

Moravia Community School District

2024 - 2025
Chromebook Use Agreement for
Students and Parents

Your guide to staying Safe and Responsible
in a 1:1 environment

Moravia Community School District
505 North Trussell Avenue
Moravia, Iowa 52571



The Technology Vision of the Moravia Community School District Is...

To personalize and enhance student learning by providing 21st Century skills which will allow students to become collaborative problem-solvers, critical thinkers, and effective communicators which will enable them to achieve without limits.

The Technology Mission of the Moravia Community School District Is...

To provide a world-class education and empower every student to succeed as responsible members of a diverse 21st Century society by collaborating with students, staff, families, and community.

Table of Contents	Page
Equipment	4
1.1 Ownership	
1.2 Equipment Provided	
1.3 Substitution of Equipment	
1.4 Responsibility of Electronic Data	
1.5 Computers from Home	
Damage or Loss of Equipment	
2.1 Responsibility for Damage	5
2.2 Responsibility for Loss or Theft	
2.3 Actions Required in the Event of Damage or Loss	
2.4 Technical Support and Repair	
Legal and Ethical Use Policies	
3.1 Monitoring	
3.2 Legal and Ethical Use	6
3.3 File-sharing and File-sharing Programs	
3.4 Allowable Customizations	
3.5 Copyright Laws	
Standards for Proper Computer Care	
4.1 Student Laptop Program Acknowledgement Form	
4.2 The Student's Responsibilities	
4.3 How to Handle Problems	7
4.4 General Care	
4.5 Carrying the Computer	8
4.6 Screen Care	
4.7 DVD/CD-RW (Optical Drive)	
4.8 Battery Life and Charging	
4.9 Personal Health and Safety	9
4.10 Damage or Loss	
Videos, Pictures, Discussion Areas, Publishing on the School Network	
5.1 School Sponsored Pictures, Video, and Chat Logs	
Computer Use and Conduct Rules	
6.1 General Information	
6.2 Network Resources	10
6.3 Prohibited Acts	
6.4 Video and Audio Recording	
6.5 Responsibility for Property	11
6.6 Discipline	
6.7 Return of the Computer	
6.8 Legal Issues and Jurisdiction	
6.9 Disclaimer	12
Internet Appropriate Use Policy	13

Please read the entire document carefully.

This agreement is made effective for the general use of computers at the school site and upon receipt of a 1:1 laptop computer between the Moravia Community School District (“MCSD”), the student receiving a laptop (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials (the “Computer”) for use while a student is at Moravia Community School District, hereby agree as follows:

1. EQUIPMENT

1.1 Ownership: MCSD retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, MCSD administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access and/or location based tracking, and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptop configurations the same. All Computers include a protective laptop case, strap, identification tag, software, and other miscellaneous items. MCSD will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the Computer is inoperable, MCSD has a limited number of spare laptops for use, at the discretion of the administration, while the computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adaptor to school, a substitute will not be provided except for unusual circumstances at the discretion of the teacher or administration.

1.4 Responsibility for Electronic Data: The student is solely responsible for any non-MCSD installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as often as necessary. MCSD does not accept responsibility for any such software.

1.5 Computers from Home: You are not allowed to bring personal devices for school.

2. DAMAGE OR LOSS TO EQUIPMENT

2.1 Insurance and Deductible: MCSD has purchased insurance, which provides the the broadest perils of loss regularly available. The insurance coverage is subject to a per loss deductible.

2.2 Responsibility for Damage: The student is responsible for maintaining a 100% working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the Standards for Proper Care below for a description of expected care (section 4). In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident- up to \$50
- Second incident- up to \$100
- Third incident- up to full cost of repair or replacement
- Laptop charging brick \$40
- Laptop charging cable \$20

MCSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the Standards for Proper Care document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to someone other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

2.3 Responsibility for Loss or Theft:

- In the event the Computer is lost, the Student and Parent will be billed the full cost of replacement.
- In the event the Computer is stolen, a police report must be filed and the Student and Parent will be responsible for the cost of the equipment.
- In either scenario, if the computer is recovered in undamaged condition within a reasonable time frame, the payment may be refunded.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Staff or Building Principal. If the Computer is stolen or vandalized while not at Moravia Schools or a school-sponsored event, the Parent shall also file a police report.

2.5 Technical Support and Repair: MCSD does not guarantee the Computer will always be operable, but will always make technical support, maintenance, and repair available during normal school hours. Students and Parents are not allowed to have the Computer serviced or repaired privately.

3. LEGAL AND ETHICAL USE POLICIES

3.1 Monitoring: MCSD will monitor computer use using a variety of methods - including electronic remote access and tracking - to assure compliance with MCSD's Legal and Ethical Use Regulations and the MCSD Appropriate Use Policy. Students should not have an expectation of privacy.

3.2 Legal and Ethical Use: All aspects of MCSD Computer Use Agreement remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet based file sharing tools are explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

3.4 Allowable Customizations:

- The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e. background screens, default fonts, and other system preferences) within school expectations and school rules.
- The Student is permitted to download music to iTunes, but cannot download or install any other software without the permission from the MCSD Technology Staff.
- The student is not permitted to alter the computer case through any method that would cause permanent damage (i.e. pins or permanent marker on the case or strap).
- Students are not permitted to add stickers to the computer case or laptop.
- The student is permitted to add one non permanent, school appropriate, adornment to their bag to help identify it as theirs. For example, key rings or luggage tags on an exterior handle are permitted. All other adornments or

decorations are not permitted. An identification tag will be provided by the school and must be attached to the computer case at all times.

3.5 Copyright Laws: The Student will not duplicate nor distribute copyrighted materials other than a backup copy of those items the Student legally owns.

4. STANDARDS FOR PROPER COMPUTER CARE

4.1 Student Laptop Program Acknowledgement Form: The Student is expected to follow all the specific guidelines listed in the Computer Use Agreement herein, and take any additional common sense precautions to protect their assigned Computer. These same rules apply to loaner and stationery computers used on the school premises. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility. Parents and the Student must sign the Student Laptop Program Acknowledgement Form prior to receiving their assigned laptop computer.

4.2 The Student's Responsibilities:

- Treat the equipment with as much care as if it were your own property.
- Bring the Computer and charging unit to MCSD every school day. (If the Student forgets his/her equipment, substitutes will NOT be provided, except for unusual circumstances at the discretion of the teacher or building principal).
- Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in a locker or other suitable place) when the Student cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. It is "best practice" to leave the Computer in the Student's issued locked locker. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen - even at school - will be the Student's full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the Computer in school vans, school buses, in the gym, in the locker room, on playing fields, in the cafeteria, in the care of another student/teacher, or in other areas where it could be damaged or stolen. Avoid storing the Computer in a car for long periods of time. **Avoid leaving the Computer in environments with excessively hot or cold temperatures.** If the Computer

must be stored in a vehicle for a short period of time, it must be kept out of plain view to avoid theft.

- The Student will keep the laptop lid fully closed whenever it is moved from one point to another. When passing from class to class the Student must place the Computer in the provided computer case.
- The Computer is to be used only by the assigned Student. The Student's parents or guardians are also granted access to use the Computer. Loss or damage that occurs when anyone else is using the Computer will be the Student's full responsibility.
- Adhere to MCSD Computer Use Agreement at all times in all locations. When in doubt about acceptable use, ask the Technology Staff or your Building Principal.
- Regularly back up all necessary data stored on the Computer. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.
- The Student understands their issued Computer is subject to random checks and he/she will be responsible to maintain a laptop that hosts data and materials deemed appropriate by school administration.
- Personal devices will also be subject to random checks to ensure materials hosted on the device are school appropriate.

4.3 How to Handle Problems:

- Promptly report any problems to the Technology Staff or Building Principal immediately
- Don't force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.

4.4 General Care:

- Do not attempt to remove or change the physical structure of the Computer, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100% percent of the repair or replacement cost.
- Do not remove or interfere with the identification tag, serial number, or any other identification placed on the computer by MCSD.
- Do not do anything to the Computer/sleeve that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid touching the screen and NEVER eat or drink while using the Computer. *Note: The warranty does not cover damage to the Computer due to exposure to bodily fluids, bloodborne pathogens, or nicotine smoke.

4.5 Carrying the Computer:

- Always close the lid of the computer first to enter “sleep mode” before traveling with the device.
- Always store the Computer in the laptop case provided. *Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen and/or Computer.
- Do not grab and squeeze the Computer, as this can damage the screen and other components.
- Do not pick up the computer by the screen (lid) for any reason.
- Only store permitted items (e.g., charger and earbuds) in the laptop sleeve pocket.

4.6 Screen Care:

- The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$800 to replace. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Only use approved cleaning cloths and wipes provided by Moravia Community School District. See Technology Staff or the Building Principal for assistance in cleaning your computer properly. The school supplies cleaning materials and special cleaning cloths.
- Never leave any object on the keyboard (i.e., pens, pencils, and papers with staples). These are guaranteed to crack or severely scratch the screen when the lid is closed, thus resulting in a charge of up to \$800.

4.7 Battery Life and Charging:

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby the Student takes responsibility to charge the Computer overnight.
- Avoid using the charger in any situation where the Student or another is likely to trip over the cord. Do not let the battery completely drain. Immediately shut down if the Student is unable to connect to a charger.
- Close the lid of the Computer, when it is not in use, in order to save battery life and protect the screen.

4.8 Personal Health and Safety:

- Avoid extended use of the Computer resting directly on the lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent damage. Use a barrier - such as a book or device made specifically for this purpose - when working with the laptop on the lap. Also, avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track pad). Take frequent breaks from using the Computer as well as alter your

physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home that allows the Student to situate the screen at eye level and the keyboard at lap level.

4.9 Damage or Loss:

- I am responsible for any costs incurred due to loss or damage of equipment as determined by the school

I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

5. VIDEOS, PICTURES, DISCUSSION AREAS, PUBLISHING ON THE SCHOOL NETWORK

5.1 School Sponsored Pictures, Video, and Chat Logs

- The Student is not to create their own activities or events on the school district's technology network without consent and direction of the classroom teacher and Building Principal
- The Student is not to ask for or send photos and/or videos of other students without consent and direction of the classroom teacher and Building Principal
- The Student is not to ask for personal information about other students for public sharing. Examples include but are not limited to: email address, phone number, home address, and physical description. This section is not intended as a comprehensive list. The student handbook and school board policy may apply for disciplinary consequences including limited access to network services and loss of computer privileges if there is a violation. Other student conduct rules and policies may apply.

6. COMPUTER USE AND CONDUCT RULES

6.1 General Information: The primary goal of MCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. The following is a list of rules and guidelines, which govern the use of MCSD computers and network resources.

6.2 Network Resources: Network services refers to all aspects of MCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of MCSD's

network resources whether this access occurs while on or off the school premises. MCSD is not responsible for filtering or monitoring content on student computers when the device is not connected to the school network.

6.3 Prohibited Acts:

The Student may not use network resources:

- to create, send, access or download material which is abusive, hateful, harassing, sexually explicit or acts considered cyberbullying;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations to alter, add or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto MCSD computers or to copy MCSD school software (copying school owned software programs is considered theft);
- to use any hacking, phishing, or packet capture tools;
- to send file attachments through the school's email system that are greater than 5 MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Director of Technology to make special arrangements).

In addition, students may not:

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give passwords to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM", Unsolicited Commercial Email (UCE), or "junk email".

6.4 Video and Audio Recording: The MCSD computers are capable of storing and/or transmitting and/or receiving images and audio and therefore are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of MCSD computers in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include vehicles), or at school activities (unless recording a public performance such as a game, honor assembly, concert, contest, etc.) without the consent of a teacher, coach, or school administrator. Students violating this rule shall be subject to reasonable discipline and the device shall be confiscated and may be returned following a parent conference.

6.5 Responsibility for Property: The Student is responsible for maintaining a 100% working laptop at all times. The Student shall use reasonable care to be sure the computer is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

The Student must keep the computer locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with the Student or within the Student's sight) at all times. Laptops left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as protection against theft. If confiscated, the Student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the Student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen - even at school - will be the Student's responsibility.

6.6 Discipline: Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home and/or parent conference. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the student's use of technology restricted and or revoked. Improper student conduct is subject to disciplinary action according to school board policy and the student handbook.

6.7 Return of the Computer:

- Towards the end of the school year, a date will be announced on which the students will be asked to return the MCSD's computer. The school will inspect the computer for damage. The cost of any damages due to negligence will be the responsibility of the Student and Parents to whom the computer was loaned. If it is determined the computer is damaged beyond repair, the Student and Parent will be responsible for the replacement cost of the computer.
- If a Student cannot or will not return a MCSD computer because of theft, loss, accident, or otherwise, MCSD may pursue legal remedies to obtain the computer or computer's real value.
- Upon a student's disenrollment from the MCSD, the computer must be promptly returned.

6.8 Legal Issues and Jurisdiction: Because MCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed, or

downloaded using any part of MCSD's network resources is subject to the rules stated in this policy. School administration monitors the network and computer devices and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete electronic files that violate this Computer Use Policy. MCSD reserves the right to use electronic methods to track the location of computer equipment.

6.9 Disclaimer: The MCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Moravia Community School District. While MCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At MCSD, we expect students to obey the Computer Use Agreement when using the Internet. Students found in violation of the policy will be disciplined. In addition, MCSD account holders take full responsibility for their access to MCSD's network resources and the Internet. Specifically, MCSD makes no warranties with respect to school network resources nor does it take responsibility for:

- the content of any advice or information received by an account holder;
- the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences or service interruptions.

Please contact the School Principal for any questions regarding the Computer Use Agreement.

END OF COMPUTER USE AGREEMENT

Computer/Technology User Agreement

ACKNOWLEDGMENT OF RECEIPT:

I acknowledge that I have received or can access a copy of the *Moravia Community School's* Computer/Technology user agreement available at <https://www.moraviaschools.com/> understand this agreement contains important information. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Superintendent Sam Swenson with any questions I have about the contents of this agreement.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise.

Parent's Signature Date

Parent's Name (Print)

Student's Signature Date

Student's Name (Print)