

**Utah Online School**  
**Student/Parent Computing Device Contract**  
**2016-2017**

**This document will outline the policies and procedures that are in place for the Utah Online School K-8 (UOS) Computing Device Loaner Program.**

**Terms of this contract are subject to change with notice.**

*Page 16 must be signed and returned for computing device to be issued*

**I. Deployment**

- A. Prior to students being issued a computing device:
  - 1. Parent/guardian/student must attend an online orientation meeting (mandatory).
  - 2. Parent/guardian and student must sign Student/Parent Computing Device Agreement (mandatory).

**II. Terms of Computing Device Loan**

- A. Terms of Loan
  - 1. UOS will issue a computing device to each student upon compliance with the following:
    - a. Student/parent online orientation training session.
    - b. This signed Student/Parent Computing Device Agreement including acceptable use agreement and bullying and hazing agreement.

Washington County School District policies

3510 Bullying and Hazing: <http://www.washk12.org/policywiki/index.php?page=3510-bullying-and-hazing>

Acceptable Use:

<http://www.washk12.org/policywiki/index.php?page=3700-technology-acceptable-use-policy>

- 2. Legal title to the property (computing device) is with UOS. A student's right of possession and use is limited to and conditioned upon full and complete compliance with this Student/Parent Computing Device Agreement, Acceptable Use Policy, and WCSD policy.
- 3. NEVER attempt repair or reconfiguration of the computing device. Under no circumstances are you or anyone else to attempt to open or tamper with the internal components of the computing device. Doing so will render the warranty void and will result in disciplinary action.
- 4. Students may be subject to loss of privilege, disciplinary action, and/or legal action in the event of intentional damage and/or violation of WCSD policies and agreements.
- 5. Do not remove or add any management or authentication software. WCSD will use management software to install applications and eBooks on computing devices. Students should make sure those applications remain on the computing device at all times.
- 6. Do not download or install software applications on WCSD issued computing devices.
- 7. Music and games are not allowed on the computing device without permission from the teacher.
- 8. Do not save any music, games, or programs to the WCSD network.
- 9. All software must be district-provided.
- 10. A student's possession of the computing device terminates on the last day they are enrolled unless it is terminated earlier. The computing device must be returned within 7 days after termination or withdrawal. Failure to comply with the terms of this agreement will result in the issue being turned over to a collection agency.

11. Do not remove any district/school identifications from the computing device.
12. Computing devices must be returned in good condition at the end of the school year.

**B. Lost, Damaged or Stolen Computing Devices**

1. Normal wear and tear on the student computing devices will be covered by WCSD. Any damage other than minor scratches is beyond normal wear and tear. Parents will also be responsible for any accidental damage such as dropping, stepping on, or cracking the computer in any way which is not considered normal wear and tear. The parent/guardian shall immediately report lost or stolen computing devices to the police, and provide a copy of the police report to UOS.
2. The parent/guardian shall be responsible to pay the school district for any damage beyond normal wear and tear.
3. Repair payments are due within 30 days after receipt of your invoice.

**C. Possession**

1. UOS may repossess the computing device at any time at its sole discretion for any violation of this agreement or district policies.

**D. Modification to the Computing Device Program**

1. The District/school reserves the right to revoke or modify the Computing Device Program or its terms at any time.

**III. Expectation of Privacy for Student Computing Devices**

- A. The computing devices are the property of WCSD and are not subject to the same privacy expectations as private property. There is no expectation of privacy while using the UOS computing device.
- B. UOS has the right to manage and monitor the computing devices in the following ways:
  1. Teachers and administrators will remotely access, view and control student computing devices.
  3. Teachers and administrators may search the computing devices for inappropriate use or materials at any time.
  4. WCSD will remotely control student computing devices to troubleshoot technical issues.
  5. WCSD will monitor all network traffic to troubleshoot network issues.
  6. WCSD requires all Internet traffic to pass through the content filter. This filter will log all attempts to access inappropriate material. Violations will result in disciplinary action.

**IV. General Care of the Computing Device**

- A. Parents/Students are responsible for the computing device they receive. Damaged devices or those in need of repair must be reported to the teacher immediately.
- B. Guidelines to follow:
  1. Always close the lid before moving and/or transporting your device.
  2. For prolonged periods of inactivity, shut down completely before closing the lid. This will help to conserve the battery.
  3. Never sit or place any object on the computing device.
  4. Never allow someone else to use your assigned device or give someone else your passwords.
  5. Never remove labels and identifying stickers from your assigned device.
  6. Liquids, food, and other debris can damage the computing device. Do not eat or drink while using your computing device.
  7. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure, weight or dropping.

8. Take care when inserting cords, cables, and other removable storage devices to avoid damage to computing device.
9. Do not expose your computing device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time.
10. Do not write, draw, paint or place stickers/labels on your computing. Remember devices are the property of WCSD.
11. Keep your computing device away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old-style television sets.

#### C. Cleaning Your Computing Device

1. Routine maintenance on computing devices will be done by the WCSD technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:
  - a. Always disconnect the computing device from the power outlet before cleaning.
  - b. Never use liquids on the device screen or keyboard.
  - c. Clean the screen with a soft, lightly dampened, lint-free cloth or use anti-static screen cleaners or wipes.
  - d. Wash hands frequently when using the device.

#### D. General Security

1. Never leave your computing device unattended or unsecured.
2. Each computing device has several identifying labels. Under no circumstances are you to modify or remove these labels or markings.

#### E. Internet Access/Filtering

1. As required by the Utah Children's Internet Protection Act, a current filtering solution is maintained by WCSD for school use on mobile computing devices. This is a "good faith" effort to block all inappropriate content; but the district cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the computing device and the Internet. WCSD will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
2. A local proxy to the Internet filter will continue to filter content outside the WCSD network. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Internet. WCSD will not be responsible for any problems suffered while on the Internet. Use of any information obtained through the Internet is at the user's own risk.

#### F. Login Procedures

1. Home Use: Away from school, students will log into their computing devices using their assigned username and password.
2. DO NOT share passwords. Students are responsible for anything done using their login.

#### G. Copyright

1. Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

#### H. Inappropriate Media

1. Parent and Student's using this computer have been advised that willfully or knowingly accessing, viewing, or creating pornographic or indecent material on the computing device is a violation of District policy and the Utah Criminal Code. Violations will not be tolerated and may subject the user and PARENT to criminal prosecution.
2. Inappropriate media may not be used as a background screen.
3. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures will result in disciplinary actions.

#### I. Purchasing Options

1. At the successful conclusion of the Use Agreement, the PARENT may purchase the assigned computer at the following rate.
  - a. End of first year: purchase for 50% of the original price
  - b. End of second year: purchase for 75% of the original price
  - c. End of third year: purchase for \$5.00

# Student/Parent Netbook Agreement

PLEASE PRINT ALL INFORMATION

**Student Name:** \_\_\_\_\_  
Last Name First Name

**Parent/Guardian Name:** \_\_\_\_\_  
Last Name First Name

**Address:** \_\_\_\_\_  
Street City ZIP

**Telephone(s):** \_\_\_\_\_  
Home Phone Cell Phone Work Phone

## Mobile Computing Device Agreement

I HAVE read and understand all the terms of the Student/Parent Computing Device Agreement. I AGREE to allow my child to participate in the UOS Computing Device Project.

I HAVE discussed the Student/Parent Computing Device Agreement, read the Student Acceptable Use and bullying and hazing Policies with my child and assure they shall comply with all documented terms. I also acknowledge and understand that my child will have access to the Internet and may be subject to the risks associated with Internet Usage.

I AGREE to allow my child to take the school-issued computing device home. I further agree that while at home the computing resources will be used as an educational tool, I acknowledge that I am financially liable for any damage not covered by normal wear and tear as outlined in this agreement.

I HAVE viewed the parent/student online orientation video.

## Terms of Agreement

I hereby agree to the above statements. I also understand that my right to the use and possession of the property terminates the last calendar day of the current school year, unless terminated earlier by the school. **I also understand if the property is not returned by the last day of classes, it will be considered stolen and a law enforcement agency will be involved.**

\_\_\_\_\_  
Parent/Guardian Signature Student Signature Signature Date

**Property Asset/Serial No.** \_\_\_\_\_

**Serial #** \_\_\_\_\_

**WCSD Asset #** \_\_\_\_\_

**Returning Device Review:** Device in good condition Device may need repair(parent will pay for repairs)

\_\_\_\_\_  
Parent/Guardian Signature Teacher Signature Signature Date