



## Grass Lake Community School District

*Individual excellence inspired by tradition and innovation*

### Parent/Student Responsible Use Agreement

(517) 867-5540

899 S. S. Union St., Grass Lake, MI 49240

[www.grasslakeschools.com](http://www.grasslakeschools.com)

Fax (517) 522-8195

All use of technology and the identified electronic devices shall be consistent with the goals of the educational and instructional goals of Grass Lake Community Schools. This Responsible Use Agreement describes the expectations for Grass Lake Community Schools students for all use of electronic devices on school grounds, whether district provided or privately owned.

The Electronic Device Policy may be accessed on the school district website at [www.grasslakeschools.com](http://www.grasslakeschools.com)

#### **I Understand:**

- I will always supervise my electronic device(s) and when I am not using my electronic device it will be stored in a secure or locked environment.
- My electronic device(s) will always be in the provided case. However, I understand electronic devices are still vulnerable to damage if dropped, thrown, smashed, or crushed. I will use care when carrying it and placing it in a carrying bag or backpack.
- I will not apply any permanent marks, decorations, or modifications to an electronic device other than those provided by Grass Lake Community Schools.
- I will not remove any identifying barcodes on electronic device(s).
- I will only use the electronic device that has been assigned to me, unless directed otherwise by a teacher or other staff member.
- I am responsible for the care and protection of electronic devices, and I will report any damage or malfunction of an electronic device immediately to a teacher or school district employee.
- I will not attempt to repair any district provided electronic device or gain access to the internal electronics.
- I will report the loss or theft of an electronic device immediately.
- I agree to return the district provided electronic device issued to me and the case, plug, and cord in excellent condition at the end of the school year or upon termination of enrollment in Grass Lake Community Schools for any reason.
- I will not expose my electronic device(s) to fluids or excessive temperatures (hot or cold) or other environment that can damage the battery or electronics. Should exposure to extreme temperatures occur I will allow electronic devices to reach a normal room temperature before restarting them.
- If I identify a security problem on my electronic device, I will notify school staff and will not show the problem to other users.
- I will keep my account and password confidential.

- I will not use another individual's account. I will only use authorized accounts set up by the school district and my own, personal account(s).
- I will only access educationally appropriate applications or websites as instructed by school staff.
- I will only connect with groups, online forums and wikis, blogs, web pages, subject area experts, other schools, etc. after getting permission from parents or teachers and while being supervised by them.
- Even with filters in place, my parent or guardian will monitor my use of district provided electronic devices outside of the school environment in order to protect me from potentially dangerous or inappropriate content.
- I will follow the policies of the Grass Lake Community Schools, the guidelines outlined by my school and classroom teachers, and this Responsible Use Agreement at all times.

### **Educationally Beneficial Behavior**

- I will come to school each day with my electronic device fully charged.
- During instructional time I will only access and utilize applications or websites to which I am directed or instructed either by my teacher or as required by my assignments.
- I will not use an electronic device(s) to engage in academic dishonesty (cheating).
- I will not use an electronic device(s) to access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

### **Being Respectful with an Electronic Device**

- I will only use a technology device(s) in a manner that promotes positive, kind, respectful, and appropriate communication between teachers, students, parents, and members of our community.
- I will use good judgment when using the camera and microphone. I will not use them to take obscene, inappropriate, illicit, embarrassing, or sexually explicit photos, videos, or recordings. I understand that use of any camera in a bathroom or locker room is strictly prohibited and illegal.
- I will make no attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network.
- I understand that the electronic device issued to me remains the property of Grass Lake Community Schools.

Student conduct is being monitored and evaluated by district staff, which includes, but is not limited to: administrators, teachers, school resource officers, coaches, chaperones, and bus drivers. All staff members, students, community members or parents can make a report if a user may have possibly violated the policies of the district regarding the use of technology. The failure of any user to follow these expectations may result in that user's privileges being denied, revoked, or suspended at any time. **In the event of disciplinary action, completion of all classwork remains the responsibility of the students.**

## Parent/Student Responsible Use Signature Page

*(To be turned in prior to using electronic devices at school or receiving a student laptop.)*

Parents/Guardians and students should read through the packet together and each sign this form.

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**Parent or Guardian:**

As the parent or guardian of \_\_\_\_\_, I have read, understand, and agree with the stipulations outlined in the Grass Lake Community Schools Responsible Use Policy and the Grass Lake Community Schools Electronic Device Insurance Protection Plan.

I understand that such conditions include:

- ❖ Filters will be installed on district provided electronic devices and on the district networks.
- ❖ Filters will also be installed whenever logging into the district network.
- ❖ Internet usage will be monitored for all electronic devices logged onto the network while on the school premises.
- ❖ Supervising electronic device use away from school, including filtering, is my responsibility as a parent or guardian.
- ❖ As part of instructional practice, a district provided electronic device will be issued to my student for use at school even if I choose not to have the device come home.
- ❖ Participation in the Electronic Device Accident Protection Plan or equivalent is required.

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Parent or Guardian's Name (please print)

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Parent or Guardian's Signature

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Date

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Parent or Guardian's Name (please print)

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Parent or Guardian's Signature

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Date

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**Student:**

- ❖ I will follow the rules, policies and procedures described in the Grass Lake Community School Electronic Device Handbook and by District staff at all times.
- ❖ I understand that any use of an electronic device at school is also governed by Grass Lake Community Schools policies.
- ❖ I understand that violating these rules, policies and procedures through electronic device misuse may result in disciplinary actions as explained in the Grass Lake Community Schools Handbook and Grass Lake Community School Board of Education policies.

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Student's Name (please print)

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Student's Signature

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Date



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## Electronic Device Insurance Protection Plan

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Grass Lake Community School District (GLCS) is providing and administering an accident protection as part of our current digital learning initiative. Enrollment in this plan is required for anyone planning to take a school district electronic device home who has not otherwise provided evidence of coverage that is acceptable to the district and equal to or greater than what is indicated in this agreement. This plan covers “accidental damage” to the electronic device and is designed to limit individual financial responsibility for any damage as described in the coverage section below. Each school year the non-refundable annual premium begins coverage for all electronic devices provided by the school district for use by individual staff members or students. In addition, each electronic device is covered under a manufacturer's warranty that covers the normal operation of the electronic device to ensure that it is functioning properly.

### Program Rate / Coverage

- \$25 Non-refundable annual premium
- Limit of Liability: \$450.00 annually for each separate electronic device.

### Effective Coverage / Expiration Date

- Effective Date: Based on the receipt of signed agreement
- Expiration Date: Last day of employment/ enrollment for the current school year or one year from the date of the last signed agreement with GLCS.

### Coverage

- Accidental Damage: Pays for accidental damage caused by liquid spills, drops, or any other unintentional event.
- Theft: Pays for loss or damage of the electronic device due to theft. The claim requires a police report to be filed.
- Fire: Pays for loss or damage of the electronic device due to fire. The claim must be accompanied by an official fire report from the investigating authority.
- Electrical Surge: Pays for damage to the electronic device due to an electrical surge.
- Natural Disasters: Pays for the loss or damage of the electronic device caused by natural disasters.

### Exclusions

- Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts: Will not pay if damage or loss occurs in conjunction with dishonest fraudulent, intentional, negligent or criminal act. Individuals will be responsible for the full amount of the repair/replacement.
- Consumables: Including but not limited to the case (\$35), the charger (\$60), and software.
- Cosmetic Damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports/parts or port covers.
- Voiding the manufacturer’s warranty by tampering with the device or system software.
- GLCS is not liable for any loss, damage (including incidental, consequential, or punitive damages) for expense caused directly or indirectly by the equipment.

PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE AND TURN IN THIS **FORM AND PAYMENT** TO YOUR SCHOOL OFFICE.



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## Electronic Device Insurance Protection Plan

|                      |  |             |  |
|----------------------|--|-------------|--|
| Name                 |  |             |  |
| School               |  |             |  |
| Parent/Guardian Name |  |             |  |
| Mailing Address      |  |             |  |
| City, State, Zip     |  |             |  |
| Home Phone:          |  | Cell Phone: |  |

**I WILL participate** in the Grass Lake Community School District’s Electronic Device Accident Protection Plan.

I agree to the provisions outlined in the policy terms and understand that:

- Enrollment in this program is required to take school district electronic device off school premises.
- The policy only covers the school issued electronic device and does not cover the charger or case.
- This policy does not cover cosmetic damage that does not impair the use of the electronic device; including, but not limited to: scratches, dents, and broken plastic parts or connection ports.
- Damage as a result of a violation of the Electronic Device User Agreement is not covered; including, but is not limited to: dishonest, fraudulent, intentional, negligent, or criminal acts.
- Damage to the device is still the responsibility of the individual employee or student.
- Liability is limited to the replacement/repair of the device; no additional liability is implied or assumed.
- Opening the casing of the device to expose its internal components or hacking the operating system voids warranties and is not covered by this policy. Physically tampering with or hacking the operating system in an attempt to modify a device removes manufacturer protections.
- Devices covered by this protection plan must be in an approved case. Damage that occurs in transit to or from the school site or school activities when the device is not housed in an approved case is not covered under this policy.
- Enrollment in this program does not cover: Dishonest, Fraudulent, Intentional, Negligent/Criminal Acts.
- The enrollment cost is non-refundable.

|                                |         |           |      |
|--------------------------------|---------|-----------|------|
| Employee/Student Name: _____   | Printed | Signature | Date |
| Parent or Guardian Name: _____ | Printed | Signature | Date |
| <i>(For students only)</i>     |         |           |      |

**Payment Information:**

- \_\_\_\_\_ Payment of \$25.00 enclosed.      FORM OF PAYMENT: (circle)    Cash    Credit

**For Office Use Only**

Serial Number: \_\_\_\_\_

Tag Number: \_\_\_\_\_