

School 1:1 Technology Program

ACCEPTABLE USE AGREEMENT

THIS PAGE APPLIES TO STUDENTS IN Kindergarten-12th GRADES.

Each student in grades K through 12th are required to have a parent/guardian read and accept the McFarland School District Acceptable Use Agreement for the District one-to-one device program. **Devices include iPad's grades K to 5th and Chromebook for 6th to 12th Grade.**

Introduction

The McFarland School District is pleased to provide 1:1 devices to students to support the learning objectives of the district. The Technology that have been issued to students are the property of McFarland School District and are to be used for educational purposes only. Each device is on loan to the student, and must be used in accordance with the following Policies and Procedures, the McFarland School District's Acceptable Use Policy (Board Policy 7540) and any applicable laws. Use of this device, as well as access to the computer network, the Internet and email are a privilege, not a right.

Using the device at School

- Each device is assigned to an individual student. Students will use this same device for the duration of the loan.
- Students should never "swap" or "share" their device with another student. Devices should be in a student's possession, or secured in their desk/mailbox/locker at all times.
- If a student is participating in an activity that is not conducive to using their device (i.e., field trip, assembly, locker room, restroom, etc.), they are required to leave their device in their desk, classroom mailbox, locker or cubby.
- Students may never share their password with another student. Passwords should always be kept confidential.
- Students are responsible for bringing their device, fully charged, to school each day.
- Devices will be checked occasionally to determine if students have the appropriate assigned device and for appropriateness of downloaded material and applications.
- Students are only allowed to download or install apps that their teacher(s) allow.

Using the Device at Home. (K-5 students will not take devices home daily, but may for special projects or assignments at the discretion of the classroom teacher)

- Students must have this form signed by their parent or guardian before they will be allowed to take their device home.
- If in use, parents/guardians will be given the student's screen lock/pin upon request, so that they can supervise the student's use of the device at home.
- When at home, the device should always be used under adult supervision in a common location (i.e., kitchen, living room, dining room).
- If the device is lost, stolen, or damaged by another party, parents/guardians should immediately report the loss or theft to McFarland School District.
- If the device is damaged or not working properly, it must be turned into the McFarland School District staff for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.
- Students are responsible for recharging the device at home on a daily basis.

Using the Device for Internet and Email

- Students and parents/guardians understand that the McFarland School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, it is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. Unannounced device checks will be conducted by school staff and students with inappropriate material will be disciplined accordingly.
- Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number or school name.
- Students should be aware that Internet access and email, and other media that are accessed, created or stored on their devices are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time and for any reason.

General Use and Care of the Device

- When transporting their device to and from school, students should always be sure it is placed in their backpack. The case should NEVER be taken off the device, unless by school personnel.
- Students are expected to treat their device with care and respect. The device and case are the property of the McFarland School District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and case are not allowed and will result in loss of privileges and replacement fees.
- Students are encouraged to help each other in learning to operate their device. However, such help should be provided verbally without touching the other person's device. Students should operate only their own device at all times.
- Any intentional damage, inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.
- Students should protect their device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
- Devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their device, or use their device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, sports equipment, etc.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these Policies and Procedures, the District Acceptable Use Policy and any applicable laws. Failure to use this device in an appropriate manner will result in the following consequences as determined by the staff and administration of the McFarland School District.

- Cancellation of student use or access privileges, including the privilege of taking the device home.
- Other disciplinary actions, including, but not limited to, restorative solutions and/or suspension from school.

Students are expected to take appropriate care of the school issued device. The following list provides families with the repair/replacement costs should there be neglect, intentional damage or vandalism. Charges will be posted via Infinite Campus and a letter or email will have a template similar to the attached Exhibit 1.

1 to 1 Device Annual Fee (Paid annually during registration)	\$20 K-5 iPad \$40 6-12 Chromebook	All 1 to 1 devices have an annual device fee that covers accidental damage. Costs for damage that is done intentionally or is the result of neglect will be assessed based on the chart below. If a device is lost a fee will be assessed for the entire cost of replacement.				
The FEES below will be incurred if the damage is done intentionally, is the result of neglect, or if the device is broken more than once in the same school year for the same issue.						
Chromebook Notice: Removing covers, keys, keyboard frames or other parts is not considered accidental damage and although they may still function can lead to internal damage. Replacing these items will be the responsibility of the student and their parents/guardians.						
	Lost Device Fee	Glass/Screen	Digitizer/LCD (Glass)	Headset Jack	Housing	Charging Block or Cable
iPad	\$325	\$90	\$200	\$85	\$150	\$20
Dell Chromebook	\$290	\$65	\$65	\$85	\$50	\$35

Checking the box below states that you AND your child(ren) understand the policy, consequences and replacement costs.

- ☐ We understand and accept the above policy
- ☐ I do NOT have any children in grades k-12

Exhibit 1

Notice of Fee will be sent in this format below:

The iPad/Chromebook assigned to your child, _____, has been damaged. If the device was broken due to intentional damage, neglect or is broken more than once in the same school year, additional fees will be assessed per the table below.

The selected fee for this current damage is (Circled)

- This is the first damage to this iPad and has been deemed accidental
- This is the second damage to this iPad this year.
 - A fee of **\$90** for the **broken Glass**
- This damage was not deemed to be accidental
 - A fee of **\$90** for the **broken Glass**

At your convenience, please visit your Infinite Campus Parent Portal to pay the fee

(<https://mcfarlandwi.infinitecampus.org/campus/portal/mcfarland.jsp>) Payments may also be made in person at your school building. Cash or checks are accepted. Please have checks made out to McFarland School District. You will receive a receipt of payment after the payment.

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