



## 1. Overview

- a. Union Public Schools is proud to offer an exciting program for our students. In order for our students to be prepared for success in college, enhance their engagement with the learning process, and increase their comprehension of the curriculum, every student will be required to use a laptop at school and home. Union Public Schools will provide a laptop for every student.

Through the use of technology, the Union digital learning environment will focus on achieving the following goals.

- Creativity and innovation
  - Communication and collaboration
  - Research and information fluency
  - Critical thinking, problem solving, and decision making
  - Digital citizenship
  - Technology operations and concepts
  - Instructional strategies through the effective use of technology and 21st Century teaching methods
  - Educational access, participation, and communication for all students
  - Student engagement and accountability in their learning process
- b. Every student enrolled in a qualifying grade level will receive the following equipment for educational use both in school and at home: a Windows laptop computer (with preinstalled software), charger, and protective carrying case.
  - c. Legal title to the property is in the district and shall at all times remain with the district. The student's right of possession and use is limited to and contingent upon the student complying fully with all policies and with the *Terms and Conditions* set forth in the *Individual Laptop Loan Agreement*.
  - d. In order to receive this equipment, the student and parent/guardian must read the terms and conditions outlined in this agreement and sign the *Individual Laptop Loan Agreement* form.

## 2. Training for Students and Parents/Guardians:

- a. The student is required to attend an orientation session prior to receiving a device. Parents/guardians are encouraged to attend. The session will provide an overview of this program and an orientation to the computer and how it works at home and in school. The session allows for parents/guardians and student to ask questions and seek clarification about the program.
- b. It is the responsibility of the student to pick up the appropriate forms to have them signed and completed before a laptop will be issued.

## 3. Checking Out/Duration

- a. All assigned devices are on loan to the student for the duration of their enrollment at Union Public Schools or at which time the laptop is requested to be returned to Union Public Schools.
- b. If a student withdraws from the Union Public School District before graduation, all equipment must be returned on the day of withdrawal.
  - If the equipment is not returned within a reasonable timeframe, UPS has the right to charge the student or parent/guardian for the full replacement cost of the equipment as well as report the device as stolen to the local police department. Records may be delayed until the laptop is returned or cost of device has been settled.



**4. Terms and Conditions:**

- a. All participating students shall comply with the terms and conditions of this agreement.
- b. All use of electronic resources must be consistent with the mission of Union Public Schools.
- c. Students, parents/guardians, and all other participants are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

**5. INSURANCE, DEDUCTIBLE AND VANDALISM/REPAIR COSTS**

- a. In order to receive a district-owned laptop, each student must complete the enrollment form with all appropriate signatures.
- b. Acceptance of the laptop and signatures on this form provide the student with insurance for the laptop. As with all insurance claims, the student is responsible for a \$50 deductible for any repairs needed or claims made.
- c. The insurance program provides complete coverage for any damage to the laptop including, but not limited to, cracked screen, broken computer case, damaged keyboard, and water damage.
- d. Insurance will cover lost or stolen laptops as long as the incident is reported to the school within five days of the event and accompanied with a completed police report.
- e. Malicious or willful damage to any laptop will not be covered under the insurance program. Any damage done to any laptop will be charged to the offending student.
- f. The repair costs for malicious and willful damage are as follows:
  - Water Damage: \$125.00
  - Keyboard Damage: \$55.00
  - Cracked Housing: \$100.00
  - Cracked Screen: \$125.00
  - Lost Power Supply: \$60.00
  - Full System Replacement: \$400.00
- g. Malicious or willful damage to equipment and/or theft of equipment may also subject the student to prosecution and punishment under law and discipline according to board policy.
- h. In the event that a computer is stolen; a police report of stolen property is required to relieve the student and parent/guardian of replacement costs within five days of the theft.
- i. At the end of the school year, if the power supply is not returned to the district, the student or parent/guardian will be charged the full replacement cost unless it is included in a police report filing.
- j. Students that repeatedly damage a laptop may be denied access to any subsequent assigned laptop and restricted to use of a device that stays on the premises at all times.



## **6. Parent/Guardian Terms and Conditions**

- a. After completing all requirements, the student will be issued the following equipment: a district-owned laptop, charger, and carrying case at schedule pick-up or a designated follow-up date.
- b. The student may not deface or destroy this property in any way.
- c. Parents should make their best effort to supervise the student's use of the equipment at home, including, but not limited to, his/her use of the hardware, programs, internet, and email.
- d. Parents/guardians should consider developing a laptop care plan that addresses the following:
  - Use of laptop in common areas
  - A safe storage location for charging
  - Guidelines for safe and appropriate internet activity
  - Sharing of student passwords with **PARENTS ONLY AND NEVER A FRIEND.**
  - Conversation about student's digital footprint.
- e. The student should not attempt to repair any equipment. In case of equipment problems or technical issues, bring the laptop to the USRC (Union Student Repair Center) at the High School or Media Center at the Ninth Grade Center.
- f. Union Public School District is not responsible for any electronic viruses that may be transferred to or from the laptop.

## **7. General Conditions of Use:**

- a. Any student who is assigned a piece of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of use and shall be responsible for its safe return.
- b. Do not alter or modify the pre-installed software in any way.
- c. When the laptop is required for class work, the student must have his/her laptop at school and in class ready to work. The laptop should be charged at home overnight to be ready for school each day.
- d. The student must return any and all equipment when requested by the Union Public School District.
- e. Each laptop has been identified with a barcode asset tag for inventory and repair issues. Do not remove or damage this label. If the label is damaged, go to the USRC for a replacement.
- f. All equipment loaned is assigned to the individual student and the student should not lend, give, or sell the equipment to anyone.
- g. The student is required to make any computer, equipment, messages, files, etc. sent or received from a district-owned device available for inspection by an administrator upon request. The district has the right to view these items for appropriateness and for evidence in cases requiring disciplinary action.
- h. Transmitting or creating any material in violation of federal, state, or local laws and ordinances is strictly prohibited and will be reported to appropriate authorities as required by state or federal law.
- i. Communication methods such as instant messaging, chat rooms, social networking, and e-mail that is not sanctioned or moderated by a teacher or administrator is prohibited during instructional time.
- j. Computers should be taken home each night. Devices should never be left in lockers.

## **8. Using the Internet and Email:**

- a. All use of Internet resources should be in accordance with Union Public Schools' Board Policies and the student handbook. Families should read this policy and be familiar with its content.
- b. The student should only use his/her district assigned email (@unionps.org) whenever emailing.



- c. While on the school's wireless network, attempts to circumvent the internet content filtering system by proxy or other means is strictly prohibited.
- d. In compliance with the Children's Internet Protection Act (CIPA), UPS filters internet content accessed using the school network.
- e. Union Public Schools employs an internet filtering solution that monitors and restricts student's network access while at school and home.
  - Parental supervision is encouraged while the district equipment is being used at home in adherence to Union Public Schools' Board Policy #1601.
  - Individuals may be held accountable for content accessed and downloaded at home and brought onto the school network.

#### **9. Files and File Management:**

- a. The student is encouraged to backup files regularly onto your UPS OneDrive cloud storage account.
  - Union Public Schools is not responsible for the loss of any data or files while using this equipment or during the time when the computer is checked, repaired or serviced.
  - The student should ensure all files are stored on the cloud storage so that if there is any hardware or software failure, a new device will be assigned to the student and the Union Technology Department will not restore any data.

#### **10. Safety and Security:**

- a. No student may include any information or images on school-related websites that could compromise the safety of any student including themselves.
- b. All students will receive a login and password to be used only by the student.
  - If a student suspects that a password has been compromised, he/she must:
    - notify a classroom teacher immediately.
    - email the repair center in Union High School at [LaptopRepair@unionps.org](mailto:LaptopRepair@unionps.org).
- c. No student may share his/her login information or protected information with anyone other than district staff members for troubleshooting technology issues.
  - Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.
- d. Students are not permitted to add, delete, or modify any user accounts in any way on their personally assigned district device.
- e. Students must not knowingly upload or introduce an electronic virus to any district equipment, network, server, or other technology.

#### **11. Interactions with Other Participants:**

- a. Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community.
  - All participants will respect each other's time and efforts by supporting the same positive approach.
- b. No student may edit or delete the work of another without teacher permission.
- c. All participants will be respectful in their postings and should refrain from:
  - inappropriate language



- personal insults
  - profanity
  - spam messages
  - abusive or threatening speech or writings that express prejudice against a particular group or individual based on race, religion, gender or sexual orientation
  - threatening comments of any kind
- d. Harassment and Cyber-bullying will not be tolerated (UPS Policy No. 5056, 5046, and 5050).

**12. Care, Service, and Repair:**

- a. Students who intentionally cause damage to school property shall be subject to disciplinary measures.
- b. Do not eat or drink when using the equipment.
- c. Clean the equipment regularly.
  - Use only a clean, damp, lint-free cloth to clean the computer's exterior.
  - DO NOT spray liquid directly onto the screen.
  - Avoid getting moisture in any openings.
- d. Do not attempt to repair the equipment on your own. In case of equipment problems or technical issues, bring the laptop to school.
- e. Do not affix any additional stickers, labels, tags, or other markings to the equipment.
- f. Avoid getting the equipment wet or damp.
- g. Do not leave the equipment outdoors or inside a car in extreme temperatures.
- h. The laptop must remain inside a protective case at all times.
- i. The laptop computer should go home every night with the student.

**The USRC (Union Student Repair Center) at the High School or Media Center at the Ninth Grade Center is available during regular school hours to assist with repairs and diagnostics should your laptop not be performing as expected. You can also email the center at [LaptopRepair@unionps.org](mailto:LaptopRepair@unionps.org)**

**13. Consequences of Violating This Agreement:**

- a. A violation of the above terms and conditions may subject the violator to denial or restriction in the use of technology resources and/or other discipline.
- b. In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.