

# Onalaska ISD

## Technology Lending Agreement

The Onalaska Independent School District has initiated a lending program to loan students enrolled at Onalaska ISD a technology device. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

### **Participation in this program is subject to the following terms and conditions:**

- The technology devices are on loan and remain the property of Onalaska Independent School District.
- The devices will be loaned strictly on a **needs** basis. (Only students without a technology device after school hours will be considered for checking out any technology device.
- Both student and parent/guardian agree to adhere to the terms and conditions of the District Technology Acceptable Use Guidelines (located on district website) and the Technology Lending Agreement.
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- Technology devices will be checked out from the school library on an as needed basis and must be approved by the teacher making the assignment.
- Technology devices will be returned in good condition with reasonable wear and tear.
- OISD will charge a late fee of \$5 per day if the devices are not returned on or before the return date. Parent contact will be made.

## Responsibility for the Loaned Devices

The care and maintenance of the technology devices are the responsibility of the student and parent/guardian while in their care and must adhere to the following:

- Comply with the District's Acceptable Use Guidelines when using your loaned device.
- Treat your device with care and never leave it in an unsecured location.
- Keep your device in the protective case at all times.
- Never transport your loaned device with the screen open or with the power cord plugged in.
- Do not remove or interfere with the serial number or other identification tags.
- Do not attempt to remove or change the physical structure of the loaned device, including the keys, screen cover, or plastic casing.
- Keep your device clean and do not touch the screen with anything (e.g., your finger, pen, pencil, etc.)
- Do not lend your loaned device to anyone, including members of your family.
- Loaned devices that are broken, or fail to work properly, must be reported to the approval teacher and also to the librarian as soon as possible so that they can be taken care of properly. **Do not take district owned devices to an outside computer service for any type of repairs or maintenance.**

## Technology Device Security

- Onalaska ISD **will not be responsible** for any Internet content viewed while not connected to the school's network filter.
- **Parents/guardians must supervise** their children's technology use at home and discuss Internet safety with them.

## Digital Citizenship

Students must follow the six principles of being a good digital citizen:

1. **Respect Yourself**- I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself**- I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others**-I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others**- I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual property**- I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property**- I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

## **Copyright and File Sharing**

Students are required to follow all copyright laws applicable to all media including text, images, programs, music, and video. Downloading, sharing, and posting illegally- obtained media is against the District's Technology Acceptable Use Guidelines.

## **Warranty and Repair**

The student/Parent or Guardian will be responsible for **damages** to the loaned device that occur as a result of documented misuse by the student.

If the student **loses** the loaned device or it is stolen while checked out by the student, the student will be responsible for the **replacement cost of the device**.

If the student loses any one of the items listed below, the student will only be required to pay for the item that is lost or stolen.

### **Prices are as follows:**

Chromebook: \$211.00

Case: \$21.99

*The use of the Onalaska Independent School District's technology resources is a privilege, not a right. Everything done on any District -owned computer, network, or electronic communication device may be monitored by school authorities. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.*

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## Technology Lending Agreement

### Signature Form

By signing the below agreement , the student and his/her parent/guardian agree to follow and accept:

- District's Technology Acceptable Use Guidelines (district web site)
- The Technology Lending Agreement
- The Website and Social Media Guidelines (listed in Lending Agreement)
- That OISD owns the technology devices issued.
- The student will return the loaned device and any technologies/materials in good working order or pay the amounts as listed in the Lending Agreement.
- In no event shall OISD be held liable for any claim of damage, negligence, or breach of duty resulting from use or misuse of the loaned device.

#### Overview:

- I will take good care of my technology device.
- I will never leave the device unattended.
- I will never loan out my device to other individuals, including family members.
- I will know where my device is at all times.
- I will have my device charged and ready for use each day that it is checked out to me.

- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by only carrying it while in the case provided.
- I will use my device in ways that are appropriate; those that meet OISD expectations and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the device or case.
- I understand that my device is subject to inspection at any time without notice and remains the property of the Onalaska Independent School District.
- I will follow the policies outlined in this Technology Lending Agreement and the District's Technology Acceptable Use Guidelines while at school, as well as outside the school day.
- I will be responsible for all damage or loss caused by neglect or abuse. (food, drink, screen cleaner, etc.)
- I agree to return the district's device, case, power cord in good working condition by the return date to the school librarian.

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

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

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

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

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

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