



**21<sup>st</sup> Century Learning Initiative  
Oxford Area School District  
Loan and Acceptable Use of Technology Agreement**

Under the 21<sup>st</sup> Century Learning Initiative, students enrolled in grades K-12 in the Oxford Area School District will receive the following equipment for educational use both in school and at home: an iPad (with some preinstalled apps), charger, and protective carrying case. This equipment is the property of the Oxford Area School District and is on loan to the student for the current academic school year. In order to receive this equipment, the following conditions must be met:

1. The student will complete the technology orientation program provided by the Oxford Area School District.
2. The parent/guardian of the student should complete the technology orientation program provided by the Oxford Area School District.
3. The student and parent/guardian must read the terms and conditions outlined in this Loan and Acceptable Use of Technology agreement and then electronically sign and return the form by the established deadline.

**Terms and Conditions:**

All students and other participants (including parents/guardians and other immediate family members) should comply with the terms and conditions of this agreement. The use of this technology is primarily for educational purposes. Students, parents/guardians, and all other participants are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

General Conditions of Use:

- In accordance with OASD Policy No. 6340 – Electronic Devices, “Student use of electronic devices is permitted only according to the terms outlined in this policy. The Board permits the use of electronic devices by students as designated by a member of the professional staff or administration during instructional time. The Board further permits electronic devices for non-verbal, non-disruptive use during non-instructional times in locations designated by the administration. All use will be in line with the expectation set forth in the Student Code of Conduct and the Acceptable Use Policy. The Board authorizes the building principal, district administration, or administratively-designated professional staff members to define the educational value and permit or place restrictions on the possession or use of electronic devices.”
- The student may not delete, alter, or modify the pre-installed software in any way, with the exceptions of updates.
- The equipment is the property of The Oxford Area School District and is on loan to the student for educational purposes for the current academic school year. The student should not deface or destroy this property in any way.



- Any failure of the operating system (referred to as OS for the remainder of the document) which results in the loss of private installed apps is not the responsibility of OASD to re-install. OASD will re-install the pre-installed for fee apps only.
- The Oxford Area School District is not responsible for any electronic viruses that may be transferred to or from the iPad, student storage media, or other technological tools used with the District equipment.
- When the iPad is required for class work, the student must have his/her iPad at school and in class ready to work. This includes a responsibility to have the iPad battery charged and ready for use each day.
- Be sure to return any and all equipment when requested by Oxford Area School District.
- In accordance with OASD Policy No. 5100 – Student/Resident, Policy No. 5110 – Student/Non-resident, and Policy No. 5120 – Foreign Exchange Student, when a student withdraws from or no longer meets the enrollment requirements to attend The Oxford Area School District before the end of the school year, all equipment must be returned to the District in a timely manner. If the equipment is not returned within a reasonable timeframe, OASD has the right to charge the student for the full replacement cost of the equipment.
- In accordance with the Student Code of Conduct, improperly documented use of copyrighted material in any format will be deemed as plagiarism and/or academic dishonesty. Consequences for plagiarism and/or academic dishonesty are described under Level I in the Student Code of Conduct.
- Each iPad has been identified with a barcode label for inventory and repair issues. This label may not be removed or damaged. If the label is damaged or removed, contact The Oxford Area School District immediately for a replacement.
- The student may not lend the equipment to anyone. The equipment should remain in the student's possession at all times.
- Students are required to make any computer, equipment, messages, files, etc. sent or received available for inspection by a teacher or administrator upon request. The District has the right to view these items for appropriateness and for evidence in cases requiring disciplinary action.
- Transmitting or creating any material in violation of Federal, State, or local laws and ordinances is strictly prohibited.
- Communication methods such as instant messaging, chat rooms, wikis, social networking, and e-mail that is not sanctioned or moderated by a teacher or administrator is prohibited during the school day.
- iPads should be taken home each night or stored in a storage cart in the school library. Storage of the device in a student locker is not recommended.



#### Using the Internet and Email:

- All use of Internet resources should be in accordance with the school's Acceptable Use Policy (OASD Policy No. 6330 – District Technology and Technology Services), including access and entries made using District equipment outside of school. For more information, consult OASD Policy No. 6330.
- While on the school's wireless network, attempts to circumvent the Internet content filtering system by proxy or other means is strictly prohibited.
- Do not delete the Internet History on the device. Doing so may be automatically considered an admission of guilt.
- In compliance with the Children's Internet Protection Act (CIPA), OASD filters Internet content accessed using the school network. To increase the usefulness of the equipment, there will be Internet content filtering on the iPad when it is used at home. Parental supervision is encouraged while the District equipment is being used at home in adherence of Acceptable Use Policy (OASD Policy No. 6330 – District Technology and Technology Services). Individuals may also be held accountable for content accessed and downloaded at home and brought into the school network.

#### Files and File Management:

- Backup files regularly onto your OASD remote file access account or onto a CD, jump drive, or other portable media. The Oxford Area School District is not responsible for the loss of any data or files while using this equipment or during the time when the iPad is checked, repaired or serviced.
- The student may not remove programs or files from the iPad unless they are your own created files and you have created a backup.
- Images, sounds, music, video, or other materials that depict or imply elements that are obscene, violent, vulgar, pornographic, or depicting the use of illegal drugs, alcohol, tobacco, or other illegal behavior may not be downloaded, uploaded, imported, viewed, or used on the District equipment and network.
- File sharing is prohibited unless sanctioned or moderated by a teacher or administrator.
- Copying, altering, reading, or using files in another's storage area (such as hard disk space, portable media/storage devices, network accounts, personal/shared folders, etc.) without the user's permission and/or for the purpose of academic cheating is prohibited.
- Storing non-school related material (i.e. music, video, and other files) on the school's network/server is prohibited. Personal storage devices are recommended for these items.

#### Safety and Security:

- No student or other participant may include any information or images on school-related wikis and websites that could compromise the safety of him/herself or others.



- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must notify the teacher immediately.
- No student may share his/her log-in information or protected information with anyone other than District Staff members for the purpose of troubleshooting technology issues. This includes adding trackbacks or other means by which outsiders can access the sites and information without permission. Any student who is aware of violations of this agreement by others must report these violations to the teacher immediately.
- Students and participants are not permitted to add, delete, or modify other user accounts in any way.
- Students must not knowingly upload or introduce an electronic virus to any District equipment, network, server, or other technology.

#### Interactions with Other Participants:

- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.
- No student may edit or delete the work of another without teacher permission.
- All participants will be respectful in their postings and edits. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Harassment and Cyber-bullying will not be tolerated.

#### Care, Service, and Repair:

- Students and parents may be held responsible for damages and repairs to the equipment. In accordance with OAHs Policy No. 3290 – Financial Obligation: Lost or Damaged Material:
  - A. The policy of the Oxford Area Board of School Directors is to hold all students responsible for the school district property issued to them or which they may use.
  - B. Students must use and care for school district property in a responsible manner. Failure to do so results in the student incurring a financial obligation.
  - C. A student incurs a financial obligation when he or she:
    - 1. Borrows money for district service, such as buying lunch.
    - 2. Loses school district material, equipment, or property.
    - 3. Neglectfully damages school district material, equipment, or property.
    - 4. Willingly damages school district material, equipment, or property.
    - 5. Steals (conveying) school district material, equipment, or property.
  - D. Failure to meet financial obligation incurred may result in actions taken by the principal.
- The iPad must be placed inside a protective case at all times. The district will provide a protective case for all iPads. If the student chooses to purchase a personal protective case, the student should return the case provided by the school district to the Principal's Office.



- The student should not eat or drink when using the equipment. Crumbs, spills, and other messes can damage the equipment.
- The student should clean the equipment regularly. Use only a clean, lint-free cloth to clean the iPad's exterior and screen.
- If you or your student experience technical difficulties with the equipment supplied by the School District, there will be a number of support systems in place to assist you.
- Additional stickers, labels, tags, or other markings should not be added to the equipment. If the student chooses to purchase their own protective cover and use it with their iPad, their personal protective cover may be decorated.
- The student should avoid getting the equipment wet or damp and avoid getting moisture in any openings.
- The student should not leave the equipment outdoors or inside a car in extreme temperatures.
- The iPad should go home every night with the student. In the event that a student chooses not to take the iPad home, he/she should make arrangements to store and charge the iPad in the storage cart located in the Schools Library. Time allowances will have to be made for securing the computer at the end of the day and retrieving the iPad at the beginning of the next school day.

Consequences of Violating This Agreement:

- A violation of the above terms and conditions may subject the violator to denial of or restriction in the use of technological resources and/or other discipline under the Student Code of Conduct and otherwise.
- At the teacher's discretion, a warning may be given in the case of minor infractions.
- In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.



PLEASE MAINTAIN A COPY OF THESE TERMS AND CONDITIONS FOR YOUR RECORDS.

IF YOU WISH TO OFFER YOUR CONSENT TO THIS AGREEMENT, PLEASE SIGN AND COMPLETE THE FOLLOWING TWO PAGES.

COMPLETION OF THIS DOCUMENT IS A REQUIREMENT FOR PARTICIPATION IN THE 21<sup>st</sup> CENTURY TECHNOLOGY INITIATIVE EQUIPMENT TAKE-HOME PROGRAM. BOTH THE STUDENT AND A PARENT/GUARDIAN MUST SIGN THIS FORM.

FORMS MUST BE RETURNED BY ANNOUNCED SUBMISSION DATE.



### **Acceptable Use of Technology Agreement – Policy No. 6330**

Name:		Grade:	
Building:		ID #:	
Homeroom Teacher:		Homeroom:	

#### **Student Section:**

Appropriate access and use of district technology and technology services require proper conduct of the user. This document is provided so that student are aware of their responsibilities when using OASD's technology resources, and to explain to users that they will be held accountable for their non-compliance with OASD's technology policies. In order to use District Technology and Technology Services, students must adhere to the guidelines established within administrative procedures for Oxford Area School District Policy No. 6330. By signing below, the user acknowledges the following statements:

1. I have read and understand the district's Acceptable Use Policy 6330 and agree to abide by the conditions specified therein.
2. I understand that violation of the guidelines may result in loss of district technology and technology services privileges and in disciplinary action, and may constitute a criminal offense. I understand that illegal use of district technology and technology services will be reported to the appropriate authorities for possible prosecution.
3. I hereby release the district and its personnel from any and all liability from claims and damages that may arise from my use of district technology and technology services. I understand that I shall be held responsible for damage to equipment, software, or systems that result from my deliberate and willful acts.
4. I understand and agree that all technology systems and equipment, as well as all data transmitted, received, or stored using district systems, are the property of the school district. I also understand that I have no expectation of privacy connected to the transmission, receipt, or storage of data using district systems.
5. I also acknowledge and consent to the monitoring of my use of district technology and technology services by appropriate district personnel, including accessing, reviewing, and printing files which I have created, transmitted, received, or stored using the district system.
6. I understand that any accounts issued to me are to be used only by me and are to be used in a responsible manner at all times. I will also take reasonable precautions to prevent others from being able to use my account. Furthermore, I agree that my use of district technology and technology services is to be solely educational in nature, in support of educational pursuits consistent with the district mission statement and educational goals. Personal use of district technology and technology services is prohibited.
7. I understand that my signature, and that of my parent or guardian if I am under the age of 18, is required on this document for me to be authorized to access district technology and technology services.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Parent/Guardian Section:**

Parent/Guardian Name (print):	
Relationship to Student:	

By signing below, I acknowledge that:

1. I have read and understand the district's Acceptable Use Policy 6330.
2. I hereby release the district and its personnel from any all liability for claims and damages that may arise from my child's use of district technology and technology services.

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



### Equipment Loan Agreement

Name:		Grade:	
Building:		ID #:	
Homeroom Teacher:		Homeroom:	

Parent/Guardian Name (print):	
Relationship to Student:	

#### Student Technology Loan Agreement:

As a student of the Oxford Area School District, I acknowledge that I have read, understand and agree to everything set forth in the “Loan Agreement” pertaining to the “21<sup>st</sup> Century Technology,” and agree to and will abide by everything set forth in that document. I further understand and agree that any violation of these regulations may result in the loss of tech privileges and school disciplinary and/or legal action. I also acknowledge that I have received the indicated equipment listed below.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Parent/Guardian Technology Agreement:

I acknowledge that I have read, understand and agree to everything set forth in the “Loan Agreement” pertaining to the “21<sup>st</sup> Century Technology,” and agree to and will abide by everything set forth in that document. I understand and agree that students and parents/guardians may be held liable for violations, damaged or missing equipment, and misuse of the technology. I further understand and agree that any violation of these regulations may result in the loss of technology privileges and school disciplinary action or legal action. I accept responsibility for guidance of technology use and setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media.

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