**TECHNOLOGY HANDBOOK**

**2017-2018**



**STUDENT USE OF ELECTRONIC DEVICES AND THE INTERNET WHILE ATTENDING SOUTH CENTRAL NEBRAKSA UNIFIED SCHOOL DISTRICT POLICY 5115.17**

**A. Agreement Form and Protocol for the Use of Devices/Technology on Campus**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students at South Central Nebraska Unified School District #5 in grades K-12 will be issued a computer device. In addition, students may bring their own technology devices to campus. The delivery and individualization of a 24/7 instructional technology initiative provides mobile computing and wireless technology to all students.

**B. Definition of “technology device”**

Wherein the term “school issued technology device” is used refers to the school issued technology item(s). The term “BYOD device” means a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet accessing, imaging capturing/recording, sound recording and information transmitting/receiving/storing, etc.

**C. Security and Damages**

Responsibility to keep the BYOD or school issued device secure rests with the individual owner. Students shall be personally and solely responsible for the security of all electronic devices. Neither the South Central Nebraska Unified School District #5 nor its staff is liable for any device stolen or damaged on campus. If a BYOD is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches is used to physically identify the individual’s BYOD from others. Additionally, protective cases for technology are encouraged.

**D. Receiving and Checking in School Issued Technology**

Technology devices will be distributed at the beginning of each school year. Parents and students must sign the Student Acceptable Use Form for Network and Internet Access, Technology Agreement, Technology Fee Agreement, Technology User Fee Agreement and Student/Parent Responsible Use Pledge documents before the school issued technology may be checked out.

School issued technology items will be collected by South Central Nebraska Unified School District #5 Help Desk technicians prior to the end of each school year. A student who withdraws or terminates enrollment at South Central Nebraska Unified #5 for any reason will be expected to return his/her school issued technology.

If a student fails to return the technology equipment at the end of the school year it will result in a grand theft report being filed with the local county sheriff’s department and that student will be subject to criminal prosecution and/or civil liability. The student will also be responsible for paying the replacement cost of the technology item.

**E. Use of School Issued Technology**

School issued technology devices are intended for use at school every day. A student must take home school issued technology devices each day to charge the technology that night. Student issued technology should not be stored in a vehicle since extreme hot or cold temperatures can ruin the technology and its battery. A student is responsible for bringing student issued technology to all classes.

Student technology can be identified by a serial number. A student will also be required to keep his/her password, which gains access to his/her school issued computers, to protect the technology. A student shall not share his/her password with fellow students, school volunteers or any other individuals; he/she shall not use, or try to discover, another user’s password, administrative passwords, or network passwords.

When a student is not using the school issued computer, it should be stored in a secure mobile cart or the school-issued bag/case.

Under no circumstances should technology be left in unsupervised areas such as the cafeteria, commons area, locker rooms, library, unlocked classrooms, hallways, and outside perimeters of the school.

Student work will be submitted to teachers electronically through uploads to a learning management system or emailed as attachments. A student will not be allowed to print as print drivers will not be installed on student computers, therefore, students are advised to back up files as often as possible or at least once per week using either an external device (flash drive or external hard drive) or a cloud-based storage service (Google Drive, DropBox, Evernote, iCloud, etc.). Loss of student work due to mechanical failure or accidental deletion will not be an acceptable excuse.

The software originally installed by South Central Nebraska Unified School District #5 must remain on school issued technology in usable condition and be easily accessible at all times. Any additional software, apps, and games should not be installed without consent of the technology staff.

Electronic mail, network usage, software, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. A student may be selected at random to provide their technology for inspection.

If technical difficulties occur or illegal software is discovered, the technician will copy all files, and the hard drive will be re-imaged. The school does not accept responsibility for the loss of any software or documents deleted due to a re-imaging.

**F. Bring Your Own Device (BYOD) – Student Cell Phone and other Electronic Devices**

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices on while they are in locker rooms or restrooms.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school’s administration, be subject to additional discipline, up to and including suspension or expulsion.

Personal devices are charged prior to bringing it to school and runs off its own battery while at school. Charging devices will be available on a limited basis and is at the discretion of the classroom teacher.

**G. Internet**

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside Internet sources at any time. A student shall not disclose personal information, such as name, school, address, or telephone number outside the school network.

**H. Warranty, AppleCare Protection, Damages**

The South Central Nebraska Unified School District #5’s implementation of 24/7 Technology Initiative includes AppleCare protection service. The following items are covered through warranty: mechanical breakdown, faulty construction, replacement parts necessary to repair the technology, accidental damage (liquid spills, accidental drops, power/electrical surges, etc.), and natural disasters.

What is not covered under AppleCare is cosmetic damage, damage or alteration from intentional misuse, improper maintenance by anyone other than South Central Nebraska Unified School District #5 technology staff or an Apple technician, altercating of identification labels, theft, loss, damage from fire or flood.

Technology problems will be reported to the South Central Nebraska Unified School District #5 technology staff at Sandy Creek [sc247@southcentralusd.us](mailto:sc247@southcentralusd.us). or Lawrence-Nelson [ln247@southcentralusd.us](mailto:ln247@southcentralusd.us). They will service all repairs and acquire replacement parts on all technology when necessary. Technology staff support includes hardware and maintenance repairs, password identification, user account support, operating system or software support, application information, re-imaging hard drives, updates and software installations, and coordination of any repair work.

In the case of theft or fire, students or parents must file a police or fire report and bring a copy of the report to the principal’s office before a school issued technology device can be repaired or replaced.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the local county sheriff and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

**I. Technology User Fee**

A technology user fee will be applied for use of school issued technology for insurance not covered through AppleCare. This provides 24-hour coverage against all damage. Coverage is effective from the date that the request form and usage fee payment are received by the school through the date the computer is requested to be returned according to the Technology User Fee Agreement. The user fee portion is non-refundable and will not be reimbursed.

The technology user fee covers 90% of repair or replacement cost for the first incident and 50% on the second incident. The balance of each will be paid by the parent/guardian/student. Repair or replacement for any incidents beyond two is the responsibility of the student or parent/guardian. Chargers and bags/cases are not covered by the user fee.

South Central Nebraska Unified School District #5 will offer coverage to all students. A separate Technology User Fee Agreement must be signed and paid for each school issued technology device.

If a parent or guardian does not sign the Technology User Fee Agreement, then the school issued technology device will not be allowed outside of the school building. In addition, the parent/guardian could be subject to any or all repair or replacement costs if the technology device is damaged.

**J. South Central Nebraska Unified School District #5** **Student Agreement**

The use of technology to provide educational material is not a necessity but a privilege. A student *does not have the right* to use school issued technology or a BYOD device while at school. When abused, privileges will be taken away. Respect of technology will benefit the learning environment as a whole. The student and parent/guardian participating in school issued technology or BYOD must adhere to the Student Code of Conduct, as well as all board policies, particularly harassment and bullying policies.

1. **Student Expectations in the Use of the Internet and Technology Devices**
   1. **Acceptable Use of School Issued and BYOD Technology Devices** 
      1. Must be in silent mode while on school campuses or riding school buses.
      2. Must be visible upon entering classrooms.
      3. May only be used to access files on computer or Internet sites that are relevant to the classroom curriculum.
      4. Games, movies, TV shows, may be played/viewed at teacher’s discretion.
      5. School appropriate music (no obscene lyrics) will be allowed on the technology and can be used at the discretion of classroom teachers.
      6. Should a student choose to purchase their own case, the school issued item must still be in the school issued bag or case as well.
   2. **Acceptable Use of the Internet**
      1. Conduct research assigned by teachers.
      2. Conduct research for classroom projects.
      3. Gain access to information about current events.
      4. Conduct research for school-related activities.

**C. Unacceptable Use School Issued and BYOD Technology Devices**

1. Gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
3. For commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
4. Publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
5. Erase, rename or make unusable anyone else’s computer files, programs or disks.
6. Copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
7. Write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software often called, but not limited to, a bug, virus, or worm.
8. Configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
9. Forge electronic mail messages or web pages.
10. Attempts will not be made to bypass school’s network filters.
11. Bringing on premises or infecting the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
12. Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies.
13. Taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law.  Any student engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.
14. A student may not access web sites, newsgroups, or “chat” areas that contain material that is obscene or that promotes illegal activity. If a student accidentally accesses this type of information, he or she should immediately notify a teacher.
15. Students may not use social media (Facebook, Twitter, YouTube, Instant Messaging, etc.) for anything other than a teacher-directed or approved activity during the school day.
16. Installation of peer-to-peer (LimeWire, BearShare, BitTorrent, Mojo) file-sharing programs.
17. Carrying school issued technology while the screen is open.
18. Deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats.
19. Attempt to repair, remove or install hardware components from school issued technology devices.
20. Subscribe to mailing lists, mass e-mail messages, games, or other services.
21. May not be used to cheat on assignments or tests.
22. **Care of School Issued Device**
    * 1. Do not carry items other than a charger in the school issued technology bag or case.
      2. Avoid placing anything on the keyboard before closing the lid (e.g. pens, pencils) on laptops.
      3. School issued technology must remain free of any writing, drawing, stickers, or labels that are not the property of South Central Nebraska Unified School District #5.
23. **Methods of Enforcement**
    * 1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. A student has no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
      2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
      3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
      4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.
24. **Consequences for Violation of this Policy**
    * + 1. Access to the school’s computer system and to the Internet

is a privilege, not a right. Any violation of school policy and rules may result in:

* + - * 1. Loss of computer privileges;
        2. Loss of privilege to take device out of school building.
        3. Short-term suspension;
        4. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
        5. Other discipline as school administration and the school board deem appropriate.
        6. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

1. **Protection of Students**
   * + 1. Children’s Online Privacy Protection Act (COPPA)
       2. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
       3. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for education purposes.
       4. Education About Appropriate On-Line Behavior
2. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
3. Staff will specifically educate students on
   1. Appropriate interactions with other individuals on social networking websites and in chat rooms.
   2. Cyberbullying awareness and response.
4. The School District’s curriculum/technology director shall inform staff of this educational obligation and shall keep records of the instruction, which occurs in compliance with this policy.
5. **Photographing and Video Recording of Students**

The school district generally prohibits students from taking photographs or making video recordings on school grounds, in a school vehicle, or at a school event except as provided in this policy or as otherwise required by law. Students may take photographs and make video recordings only after receiving permission from the Principal or Teacher. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student’s disability or are required by the student’s Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

**POLICY ADOPTED: MAY 2007**

**POLICY REVISED: JUNE 2012, August 2013, June 2014**

**Student Use of Electronic Devices and Internet User Agreement**

The South Central Unified computer network, the Internet, and other online resources provided by the District are intended to be used to support the instructional program and further student learning. The South Central Unified network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District.

**Student Section**

I understand and will abide by the regulations of the South Central Nebraska Unified School District #5 Technology Policy for student use of technology and the Internet. *Theft and/or intentional damage to equipment will result in the assigned user providing new replacement costs of equipment through South Central Unified!* I further understand that a violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action or appropriate legal action may be taken

**Student Acceptable Use Form for Network and Internet Access**

Student's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent or Guardian Section**

As the parent or guardian of this student, I have read the South Central Nebraska Unified #5 Technology Policy for student use of technology and the Internet. I understand that theft and/or intentional damage to equipment will result in new replacement costs of equipment through South Central Unified.

I understand that network and Internet access is designed for educational purposes and that the School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network.

Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I shall not hold the District responsible for materials acquired by my child on the system, for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by my child. I understand that the District cannot guarantee the accuracy or appropriateness of information or material that my child may encounter on the Internet.

I hereby give permission to issue a user account for my child and certify that the information contained on this form is true and correct and agree to allow my child to have access to South Central Unified’s network and the Internet.

I give permission for my child to use Schoology for educational use.

*Your signature on this Student Use of Electronic Devices and the Internet Agreement is legally binding and indicates that the party (parties) who signed has (have) read the regulations carefully and understand(s) their significance.*

Parent/Guardian's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technology User Fee Agreement**

Please read the below information concerning the “user fee” which will be applied for insurance coverage. This form must be completed and marked Yes or No before the computer will be provided to the student.

**Coverage & Benefit**

This agreement covers the computer loaned to the student against all damage or loss over $30. Any accessories the student purchases (besides the technology and technology case provided) are not covered. Coverage is 24 hours a day. Total value will be determined at the time of loss or damage (current value is $1,199.00). Replacement costs will be that of new parts.

**Effective & Expiration Dates**

This coverage is effective from the date that this request form and usage fee payment are received by the school through May 20, 2017.

**User Fee**

The total portion of the premium cost to the student/family is $30 per technology item per school year. The User Fee portion of $30.00 is non-refundable and will not be reimbursed.

**It is agreed & understood that**

1. South Central Nebraska Unified will offer coverage to all students

2. A separate application will be needed for each technology item covered .

\_\_\_\_\_ Yes, I agree to pay the “user fee” and participate in the School District Protection Plan and will be allowed to use said technology outside of the school building.



Cash Check (# )

\_\_\_\_\_ No, I decline to pay the “user fee” & I understand that I am responsible for ALL damage to the technology item(s) as listed in the School District Protection Plan and that I can not take said technology item outside of the school building. Cost could be up to $1,199.00 for replacement of technology item or damage to the compute

My signature, and that of my parent or guardian, acknowledges receipt of and agreement to abide by the terms of the computer use Policies and Procedures while using the school issued technology.

Student Signature Date

Parent/Guardian Signature Date

**Student Pledge for Technology Use**

1. I will take good care of my technology and know that I will be issued the same technology each year.
2. I will never leave the technology unattended.
3. I will never loan out my technology to other individuals.
4. I will know where my technology is at all times.
5. I will charge my technology's battery daily.
6. I will keep food and beverages away from my technology since they may cause damage to the computer.
7. I will not disassemble any part of my technology or attempt any repairs.
8. I will protect my technology by only carrying it while in the bag provided or an approved case.
9. I will use my technology computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District technology.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of SCNUSD #5
12. I will follow the policies outlined in the District’s Technology Policies, Acceptable Use Policies, and Student Pledge for Technology Use while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I agree to pay full price for the replacement of my power cords, or technology case in the event any of these items are lost, damaged, or stolen. I understand that all replacement parts must be purchased through the school and will be new replacement parts.
15. I agree to return the District technology and power cords in good working condition along with the District issued computer bag.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please Print)

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

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



I will allow my student to check out technology to be taken home nightly.



I do not want my student to take technology home nightly. I understand that my student will still be using the technology during the school day and that he/she is responsible for checking the technology in and out of the HS Library, making sure it is charged daily, and for following all policies and procedures as outlined by SCNUSD #5.

**Bring Your Own Device (BYOD) Agreement**

Please review and sign the B.Y.O.D. agreement between parents/guardians and students. No student will be permitted to use personal technology devices unless the agreement and inventory are signed and returned.

Students and parents participating in B.Y.O.D. must adhere to the Student Code of conduct, as well as all Board policies, particularly Internet Acceptable Use Policy. Please read carefully and initial every statement:

\_\_\_\_\_ Students take full responsibility for their devices. The school is not responsible for the security of personal technology. Personal devices cannot be left at school before or after the school hours.

\_\_\_\_\_ Devices cannot be used during assessments, unless otherwise directed by a teacher.

\_\_\_\_\_ Students must immediately comply with teachers’ requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.

\_\_\_\_\_ Any type of cyber-bullying or harassment will be dealt with in accordance with the student Bullying and Harassment policies found in the student handbook and are subject to law enforcement involvement.

\_\_\_\_\_ Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Charging will be available on a limited basis and is up to teacher discretion.

\_\_\_\_\_ To ensure appropriate network filters, students will only use the B.Y.O.D. wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.

\_\_\_\_\_ Students understand that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions. The school district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.

\_\_\_\_\_ Students realize that printing from personal devices will not be permitted at school.

\_\_\_\_\_ Students should not physically share their personal devices with other students, unless they have written parent permission to do so.

Please understand that the use of personal devices to support educational experience *is not a necessity but a privilege*. With respect of the rules, this privilege will benefit the learning environment as a whole. When rules are abused, privileges will be taken away.

**Device Inventory**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the student will be participating in B.Y.O.D, please check all devices that apply.

\_\_\_\_\_ iPad : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ iTouch/MP3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ iPhone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MacBook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Laptop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Netbook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Notebook \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Cell Phone (Type)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Smartphone (Type)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Tablet (Type) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*You must bring in your device with the completed inventory to the designated technology coordinator.

I understand and will abide by the above policy and guidelines. I further understand that

any violation is unethical and may result in the loss of my technology privileges as well as other disciplinary action.

**Printed student name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Student Date**

**Printed parent/guardian name:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Parent Date**

**ELEMENTARY ONLY**

**Parent or Guardian Section**

As the parent or guardian of this student, I have read the South Central Nebraska Unified #5 Technology Policy for student use of technology and the Internet. I understand that theft and/or intentional damage to equipment will result in new replacement costs of equipment through South Central Unified.

I understand that network and Internet access is designed for educational purposes and that the School District has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network.

Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I shall not hold the District responsible for materials acquired by my child on the system, for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by my child. I understand that the District cannot guarantee the accuracy or appropriateness of information or material that my child may encounter on the Internet.

I hereby give permission to issue a user account for my child and certify that the information contained on this form is true and correct and agree to allow my child to have access to South Central Unified’s network and the Internet.

I give permission for my child to use Schoology for educational use.

*Your signature on this Student Use of Electronic Devices and the Internet Agreement is legally binding and indicates that the party (parties) who signed has (have) read the regulations carefully and understand(s) their significance.*

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

Parent/Guardian's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ELEMENTARY ONLY**

**Student Pledge for Technology Use**

1. I will take good care of my technology and know that I will be issued the same technology each year.
2. I will never leave the technology unattended.
3. I will never loan out my technology to other individuals.
4. I will know where my technology is at all times.
5. I will charge my technology's battery daily.
6. I will keep food and beverages away from my technology since they may cause damage to the computer.
7. I will not disassemble any part of my technology or attempt any repairs.
8. I will protect my technology by only carrying it while in the bag provided or an approved case.
9. I will use my technology computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District technology.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of SCNUSD #5
12. I will follow the policies outlined in the District’s Technology Policies, Acceptable Use Policies, and Student Pledge for Technology Use while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I agree to pay full price for the replacement of my power cords or technology case in the event any of these items are lost, damaged, or stolen. I understand that all replacement parts must be purchased through the school and will be new replacement parts.
15. I agree to return the District technology and power cords in good working condition along with the District issued computer bag.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please Print)

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

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_