

# Muncy School District

## Technology Agreement

### **Terms of Use**

Students and Parents/Guardians must comply with Muncy School District's policies and procedures at all times. Students must also comply with the Acceptable Use Policy. Please refer to district policy 815. The use of this device is a privilege, not a right. Failure to comply with district policies may result in disciplinary action and/or termination of your rights to technology usage. The device is the property of Muncy School District and may be seized and searched at any time. The student should have NO expectation of privacy of materials found on a device.

### **Acceptance**

To receive the device, the student **and** parent/guardian must carefully read and sign the Student and Parent/Guardian agreements. Muncy School District reserves the right to collect and/or inspect the device at any time, and to delete any material or applications deemed inappropriate.

### **Usage Guidelines**

- Abide by Muncy School District's Acceptable Use Policy (district policy 815) and other applicable Muncy School District Policies at all times.
- Honor the school district's restrictions of access to sites and apps that are not allowed at school. The school district will be enforcing basic CIPA compliant Internet filtering, both on and off school property.
- Secure your device in a safe location whenever it is not in your direct possession. To prevent the risk of theft, never leave your device in an unsupervised area.
- Do not loan out your device or charger to other individuals.
- The device is provided for the sole use of the student to which it is assigned. Parents and siblings should not borrow the device unless prior district permission is given.
- Do not disassemble or attempt to do any physical repairs to the device.
- The Technology Department will manage all app installations. Students will not be able to install apps. Do not attempt to break any security protocols.
- Report any technical problems with your device to the school office. Repairs will then be organized by the Technology Department. Do not attempt repairs yourself.
- Do not expect that files or emails stored on your device will be private. Muncy School District officials may review your files and communications at any time to ensure you are using the device appropriately.
- You are solely responsible for the appropriateness of all files, data, and Internet history on your device.
- Do not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network/cloud storage area, or person is strictly forbidden.

- Do not access another individual's materials, information, or files without permission.
- Do not attach stickers, marking, painting, drawing or marring any surface of the device.
- Personal content may need to be removed if more memory is required for school related apps and files.
- If your device is stolen or damaged by another party, please report it to the office immediately. Your claim will be investigated further by the school district and/or law enforcement officials.
- You will be billed current market prices for repairs and/or replacement items for the below situations:
  - Intentional damages.
  - Lying on any damage report.
  - Negligence.
  - Loss or damages resulting from fraudulent, intentional or criminal acts.
  - Loss or damages resulting from theft. An official copy of a police report is required.
  - Accidental damage and hardware malfunctions from normal use will be no cost.
  - Estimated costs are as follows:
    - Chromebook- \$241 / Charger - \$50

### **Device Cleaning and Care Tips**

- Insert cords carefully into your device. Align the charger cord properly when connecting or removing it. If the device does not begin to charge, carefully remove and reinsert the cable.
- Wrap the charger cable carefully when not used.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Muncy School District.
- To prevent damage, your device should not be near food and drink.
- Keep your device out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
- When storing your device, do not place heavy items on top of or against it.
- Keep your device off the floor where it could be stepped on or tripped over.
- Do not bump or drop the device against hard surfaces.

### **Device Screen Care**

- Excessive pressure on the device screen may cause damage. Avoid leaning on top of the device or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
- Avoid touching the screen with anything other than your finger or a proper stylus.
- As recommended by the manufacturer, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, ammonia, or abrasives to clean the device.

**Muncy School District Technology Parent and Student Agreements**

**Student Agreement**

- I will follow the expectations outlined in the Muncy School District’s Acceptable Use Policy (district policy 815) and other applicable Muncy School District Policies at all times.
- I agree to immediately return the device and accessories in good working condition upon request or withdrawal from the school district.
- I assume full responsibility of my issued device at all times.
- I acknowledge that this technology agreement is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

*By signing the Muncy School District’s Technology Agreement, the student agrees to the above terms.*

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian Agreement**

- I will be responsible for the device repair or replacement costs as specified in the Technology Agreement.
- I acknowledge that my student and I are to follow the expectations in the Technology Agreement, Muncy School District’s Acceptable Use Policy (district policy 815), other applicable Muncy School District Policies and that a violation of these guidelines could result in my student facing disciplinary action.
- I will be responsible for monitoring my student’s use of the school issued device when he/she is not at school, including Internet activity.
- I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company to prosecute.
- I agree to immediately return the device and accessories in good working condition upon request or withdrawal from the school district.
- I acknowledge that this agreement is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

*By signing the Muncy School District’s Technology Agreement, the parent/guardian agrees to the above terms.*

Printed Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\* PLEASE REMOVE AND RETURN THIS PAGE ONLY \*\*\***