

Tiger Tech Policy



HOLGATE LOCAL SCHOOLS

TIGER PRIDE

Holgate Local Schools One-to-One
Technology Guidelines and Agreements

Tiger Tech Plan

In order for students to take their school-issued devices home, they will be required to pay an annual \$25.00 technology user fee. If the user fee is not paid each year, the student will be provided a device to use during the school day, but will be required to return that device to the designated room prior to leaving the property each day. The student is still financially responsible for any damages incurred while the school-issued device is in their possession at school.

Discipline Policy

The electronic device is like any other teaching and learning tool provided to the student by Holgate Local Schools. Students are expected to show proper use and respect for the device. Any misuse of the device, software or network will be cause for discipline as outlined in the Holgate Acceptable Use Policy. Teachers will determine and direct the appropriate technology usage for educational purposes.

Device Security

The district has attempted to create a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the Holgate Local School system. Two primary forms of security exist:

- Device Security – Student account privileges are limited to prevent certain activities. These include downloading or installing software on the devices, removing software, changing system settings, etc.
- Internet Filtering – Holgate Local Schools provides filtering at all times. At no time should students attempt to bypass this filtering. Please note: No filtering system is 100% effective.

Loss, Theft or other Criminal Acts/Catastrophic Events

- In case of theft, vandalism, other criminal acts or flood/fire, the student or parent MUST file a report with the proper authorities within three days for the protection coverage to take effect. Filing a false police report is a felony under law. A copy of the report must be provided to the High School office.
- In the case of damage or theft, the District will provide a temporary device for student use if available. NOTE: The student and parent/guardian are responsible for negligent damage incurred on the loaned device.
- Loss of the charger is not covered. Replacement will be the responsibility of the Parent/Guardian and student.
- All claims should be reported to the District Hardware Technician, CJ Richardson, immediately.

- If the student withdraws from Holgate Local Schools prior to the end of the current school year, the device must be returned to the District. The student is responsible for any damages/repair (dents, cracks, missing keys, excessive damage to exterior, etc.) required for restoring the device to its original condition, minus normal usage.

Examples of Damage/Loss Not Covered by Technology User Agreement

The following does not represent a complete accounting, but is reflective of damages not covered under this policy. Students will be responsible for the full cost of repair or replacement due to:

- Liquid/beverage spills on the device. Damage caused by eating and/or drinking near a device is not accidental.
- Damage is caused by repairs made by an unauthorized source. District devices should only be brought for repair to the Holgate Technology Department.
- Deliberate damage, neglect or abuse caused by you or others you allow to use your device. This includes intentionally tampering with, marking, defacing and/or abusing the device.
- Failing to secure the device or leaving it unattended. This also includes, but is not limited to, events such as: leaving the device in an unlocked locker, leaving the device in an unlocked car (no forcible entry) or on the bus, etc.
- Mysterious disappearance of the device – meaning that the Device User has no knowledge as to the place, time or manner of the loss.

Student Responsibilities

Your school device is an important learning tool and is to be used for educational purposes only. In order to take your device home each day, you must be willing to accept the following responsibilities:

- When using the device at home, at school, and anywhere else I may take it, I will follow the policies of Holgate Local Schools, particularly the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the device with care by not dropping it, causing liquid damage, leaving it outdoors, or using it with food or drink nearby.
- I will not lend my device to anyone, not even my friends or family. It will stay in my possession at all times.
- I will not personalize the device or charger; including and not limited to: stickers, markers, paint, markings, pen, etc.
- I will not load any software onto the device.
- I will not use my device with personal email accounts.
- I will not remove programs or files from the device.
- I will not give personal information when using the device.
- I will bring the device to school charged every day.

- I agree that email should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will not attempt to repair the device.
- I will return the device when requested and upon my withdrawal from Holgate Local Schools.

Parent Responsibilities

Your son/daughter has been issued a device from Holgate Schools to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the internet and email at home.
- I will supervise my child's use of the internet and email.
- I will not attempt to repair the device nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device.
- I will not load or delete any software from the device.
- I understand that it is my child's responsibility to charge the device battery nightly and take the device to school each day school is in session.
- I understand that if my child comes to school without the device, I may be called to bring it to school if possible.
- I agree to make sure that the device is returned to school when requested and upon my child's withdrawal from Holgate Local Schools.

Tiger Technology Protection Plan

Please detach, fill out, and turn in.

Please read the entire document to determine if you will opt for your child to take a device home during the school year. If you choose that option, you accept the additional responsibility for the care of the device when taken off school property. This plan is necessary for you and your child to have the protection outlined below against damage and loss of the loaned device in your care. This form must be completed and marked YES or NO before the device will be provided to the student.

Protection

This agreement covers the device loaned to the student against all incidental damage or loss over \$25.00. This does NOT cover lost or stolen devices or chargers. If it is found that a student tried to repair their device on their own they will be responsible for all repair costs. If a student is found to continually need major repairs (more than 2 in a school year) that student may be required to leave the device at school with no refund. Coverage is 24 hours per day. NEGLECT IS NOT COVERED. THIS IS NON-REFUNDABLE.

Effective Date

This agreement is effective from the date this required form and user fee payment are received by the school through the date at which the device is required to be returned in good order to the school.

User Fee

The total Technology User Fee is \$25.00 per school year. Partial semesters are not refundable.

It is agreed and understood that:

- The Tiger Technology Protection Plan will be offered to all students who elect to take a school-owned device home.
- Participation is 100% voluntary. If a student does not participate, he/she will receive a device but will not be able to take it off school property.
- A separate form will be needed for each device covered.

It will be the responsibility of the Holgate Technology Department to determine if the damages were due to negligence or were incidental. A student with a damaged device will be given a replacement, but may not be allowed to take the replacement device home.

Student's First Name: _____ Student's Last Name: _____

Grade: _____ Home Phone: _____ Cell Phone: _____

Address: _____

Yes, I agree to pay \$25.00 to participate in the Tiger Technology Plan and allow my child to take the device home after school during the school year.

No, I decline service at this time, and understand I am still responsible for damage or loss to the loaned device and that the device will remain at school. I understand my child will only have access to the device during school hours, including supervised extended hours when applicable.

I have received (please initial all that apply):

	Chromebook
	Charger

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Office Use Only

	<u>Cash</u>
	<u>Check Number</u>