

**STUDENT/PARENT AGREEMENT AND  
PERMISSION FOR USE OF DISTRICT  
OWNED COMPUTING DEVICE FOR OFFSITE USAGE**

The Student and his/her Parent/Guardian understand and agree as follows:

The Student will be issued a computing device such as a tablet (herein called “computer”) and a Microsoft Office 365 Education account by Summit Hill School District 161 (“the School District”), for the Student’s use during the state of emergency related to COVID-19 (provided that this Agreement is signed and returned).

The computer is and remains the property of the School District.

The Parent/Guardian hereby grants permission for the Student to use the computer. Students are required to comply with Agreement, Board Policy (Acceptable Use Policy), and the School District’s Technology Use Guidelines set forth in the Student Handbook. Students will be subject to loss of privileges, disciplinary action, and/or appropriate action for any violation of those requirements or for any inappropriate use of the District owned computers.

The signatures on the accompanying document are legally binding and indicate that the Student and the Parent/Guardian have read this Agreement carefully and understand its significance. Students shall have no expectation of privacy in the use of District owned computers or District provided Microsoft Office 365 Education accounts. In addition, the Student and the Parent/Guardian hereby expressly consent to monitoring and inspection by school officials. Files stored and information accessed, downloaded, or transferred are not private. Computers and accounts are subject to inspection at any time, without notice.

Each student is assigned a specific computer and charging cable. The user agrees to indemnify the School District for any losses, costs, or damages incurred by the District relating to, or arising out of, any breach of this Agreement or damage to the computer. If damage is beyond warranty repair, a prorated cost would be assessed for the replacement of the device. If damage to the issued device is deemed intentional (i.e. keys removed from keyboard, cracked screen caused by rough handling, damage to ports) or damage to device is a repeated offense, student may lose technology privileges for the remainder of the school year and be assessed a replacement fee for the device.

Computer Use – In addition to the above terms and conditions:

1. Students must keep their District issued computers secure and damage free.
2. A student may take the District owned computer out of the school building for use related to the Continuity of Learning Plan during the state of emergency related to COVID-19.
3. Students must follow these general guidelines for keeping the computer secure and damage free:
  - a. Do not loan your computer.
  - b. Do not eat or drink while using the computer.
  - c. Do not stack objects on top of the computer.
  - d. Do not put papers or pen/pencils between the keyboard and screen.
4. Students must follow copyright laws and should only download/import music or other files to a District owned computer if the student is authorized or legally permitted to reproduce the material, or if the student has the copyright for the material.
5. Students may not download and/or install any programs, files, or games from the Internet or other sources onto any District owned computer.
6. Students are prohibited from tampering with computer hardware or software.
7. Unauthorized entry/login to computers is prohibited.
8. Vandalism or destruction of the computer or computer files is prohibited.

9. Students are prohibited from overriding, bypassing, or otherwise changing the Internet filtering software or other network configurations.
10. Students must use District owned computers for school related purposes only.
11. Students may not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files). The criteria for acceptability are demonstrated in the types of material made available to students by administrators, teachers, and the school media center.
12. Computers can be connected only to District wireless networks or home networks. Devices should not connect to public or non-secured networks or VPN networks.
13. Students shall have no expectation of privacy regarding a District owned computer or Microsoft Office 365 Education account.
14. Should the devices go home during our state of emergency and the device(computer) experiences a technical issue, Technical support will NOT be provided by the district until the device is returned onsite for diagnosis or repair.

We (name of parent) \_\_\_\_\_ and (name of student) \_\_\_\_\_ agree to abide by the conditions listed above and assume responsibility for the care and proper use of the District owned computer and charging cable.

We (name of parent) \_\_\_\_\_ and (name of student) \_\_\_\_\_ understand and agree that the District is not responsible for any loss resulting from computer errors, delays, lost data, or service interruptions.

We (name of parent) \_\_\_\_\_ and (name of student) \_\_\_\_\_ understand that should we fail to comply with the terms of this Agreement, use of the computer may be revoked.

As the parent/guardian, my signature indicates that I have read and understand this Agreement, that I agree to its terms, and that I give my permission for my child to use the District owned computer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent ID/Driver's License Checked \_\_\_\_\_ Yes \_\_\_\_\_ No

As the student, my signature indicates that I have read this Agreement, or had it explained to me, that I understand this Agreement, and agree to only use the computer for educational purposes as stated in the Agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This Agreement is valid through the end of the 2019-20 school year.