Electronic Device Contract

USD 395 will be allowing students to check out electronic devices (Chromebooks, laptops, Ipads, etc.) to help students complete their education requirements during the Covid 19 virus outbreak. The focus of the Electronic Device Program is to allow students to collaborate with teachers and peers and complete school work.

Receiving Your Electronic Device:
Students will receive their electronic device during the first several days of school. All efforts will be made to ensure that students have device access as soon as possible.

Taking Care of Your Electronic Device:
Students are responsible for the general care of the Electronic Device they have been issued by USD 395. Electronic Devices that are broken or fail to work must be brought to an administrator or teacher for an evaluation with district technology staff.

General Precautions:
The electronic Devices are school property and all users must follow this handbook and the Responsible Use Policy for technology.

Some important precautions are:
>   Cords and cables must be inserted carefully into ports to prevent damage.
>   Electronic Devices and Charges must remain free of writing, drawings, stickers, labels, etc.
>   Chromebooks should not be left unattended in an unsupervised area.
>   No hard cases or wraps should be put on devices.

Carrying/Transporting Electronic Devices:
Electronic Devices should never be put in a book bag or purse. The students need to put their device in a protective carrying case for best care. The Electronic Device **should not be left in a vehicle.** Avoid dropping devices. Students should make every effort to store electronic devices in a safe place.

Screen Care:
The Electronic Device screens can be damaged and are particularly sensitive to excessive pressure. Avoiding putting weight on the Electronic Device, in particular the screen, by leaning on it or placing books or objects on the Electronic Device.

Do not place anything inside the screen that will press the cover against the screen.

Clean the screen with a soft, dry cloth or microfiber cloth. Do not use any solvents, cleaners, etc. as they will damage the screen.

Payment for Damages:
Electronic Devices and accessories must be returned to USD 395 at the end of the school year. Failure to return items in good condition will require payment in full to replace or repair the items, whichever is applicable. Repair costs will not exceed the replacement costs. Students who withdraw, transfer or are suspended/expelled from school must return their Electronic Device on the date of attendance

termination. If a student fails to return the Electronic Device, the student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the Electronic Device replacement.

Students will be responsible for damages to their Electronic Device including, but not limited to broken screens, cracked plastic pieces, damaged charging accessories, broken or missing keys, etc.

*Parents and students are responsible for repair/replacement when:
    Damage is negligent (heat, water damage, breakage, etc.).
    Damage is intentional.
    The device is lost or stolen.
*Parents and students are not responsible for:
    Factory Defects.
    Malfunctions.
    Anything covered by the factory warranty.

Student Use:

Screensavers & Wallpaper Backgrounds: Students are permitted to personalize the Electronic Device with appropriate media. Inappropriate media would include, but is not limited to, images, words, or representations of weapons, obscene or pornographic materials, profane language, alcohol, drugs, tobacco, and gang-related symbols. Students will be subject to disciplinary consequences for violating this expectation.

Videos, Music, & Apps: Applications and other media items will be installed for educational purposes on the Electronic Device. Students should not download music, videos, and non-educational apps. The Electronic Devices should be used for educational purposes.

Printing: Electronic Devices will be configured to allow for printing.

Internet Access Away From School: Students are allowed to set up wireless networks on the Electronic Devices for use at home. School IT staff will not be responsible for diagnosing or troubleshooting wireless network connectivity issues. Regardless of location, students are expected to follow school policy regarding Internet use and school-owned devices will be subject to the school filter.

Managing Your Files and Saving Your Work:

Saving Your Work: Electronic Devices have limited storage, but each student has a large account of Google Drive storage. All data on the device is lost in situations where the device must be re-imaged. For this reason, it is the recommendation that all data should be saved to the student's Google account. It is the student's responsibility to ensure academic work is properly saved. Multiple methods of saving work are encouraged. Work in Google Docs should be regularly backed up as other formats (e.g. Docs as MS Word doc, Sheets as MS Excel doc) to external USB drives to ensure multiple copies. Electronic Device malfunctions are not an acceptable excuse for not submitting work.

Students must leave at least 2GB of unused data storage on their device at all times to allow for district pushed applications. Various methods exist for storing files in the cloud, transfering, files to teachers, etc. At this time, the best option for turning in work and saving/backing up files is via Google Apps Account (Mail and Drive).

Network Connectivity: USD 395 La Crosse makes no guarantee that the networks will be up and running 100% of the time. In the rare case the network is down, the district will not be responsible for lost or missing data, files, etc.

Software on Electronic Devices:
The software and applications originally installed by USD 395 La Crosse must remain on the Electronic Device in usable condition and easily accessible at all times.

The school may add software applications for use in general and particular courses. Students may not remove the district installed profiles or applications at any time. The school will not be responsible for lost files, applications or data on student devices. Students are responsible for backing up their own personal data and files.

Additional Software: Students are permitted to download extra extensions and applications to the Electronic Device, provided they are educationally appropriate.

Electronic Device Inspection: The Electronic Devices are school property and students should be prepared to provide their device at any time for inspection. Inspection may occur at random or may occur as a result of suspected or known abuse of school policy. As inspections of the device may include review of all material saved on the machine, including any applications or files using any account.

The school reserves the right to delete anything it deems educationally inappropriate or that is in violation of any part of the USD 395 Acceptable Use Policy or the Electronic Device Contract.

Reloading & Re-Imaging the Electronic Device: At times, a device may require reconfiguring and be returned to original setup and settings. Whether because of technical difficulties, illegally downloaded software or lack of storage space of the device. The district does not accept responsibility for the loss of any software, documents, files, etc. deleted due to a re-format or re-image.

Discipline
If a student violates any part of the above policy or related district approved policies for technology use, he/she will be subject to consequences handed down by administration.

Student Activities Strictly Prohibited:
   *Illegally installed or transmitted copyrighted materials.
   *Violate existing USD 395 Board of Education policy or public law.
   *Send, access, upload, download, or distribute profane, offensive, threatening, pornographic, obscene or sexually explicit materials.
   *Use chat rooms or access/ use sites selling term papers, book reports, and other forms of student academic work.
   *Use/Access messaging services.
   *Use/Access internet games unless directed by a teacher.
   *Use of outside data disks or external attachments without prior approval from school staff.
   *Alter/change Electronic Device settings unless directed by school staff (exceptions included personal settings such as font size, screen size, brightness, etc.).
   *Download applications without school staff approval.
   *Send spam emails (sending mass or inappropriate emails).
   *Gain access to another student's accounts, files and/or data.

*Use the school's internet/email accounts for financial or commercial gain or for illegal activity, such as credit card fraud, electronic forgery, or other forms of illegal behavior.

*Use the Electronic Device to purchase goods or services via the internet while on school grounds or at school functions. (Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of the Electronic Device.)

*Provide personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts.

*Vandalize school equipment, servers, etc. Vandalism includes, but is not limited to, uploading or creating computer viruses and programs that can infiltrate computer systems and/or damage software components. Any malicious attempt to harm, destroy or restrict access to school technology equipment or services is inappropriate.

*Use the camera or video camera on the device to take and/or distribute inappropriate or unethical material.

*Bypass the USD 395 La Crosse web filter through a web proxy.

Legal Information:

Students are responsible for complying with all legal and Board of Education policies. Students must comply with trademark, copyright and license laws and agreements. Ignorance of the law is not immunity. Ask assistance from a staff member if unsure about a situation. Plagiarism and cheating are viewed as violations of the USD 395 Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media, such as graphics, video, audio, music and text. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary and/or legal action.

Electronic Device Identification:

Each Electronic Device is uniquely numbered and labeled. Do not alter or remove any identification label, marker, sticker, etc. on the device. If the labels become loose or start to wear off, it is the student's responsibility to report it to school staff. Students are not allowed to add any additional labels, stickers, etc.