

Center for Creativity, Innovation, and Discovery
Electronic Device User Agreement - Student

Summary

School-owned electronic devices (including, but not limited to, Chromebooks) are provided to the Center for Creativity, Innovation, and Discovery ("CCID") students for use both on and off school property to enhance, enrich and facilitate teaching and learning. They are to be used for school related use, curriculum enhancement, research, communications and other instructional purposes. The student is responsible at all times for the device issued to them.

The following guidelines are provided to help manage the use of this equipment. These guidelines apply to any digital device owned by CCID.

Guidelines

1. Electronic devices used by CCID students remain the legal property of CCID.
2. Before an electronic device is issued, the student and parent/guardian must read and sign the CCID Electronic Device User Agreement, as well as read and understand the CCID Responsible Technology Use Policy. The signature page of the Electronic Device User Agreement will remain on file with the issuing administrative authority or administrator designee.
3. Only school owned and approved, legally licensed software shall be installed onto devices.
4. During school hours, students may only use resources related to core curriculum unless directed by a school employee.
5. Work produced and/or information stored or resident in the memory of electronic devices or user cloud storage is property of CCID, and there is no expectation of privacy.
6. Any malicious activity caused by device use will be the user's sole responsibility. Malicious activity includes, but is not limited to, viruses, malware, data loss, network scanning, email spamming, network based attacks and disabling or removing any monitoring/security systems installed by CCID.
7. Students will be held responsible for their conduct while using the electronic device. This includes any data, text, files, information, usernames, images, graphics, photos, profiles, audio and video clips, sounds, musical works, works of authorship, applications, links and other content or materials that are submitted, posted or displayed.
8. In the case of technical issues, an electronic device may be reset with or without prior consent. Technical issues include, but are not limited to, software crashes, hard drive crashes, erratic error messages, etc.
9. In the event of problems with the device, the student can have a helpdesk ticket submitted. The Director of Educational Technology will serve as the first level of support.
10. Any time a device is taken off school premises, the student must bring the device back each time they return to school charged and ready for use.
11. The device must be returned to CCID when a student transfers out. Failure to return the device will result in the student being charged full retail price of the device.
12. It is the student's responsibility to keep their assigned electronic device secure and protected at all times. Failing to follow these guidelines that lead to theft and/or render the device unusable will be considered negligence on the part of the student.
 - a. Use the protected storage carrying case that is provided with the device.
 - b. Students must use the provided protected storage carrying case anytime the device is not in use.
 - c. It is the student's responsibility to report a lost or stolen storage carrying case.
 - d. Lock devices in cabinets or desks when possible.
 - e. Secure the device anytime you are temporarily leaving it unattended in a classroom or conference room.
 - f. Avoid creating trip hazards when charging the device with the power adapter.
 - g. Use car trunks or other means to keep devices out of plain sight. Always keep car doors locked.
 - h. Be aware of extreme (hot or cold) temperatures in an enclosed vehicle. Extreme temperatures can cause harm to components in the device, and the device may fail to function.
 - i. Keep drinks, food, lotions, liquids of any kind and other harmful materials away from the device.

- j. Do not affix stickers to the device or vandalize, mark, or deface the device in any manner.

Agreement to Use School Owned Device Appropriately

Parents and students agree that the student will not knowingly use a school owned device and user account for non-educational or inappropriate uses including, but not limited to:

- Accessing or distributing inappropriate materials or materials objectionable in a public school environment;
- Communicating vulgar, defamatory, or threatening language, graphics, or artwork;
- Downloading, uploading, installing, or executing software without prior approval from authorized school personnel;
- Violating copyright or intellectual rights by knowingly downloading or distributing copyrighted material;
- Engaging in illegal activities (defined as any violation of local, state, and/or federal laws). These include, but are not limited to, corrupting, destroying, or manipulating system data;
- Operating an unauthorized business, lobbying for political purposes, or executing or running non-educational gaming;
- Customizing settings for personal use or erasing, expiring, or resetting memory cache, web page links, or internet browser history without prior consent of authorized school personnel;
- Copying system or curricular programs or files from a school owned device or the school's network without permission;
- Sending mass emails for non-educational purposes.

Expiration of Student's Rights to Use a School Owned Device

The rights of students to use a school owned device and user account expire upon student's termination of enrollment. Notwithstanding the foregoing, the school reserves the right to terminate immediately any right of a user to use and possess a school owned device and user account if it has reason to believe that a user is violating any term or condition of this agreement. A student shall return any school owned device as instructed within five (5) days of the termination date in the same condition as delivered, normal wear and tear excepted.

Warranty Repairs

Warranty repairs are defined as defects in materials and workmanship under normal use. The electronic device warranty only covers failure due to defects of the components. This does not include any damage due to accident or negligence. It does not cover loss or theft.

Insurance for Damage/Vandalism/Loss/Theft

Parent agrees to maintain at parent's expense adequate insurance to cover damage to the school owned device by fire, theft, flood, explosion, accident, Act of God, or other cause, at least in the amount of the full replacement value of the school owned device, and agrees that the parent will be financially liable for the school owned device regardless of the availability of insurance proceeds.

If damage, vandalism, loss or thefts occur, a deductible will be paid to CCID before the electronic device is returned to the student. The administrator of the school will make the decision on payment of deductibles. Anytime there is damage, loss or theft of the electronic device, a helpdesk ticket will be filled out by the Director of Educational Technology.

1. In the event of damage to the electronic device and the item is turned in, a one-hundred-dollar deductible (\$100) will be charged to the student. This will cover repair of the electronic device or power adapter. All subsequent damages to the electronic device will incur a charge for the cost of the part up to two hundred dollars (\$200).
2. In the event the electronic device is stolen or lost and cannot be turned in, a two-hundred (\$200) deductible will be charged to the student for the first incident, and a four-hundred-dollar (\$400) deductible for the second incident. If there are further incidents, they will be reviewed by the Director of Educational Technology.
 - a. The deductible will be refunded if the electronic device is found and turned in within 30 days after the deductible was paid.

- b. The deductible will NOT be refunded if the electronic device is found and turned in more than 30 days after the deductible was paid.
 - c. The device remains the property of the CCID and must be returned if found no matter how much time has passed.
- 3. In the event that any of the peripheral accessories (power adapter, carrying case) are stolen or misplaced, these items will be charged to the student.
- 4. Procedures for reporting damage, loss, theft or vandalism of electronic devices are as follows.
 - a. Immediately notify the Director of Educational Technology.
 - b. The Director of Educational Technology will enter a helpdesk ticket to begin tracking notes on damages and theft.
 - c. In cases of suspected theft or loss, on school property, the Director of Educational Technology will notify administration, and a police report will be filed by CCID.
 - d. In the event of suspected theft or loss, not on school property, the parent must notify law enforcement authorities and share that information with the Director of Educational Technology.
 - e. In any instance of insurance claims, paperwork will need to be filed and all instances will need to be investigated.

Note: Damage to the electronic device due to negligence will not be covered by insurance and could result in the full cost of the electronic device being charged to the student.

Parent and Student Signature of Agreement
Center for Creativity, Innovation, and Discovery
Electronic Device User Agreement

I have read the CCID Responsible Technology Use Policy and agree to abide by its terms and conditions. I understand that violation of the use provisions stated in the policy may result in limitation, suspension or revocation of network privileges and/or other disciplinary action by CCID, or by legal authorities.

Student Signature _____

Date _____

As a parent or legal guardian of this student, I have read and discussed with my student the CCID Responsible Technology Use Policy. I understand that this access is designed for educational purposes. I also recognize that access to all controversial materials on a worldwide network cannot be controlled and I will not hold the CCID responsible for materials acquired on the network. I hereby give my permission for access to electronic information resources for my child.

Parent Signature _____

Date _____