



## Park City School District Electronic Device User Agreement - Student

### Summary

Electronic Devices (including, but not limited to, laptop computers, iPads, iPod Touches and wireless internet access points) that are provided to Park City School District students for use both on and off district property are provided 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 him/her.

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

### Guidelines

1. Electronic devices used by school district students remain the legal property of Park City School District.
2. Before an electronic device is issued, the student and parent must read and sign the Park City School District Electronic Device User Agreement, as well as read and understand the Park City School District Acceptable Use Policy for Internet Access and Technology Use. The signature page of the Electronic Device User Agreement will remain on file with the issuing administrative authority or administrator designee.
3. Only district owned and approved, legally licensed software shall be installed onto devices.
4. No software outside of the district image will be installed under any circumstances unless deemed necessary by Special Education Services or PCCAPS.
5. During school hours, students may not use Internet games and chat rooms unrelated to core curriculum unless directed by a teacher.
6. Work produced and/or information stored or resident in the memory of electronic devices is property of the school district and there is no expectation of privacy.
7. It is the student's responsibility to maintain a backup of their data and restore their data if needed.
8. Students will be held responsible for any software, software licensing, software support or data on the electronic device outside of the default image that is provided by the school district. Any malicious activity caused by software outside of the default image 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 Park City School District.

9. 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.
10. In the case of technical issues, an electronic device may be erased and/or re-imaged with or without prior consent. Technical issues include, but are not limited to, software crashes, hard drive crash, erratic error messages, etc.
11. In the event of problems with the device, the student can have a helpdesk ticket submitted. The building Educational Technology Specialist / Technology Help Center will serve as the first level of support. This includes troubleshooting and maintaining devices at their designated building. When an ETS determines that further assistance is needed, the helpdesk ticket will be updated to the building technician.
12. Any time a device is taken off school or district premises, the student must bring the device back each time they return to school charged and ready for use.
  - a. Internet devices issued under the Home Internet Access Program should remain off school property until the device is to be returned.
13. The device must be returned to the district when a student transfers out of the district. Failure to return the device will result in the student being charged full retail price of the device.
14. 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 protected storage bags and/or carrying cases that are specifically designed for the device.
  - b. Students must use device specific bags anytime the device is not in use.
  - c. It is the student's responsibility to replace their bag if it is lost or damaged.
  - 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 plugging in the device to the network, power projector, monitor or speakers.
  - g. Use car trunks or other means to keep device 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.

## Warranty Repairs

Warranty repairs are defined as: defects in materials and workmanship under normal use. The electronic device warranty only covers failure due to defect 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

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

1. In the event of damage to the electronic device or power adapter, and the item is turned in, a one hundred dollar deductible (\$100) will be charged to the student or school. 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 fifty dollar (\$250) deductible will be charged to the student or school for the first incident, and a five hundred dollar (\$500) deductible for the second incident. If there are further incidents, they will be reviewed by the administrator.
  - 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 Park City School District and must be returned if found no matter how much time has passed.
3. In the event that any of the peripheral parts (power adapter, video adapter, ethernet adapter) of the electronic device is stolen or misplaced, these items are considered consumable parts and should be replaced by the student. No third party or OEM parts will be accepted as replacements unless approved by the district technical department.
4. Procedures for reporting damage, loss, theft or vandalism of electronic devices are as follows.
  - a. Immediately notify the building ETS.
  - b. The ETS will enter a helpdesk ticket to begin tracking notes on damages and theft.
  - c. In cases of suspected theft or loss, on district property, the building ETS will notify building administration, and a police report will be filed by the district.
  - d. In the event of suspected theft or loss, not on district property, the parent must notify law enforcement authorities and share that information with the building administrator.
5. 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.*

## **Related Documents**

- Electronic Device User Sign Off - Student