SANDUSKY CITY SCHOOLS
Technology Device Agreement – SDA Student
Laptop and Wireless Access Point

This agreement is made effective upon receipt of technology device, between the Sandusky City School District (SCS) and the Sandusky Digital Academy (SDA) student. The student is being provided with a technology device and/or software for the use while the student is enrolled at SDA.

I. EQUIPMENT

1.1 **Ownership:** SCS retains sole right of possession of the devices and grants permission to the student to use the technology devices according to the guidelines set forth in this document. Moreover, Sandusky City Schools administration staff retains the right to collect and/or inspect the technology devices at any time, including via electronic remote access, and to alter, add or delete installed software or hardware. The technology devices must be returned to SCS when the student leaves the district. A GPS tracking system is installed on each device.

1.2 **Equipment Provided:** Efforts have been made to keep all technology device configurations the same. All computers include a DVD/CD-RW, ample RAM and hard-disk-space and a power cord. All Wireless access points include power cord. SCS will retain record of the serial numbers of provided equipment for each student.

1.3 **Substitution of Equipment:** In the event a technology device is inoperable, SCS has NO spare technology devices for use while the technology device is repaired. The student may not opt to keep a broken technology device, SCS technology department must be notified immediately.

1.4 **Responsibility of Electronic Data:** The student may not install any non-SCS software. Student may not store any personal pictures, videos, or files on the SCS Device. The student is responsible for cleaning out SCS related files, data, and graphics if the hard drive space becomes limited and slows down the connectivity. It is not the SCS technology department responsibility to help in recovering personal files.

1.5 **Wireless Access:** All efforts will be made to provide wireless access at school and out of district, we do not guarantee availability. All buildings have a building-wide wireless access system which student may log in to during the day. Students are provided a wireless access point that is fully filtered and configured to match the district network filter for use while out of district.

II. DAMAGE OR LOSS EQUIPMENT

2.1 **Insurance:** An insurance option has been communicated to the student to utilize at their discretion.

2.2 **Responsibility of Damage:** The student is responsible for maintaining a 100% working technology device at all times. The employee shall use reasonable care to ensure that the technology device is not damaged. The technology device is provided for school-related work. The technology device may be taken home, but it is the student's responsibility to see that it is cared for correctly in the home environment. In the event of damage, the student will be billed directly for the cost of repair. If the student chooses not to cover the cost, the technology device will be returned to the technology department and no replacement technology device will be issued. SCS is not responsible for recovering lost data for technology devices submitted for repair. It is recommended the student backup data on a regular basis to an external drive. SCS reserves the right to charge the student the full cost for repair when damage occurs due to gross negligence as determined by administration.

2.3 **Warranty:** The SCS technology department will NOT attempt to repair any technology device that is under warranty, as this will void the warranty. Spills and accidental damage (such as being dropped) are the main items not covered under warranty. If the warranty company takes apart the technology device and finds food, smell, beverages, or sees corrosion, the technology device repair will not be covered. Other items that do not generally fall under warranty repair include the replacement of the keyboard and the power cord. If the power cord is damaged (perhaps due to a pet's chewing on it), the student will be responsible for replacing it.

2.4 **Responsibility of Loss:** In the event the computer is lost or stolen, the student may be billed for the full cost of replacement.

2.5 ACTIONS REQUIRED in the EVENT OF DAMAGE or LOSS:
1. **Damage:** Report the problem immediately to the SDA Principal. Include specific details of the damage (including how it happened), the Make/Model, Serial Number and Tag number of the machine.
2. **Loss:** Report a loss directly to the SDA Principal.
3. A member of the technology department will pick up the technology device, including the power cord. Please have the technology device and cord marked with your name and building.
4. The warranty company will be called.
5. The technology device will be shipped for repair.
6. The warranty company will notify SCS if there is any damage not covered by warranty.
7. The student will be notified of damage not covered by warranty. Note: SCS is not responsible for the length of service repair and makes no guarantee the technology device will be returned in a specific time period.

III. LEGAL AND ETHICAL USE POLICIES
3.1 **Monitoring:** SCS reserves the right to monitor technology devices via remote connection or to inspect the technology device at any time.

3.2 **Legal and Ethical Use:** All aspects of the SCS Acceptable Use Policy remain in effect for the use of the technology device.

3.3 **File Sharing:** The installation file sharing applications or streaming applications such as PirateBay, Kodi, etc. are prohibited. These programs facilitate illegal file sharing of copyrighted material (music, video, and images).

IV. ALLOWABLE CUSTOMIZATIONS
4.1 **Working Style:** The student is permitted to alter or add files to customize the assigned computer to their own working style (i.e. background screens, default fonts, and other system enhancements).

V. STANDARDS FOR CARE
5.1 **Temperature:** Avoid leaving the technology device in environments with excessively hot or cold temperatures.

5.2 **Data:** Back up your data often. Never consider any electronic information safe when stored only on one device

5.3 **Handling:** Don't force anything (e.g. connections, popped-off keys, DVD/CD's).

VI. GENERAL CARE
6.1 **Physical Structure:** Do not attempt to remove or change the physical structure of the technology device, including the keys, screen cover or plastic casing. Doing so will void the warranty.

6.2 **Serial Number/Tag Number:** The serial number/tag number is assigned to a specific student. Do not remove or interfere with the serial number or tag number.

6.3 **Cleaning:** Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

6.4 **Keyboard:** Never leave pens/pencils on the keyboard, as they are guaranteed to crack the screen if the lid is accidently closed. Use a spray air can to clean the keyboard.

Sandusky City Schools

Student Technology Device Agreement – Laptop and Wireless Access Point

Consent Page

I, _____(print full name), have read and agree to the conditions listed in the statements outlined on the SCS Student Technology Device Agreement.

Signature _____

Date: _____

Device Type: Laptop and Access Point

Laptop Make/Model (i.e. Dell D620): _____

Device Serial Number: _____

SCS ID Tag Number: _____

Access Point Serial Number: _____

SCS ID Tag Number: _____

Student Full Residential Address and Phone:

Street Address:

City: **Zip:**

Phone: