Sequim School District #323

Student and Parent/Guardian Take Home Device Handbook

District-Owned Devices at School and at Home for Student Learning

Contents

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District-Owned Devices at School and at Home for Student Learning

The Sequim School District (SSD) may provide a laptop computer, tablet or other Internet-ready computing device for a student's educational use at school and at home and are intended for academic use only. The use of this equipment is meant to enrich the learning experience for the student as they work to acquire necessary skills and knowledge to become successful in school and in life. The device is **ONLY** for the use of a Sequim School District student. This computing device may be referred to as a district-owned computer, district-owned device, school property or school equipment.

The following information in this handbook is summarized from SSD Policy and Procedure 2022 Electronic Resources and Internet Safety and the Students and Telecommunication and Electronic Devices 3245 that can be found **here.**

The privilege of using district-owned devices at home and at school provides opportunities to learn safe, ethical and responsible use of technology as a powerful learning tool. As a reminder, you and your student agreed to SSD Policy 2022 Electronic Resources and Internet Safety. A copy of this procedure can be found **here.**

Parents/Guardians: Please discuss the following guidelines and rules with your student before you sign the agreement, on page 7, allowing your student to bring a district-owned device to and from school. If you have any questions, contact your student's teacher, counselor or school administration.

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Summary of Guidelines and Rules for Use of
District Owned Electronic Resources

Digital Citizenship and Internet Safety
- Do use computers and other devices for educational purposes.
- Do use electronic resources safely and responsibly.
- Do ask a trusted adult if you are unsure about something related to the use of your computer or electronic resources.
- Refrain from sharing your account information or the account information of others.
- Never post or share pictures of yourself.
- Tell a trusted adult if you come across something that is dangerous or disturbing.
- All school rules for how you behave and how you treat others apply for in-person and electronic communications.

Security, Filtering, and Monitoring
The school district is required by law to provide high levels of filtering and monitoring of the use of all district owned technology and electronic resources. All students are expected to support these efforts to provide a safe and legal electronic learning environment. It is expected that parents/guardians will monitor the student's use of the Internet at home so that the district-owned device is not used to access illegal or inappropriate websites or download any material from those sites. Please be aware of these cautions.

- Users of district computers, equipment, or electronic resources have no expectation of privacy.
- The district has the right to disclose any electronic messages to law enforcement or third parties as appropriate.
- Refrain from using district equipment or electronic resources for commercial or personal gain.
- Refrain from using district resources for political purposes, like trying to influence elections.
- Refrain from using district resources for anything illegal or indecent such as bullying, posting inappropriate images or text, or passing along information that is harmful or inappropriate.
- Refrain from participating in any activity to alter, bypass or attempt to bypass the school district network, security settings, filters, safety settings, or user roles.
- Refrain from installing or downloading personal software or applications (apps), games, or operating systems.

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Device Use and Care

- Bring your computing device to school each day, fully charged.
- Carry your device and power supply in a protective sleeve or bag.
- Leave all district ID tags or stickers in place; notify your teacher if they appear to be loose.
- Refrain from applying stickers or permanently marking your device in a way that may damage or alter the appearance of your district device. Keep your equipment with you or in a locked place to keep it safe from theft or vandalism.
- Refrain from eating or drinking near your device.
- Use a soft cloth to clean the screens and device; use only technology-specific cleaning products; do not use water or household cleaners.
- If your device is not working properly or is lost, damaged or stolen, please tell your teacher immediately.

Improper Use

The use of a school district owned device is a privilege and can be revoked due to improper use or intentional damage of the equipment or electronic resources. Multiple incidents of damage may result in the loss of the privilege to use district equipment. All school rules apply to technology equipment and electronic resources as they do for traditional school resources. Please report improper use to your student's teacher, counselor, or school administration .

Loss or Damage of Equipment

If school property is damaged, report the situation to your student 's teacher *and* the school office immediately. If school property is stolen, notify local law enforcement and submit a copy of the report to the school office.

By signing the agreement in this handbook, students and their parents/guardians take complete responsibility for the full replacement cost of the device if the device is damaged, lost, stolen or becomes unusable. School staff will report the loss or damage by submitting a [SSD Help Desk ticket](#).

The SSD Technology Department will generate a quote and notify the SSD Business Office. The family will submit payment to the *Sequim School District* for the full replacement cost or follow other reimbursement processes as directed by school staff. Replacement cost estimates are in the chart below. The SSD Technology Department will coordinate the replacement process.

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Repair or Replacement

If equipment is damaged, a reasonable effort will be made to repair the equipment. Fees for damage above normal wear & tear may be imposed on the family to cover the cost of repair and replacement. In some cases, the parent/guardian may be responsible for the full replacement cost as outlined in the Loss or Damage of Equipment and Fines, Warranties & Insurance Options sections of this document.

Fines, Warranties & Insurance Options

If a computer, computing device, or accessory needs to be replaced due to loss, damage, vandalism, or theft, the parent/guardian will be responsible for the full repair or replacement costs. The family will be responsible for the full cost to cover a new district-approved replacement of the device. The costs below include the estimated replacement cost of new equipment, management system, shipping & handling, and tax.

Equipment	Full Replacement Cost
Laptop with power supply, required management system, tax & shipping	Up to $500.00
Laptop power supply only + tax	$25.00
Laptop protective case + tax *(Provided for program 5149 only)*	$30.00
iPad tablet + tax	$350.00
iPad tablet protective case + tax *(Provided for program 2100 only)*	$25.00

Families may wish to protect against liability for lost, stolen, or damaged district property by reviewing insurance and warranty options. Parents/guardians should consult with their own insurance carrier to learn if replacement costs are included in their homeowner's policies or riders.

Internet Access at Home

Internet access is becoming increasingly important for K-12 education as a way for students to access information and for teachers and families to communicate. Some Internet providers have programs to obtain free or low-cost Internet access for your home. Each program offers free or low-cost Internet access for families with students who meet certain qualifications such as free or reduced lunch.

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Please contact your student's school if your family needs assistance establishing Internet access at home for educational use.

Depending on where you live, one of these providers may be able to help you with Internet access:

Wave Cable: Internet First

To learn more or to apply, call 1-833-730-0644 or go online to
https://www.internetfirst.com/

CenturyLink: Internet Basics

To learn more or to apply, call 1-800-244-1111 or go online to:
http://www.centurylink.com/home/internetbasics/

T-Mobile Hotspots: Project 10Million

To learn more, email TandL@sequimschools.org or call your student's school.

Network and Electronic Resources User Agreement for Students- As a Reference
District terms of **Responsible Use** are located on the district website under Department/Technology, on each school website under the *For Parents* tab and in school handbooks.

SSD Student/Parent/Guardian Take Home Device Agreement

Complete in Skyward or print and return to your student's teacher.

Student and Parent/Guardian Information

_____

Print Student's Legal Last Name   **Student's Legal First Name**

_____

Print Parent/Guardian's Legal Last Name   **Parent/Guardian's Legal First Name**

Parent/Guardian Phone Number with Area Code: _____

Parent/Guardian Email Address: _____

Terms of Agreement

The terms of this agreement are explained in the SSD Take Home Device Handbook located on the SSD and school websites. In this agreement, "you" and "your" mean the parent/guardian and the student enrolled in the Sequim School District and to whom the district-owned equipment is issued. The "District" means the Sequim School District. "SSD" means the Sequim School District.

Terms	You will be issued a district-owned device with a power supply and a protective sleeve. The use of this equipment is a privilege and can be revoked for inappropriate use or violations of school district policies and procedures.
Legal Title of Ownership	Legal title of equipment, and all parts, is held by the District and at all times remains the property of the District. Your right to use the equipment is limited to and conditioned upon your full compliance with this Agreement and SSD policies and procedures. Your permission to use the equipment terminates on the equipment check-in date set by the school unless terminated earlier or upon withdrawal of permission by the District.
Damaged, Lost, or Stolen Equipment	You must report damaged, lost or stolen equipment <u>immediately</u> to your student's teacher and the school office. For stolen equipment, you must also file a police report and provide a copy to the school office. **Students/parents/guardians are completely responsible for the full replacement cost of a device that is damaged, lost, stolen or unusable.**
Sanctions for Violations	Any activity that violates School Board Policy 2022 or the Network and Electronic Resources User Agreement for Students must be reported to your student's Administrator. Disciplinary action, if warranted, will be in accordance with school district policy and procedures. Violations of policies or agreements may result in restrictions or revocation of privileges of district electronic resources and/or may result in legal or criminal action including restitution if appropriate. Students shall be subject to the procedures and sanctions in Washington Administrative Code 392-400, et seq., as appropriate.

By signing this form, you acknowledge that you understand and agree to the terms in the Take Home Device Handbook agreement, SSD Policy 2022, the Network and Electronic Resources User Agreement for Students, and SSD Policy 3245, and you are aware of the **optional insurance** available through your homeowner's or rental policy.

_____   _____

Parent/Guardian Signature as Printed Above   Date

_____   _____

Student Signature as Printed Above   Date

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SSD Student/Parent/Guardian Take Home Device Agreement Links

- SSD School Board Policies & Procedures:
  http://sequimschools.org/School_Board/policies-_procedures/overview

- SSD School Board Policy 2022 & 2022P:
  http://sequimschools.org/cms/One.aspx?portalId=1012755&pageId=1442938

- Washington Administrative Code 392-400, et seq., as appropriate:
  https://apps.leg.wa.gov/wac/default.aspx?cite=392-400-435

- SSD School Board Policy 3245:
  http://sequimschools.org/cms/One.aspx?portalId=1012755&pageId=1443167

- SSD Technology & Remote Learning Support/Help Desk:
  https://sequimschools.on.spiceworks.com/portal