneca Schools") and electronic services exists for the purpose of enhancing the educational opportunities and achievement of students. It is not possible to cover every situation, and this document should not be considered all-inclusive. Rather, it expresses the District's philosophy and sets forth general principles that all users should apply when using these electronic services. *Electronic services are assets provided through taxes and other funding.* The District is the custodian of that property and must ensure use of electronic resources serve to facilitate and support the District's educational goals. This document is intended to support existing District policies.

Qualifications

Students who attend Seneca Schools qualify for the use of a District-owned device. Specific buildings will determine the level of usage deemed appropriate for students. Students must comply with expectations in the user agreement.

Terms

The device is legally the property of Seneca Schools. Damage waiver charge must be paid for each device before it is distributed to the student. Additional financial obligation will be assumed by student/parent/guardian if loss or damage is a result of handling, transport, storage, use, or if reporting of loss/damage is not in complete compliance with the Device User Agreement. Failure to meet financial obligation will result in repossession of the device. Once a student is no longer attending Seneca Schools, the device must be immediately returned. All devices must be returned no later than the last day of school for that student. Any device not returned by the designated deadline will be considered stolen property.

Payment Options

Annual damage waiver charge is \$25 per device to be paid to Seneca Schools. Families with more than one child enrolled in the District will only pay one damage waiver fee. If this fee is a financial burden for your family contact your school principal to make alternative arrangements. Students will check out the same device and maintain its use each school year unless otherwise specified.

No Expectation of Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving District technology resources including, but not limited to, internet usage, email, and network drives. By using the District's network and technology resources, all users are consenting to having their technology usage monitored.¹¹

All electronic communications and all data stored on the District's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by District administrators or their designees at any time.¹⁶ Any such search, access, or interception shall comply with all applicable laws.⁹ Users are required to return District technology resources to the District upon demand.

Damage, Loss, or Theft

If the device is damaged, lost, or stolen, a report must be filed with the school administration within one school day. If the device has been stolen, a police report must be filed within 24 hours of the incident with the law enforcement agency having jurisdiction where the theft took place. Verification (police report number) of the report must be submitted to the school office the next school day. If a stolen device is not reported in the aforementioned fashion, it will be considered lost.

Student is financially responsible for the total cost of a lost or carelessly-handled device. Student is responsible for safely transporting, storing and care of the device.

- Transport device in school-issued case at all times.
- Use stable platform when working on the device.
- Avoid extreme temperatures, especially in automobiles.
- Do not eat and drink near device.
- Use clean hands.
- Insert and disconnect accessory devices and power cords carefully, and use the correct angle

- Store device in a secured area, as much out of sight as possible, to avoid theft.

Repossession

Non-compliance with user agreement will result in repossession of the device, which could involve District personnel coming to your place of residence. Not returning the device by the end of the year would be considered non-compliance with the user agreement.

Accommodations

Any request to limit student use of this device must be submitted in written form to administration. Administration reserves the right to restrict student use of the device for non-compliance with terms of agreement.

Objectionable or Harmful Material Prohibited

Users are prohibited from viewing, accessing, or downloading material that is unlawful, abusive, objectionable, pornographic, or otherwise prohibited by District policy or applicable laws.⁵

“Hacking” and Vandalism Prohibited

Users are prohibited from accessing restricted resources, defacing technology resources (both physical and electronic defacement), or circumventing any security or access control measures used to protect District resources.^{7,8}

Security and Safeguarding Accounts and Passwords

The District recognizes that security of the network is an extremely high priority and poses challenges for collective and individual users. One fundamental need for acceptable use of the District’s electronic resources is respect for, and protection of, password security. Personal passwords may be created to protect students utilizing electronic resources. These passwords shall not be shared with others; nor shall students or other users use another person’s password except in the authorized maintenance and monitoring of the network.^{1,2} The maintenance of strict control of passwords/account codes protects all users from wrongful accusation or misuse of electronic resources or violation of the District policy, state or federal law. All users will be held accountable for the consequences of intentional or negligent disclosure of this information.

The passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the users sharing his/her password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges, as well as other discipline. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system, as well as other appropriate discipline.^{6,18,19,22}

All users are expected to lock and secure their device when it is left unattended. This includes locking the screen with a password at all times.

All users are required to immediately report any abnormality in the system to the designated technology staff member as soon as they observe it.

Network Etiquette and Privacy

Users are expected to abide by generally accepted rules of electronic network etiquette. These general rules include, but are not limited to, the following prohibitions:

1. Users are expected to use appropriate language and are expected to be polite.⁴ Use of the District’s technology or electronic resources to cyber-bully or to create or transmit messages that are abusive, insulting, harassing, bullying or threatening to others is prohibited.²¹
2. Users should avoid transmitting confidential information (including individually identifiable information or records about any particular student) through email and must use care to protect against negligent disclosure of such information.
3. Users are expected to maintain privacy and confidentiality of sensitive information, just as they would in non-electronic communications.²⁰ Students should avoid sharing personal information.
4. Users may not use the District’s technology or electronic resources in such a manner that damages, disrupts, or prohibits the use of the system by others.¹⁰

Inappropriate and/or Frequent Personal Use

District resources are to be used only for school-related purposes and must not violate any of the rules contained in this policy or any other District policy and must not damage the District hardware, software, or network systems.^{15?} Any personal use of the device requires prior approval from the building principal.

Violations of Copyrights and Software License ¹²

This policy prohibits illegal publication or copying of copyrighted material, or other use of copyrighted materials without the permission of the copyright holder. This policy also prohibits illegal copying of software or other use of software. Students will be held personally liable for any of their own actions that violate copyright laws or software agreements. Signing this form authorizes students to utilize Google Workspace for Education and other Google Services approved by building administration.

Consequences

A consistently high level of personal responsibility is expected of all users granted access to the District's technology resources. The consequences for any violation or attempted violation of the District's acceptable use policy may include, but are not limited to, one or more of the following:

- temporary suspension of device access,
- permanent suspension of device access,
- disciplinary action up to OSS,
- referral to law enforcement agency,
- temporary suspension of privileges during investigation.

Common Repair and Replacement Items

Item	With Paid Damage Waiver Fee	Without Paid Damage Waiver Fee
Screen	\$0.00 - First Claim \$5.00 - Second Claim	\$30.00
Charger (Does not cover lost charger)	\$0.00 - First Claim \$5.00 - Second Claim	\$30.00
Keyboard and Touchpad	\$0.00 - First Claim \$10.00 - Second Claim	\$60.00
Case	\$15.00	\$30.00
Cleaning due to negligence or intentional abuse (i.e. food, stickers, pen/pencil marks, dirt)	\$10.00	\$10.00
Intentional Damage	Full Repair Cost	Full Repair Cost

Dell Chromebook

Item	Replacement Cost
Dell Chromebook	\$250.00
Chromebook Management License	\$32.00
Case	\$30.00
Total	\$312.00

I understand that the One-to-One Device Agreement contains information that my child and I will need during the school-year and that it is my responsibility to review this policy with my child. This signature is considered an agreement from the parent and student. This form will be available to staff members that require the information.

Student Name _____ Date: _____

Parent/Guardian Signature: _____ Relationship to student: _____

<p>21-22 Damage Waiver for Chromebook Checkout</p> <p>___ Damage Waiver Fee \$25.00</p> <p>___ Decline to pay the Damage Waiver Fee; Assume full responsibility for costs required to repair or replace the device</p> <p><u>Office Use only:</u></p> <p>Waiver Paid:</p> <p> Cash _____</p> <p> Check _____</p> <p>Received by: _____ Date received: _____</p>
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