Technology Handbook
Kingsland Public Schools
2022-2023

Board Approved:

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Webpage Publication, Internet Acceptable Use and Safety, and Device Insurance Forms (One form required for each student)

Kingsland Schools Device Program

The focus of the Kingsland Schools 1:1 Initiative is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the Device. The individual use of Devices is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Devices encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of a quality standards-based curriculum and highly effective instruction, but instead enhances the presentation of both and transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures and information within this document apply to all Devices used at Kingsland Schools, including any other device considered by the Administration to come under this policy.

Teachers may set additional requirements for device use in their classroom.

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1. RECEIVING / CHECK-IN OF DEVICE
1.1 Receiving Your Device
Device handbooks will be distributed each fall during "Device Orientation." Parents & students must sign and return all required documents before the Device can be issued to their child. The ability to sign up for and pay for insurance is only available during the first two weeks the student starts at Kingsland Public Schools. Once the paperwork has been turned in, the device will be prepared by the Tech Department.

Devices will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original Devices each year while enrolled at KPS.

Carefully review section 8.2 for your responsibilities regarding your device.

1.2 Device Check-in
Devices will be returned during final week of school. If a student transfers out of the Kingsland School District during the school year, the Device will be returned at that time.

Students who graduate early, are suspended or expelled, or withdraw enrollment at KPS for any other reason must return their individual school Device on the date of withdrawal.

If your Device has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during student Device check-in or when checking out to transfer to another district.

If a student fails to return the computer at the end of the school year or upon withdrawal of enrollment at KPS, that student will be subject to criminal prosecution or civil liability and for the replacement cost of the computer. Failure to return the computer or reimburse the district for its replacement cost will result in a theft report being filed with the Community Deputy from Fillmore County Sheriff's Office.

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2. TAKING CARE OF YOUR DEVICES

Students are responsible for the general care of the Devices they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated area.

2.1 General Precautions
- No food or drink is allowed next to your Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Device.
- Students should never carry their Laptop while the screen is open and must always carry their iPad in the provided protective case.
- To conserve battery life, Devices should be placed in sleep mode (by closing the cover) or shut down.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Kingsland School District.
- Devices are sensitive to temperature extremes. Don't leave them in an area where the sun will bake them (like your locked car). If the Device gets cold, let it warm up to room temperature before operating.
- Devices must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their Device's battery charged for school each day.
- To not comply with the General Precautions may result in being required to check out and return the Device each day from the designated area for a minimum of one week on the first offense, a minimum two weeks on the 2nd offense, and any additional offenses may result in the loss of Device privileges as determined by the building principal.

2.2 Carrying Devices
The protective cases provided with the iPad will have sufficient padding to protect it from normal treatment and provide a suitable means for carrying the device within the school.
It is suggested that students keep laptop cases when transporting or when not in use.

2.3 Screen Care
The Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the netbook when it is closed.
- Do not place anything near the Device that could put pressure on the screen.
- Do not pick up laptops by their screen.
- Do not press on laptop screens, do not touch iPad screens with anything other than a gentle finger or a stylus.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Device against lockers, walls, car doors, floors, etc as it will eventually break the screen.

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3. USING YOUR DEVICE AT SCHOOL

Devices are intended for educational use at school each day. In addition to teacher expectations for Device use, school messages, announcements, calendars and schedules may be accessed using the Device. Students must be responsible to bring their Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Devices Left at Home
If a student leaves their Device at home, one will not be provided for them. Failing to have materials ready for class will have consequences determined by each classroom teacher. Additional offenses may result in the loss of Device privileges as determined by the building principal.

3.2 Devices Undergoing Repair
The designated area will make loaner Devices available when a student Device is dropped off for repair due to normal wear and tear or for warranty issues. If the repair is required due to a violation of General Precautions or malicious intent; the student will be required to check out and return the loaner Device each day from the designated area.

3.2.1 Netbook Laptop Repair Procedure

Students are responsible for dropping their laptops off in the High School Office where they will fill out the appropriate paperwork. The technology department (TD) will pick the device up and determine the cause of the problem. Once the problem is fixed, the TD will determine costs and pass that information back to the Office who will contact the parents. The student can then pick up the device from the Office once the payment has been made.

3.3 Charging Your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their Devices each evening. In the event that a student does not have a fully charged Device or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their Device during lunch or another time of non-use.

3.4 Device Settings

- Students may not change any Device control panel settings from the original defaults.
- Inappropriate media may not be used as a screensaver or be saved on the Device.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures or any other material that is not school-appropriate will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Passcodes are not to be used on iPad.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- NON-EDUCATIONAL Internet Games are not allowed on the Devices during school hours. NO games can be installed.
- Do not save any music, games, or programs to the Devices. All software must be district approved.
- Devices will not be backed up before reimaging. Students are responsible for their own data.

3.6 Home Internet Access

Students are allowed to set up home internet access on their Devices. Laptops are capable of accessing DSL, cable and wireless internet, but they will not support dial-up access. iPads only use wireless internet. The district does not provide support for home access. Internet content filtering is only available in school.

Parent supervision is necessary at home.

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4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Documents with the Devices

Devices will not be backed up before reimaging. Students are responsible for their own data. You should save important documents on removable file storage such as a flash/USB drive or external hard drive. Using Google Drive will also solve this issue.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The Kingsland School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON DEVICES

5.1 Originally Installed Software
The software and apps originally installed by the Kingsland School District must remain on the Devices in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Devices at the completion of the course.

Periodic checks of Devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Virus Protection
The laptop has anti-virus protection and/or other programs that help protect the device software. If a virus is found upon scanning, contact the help desk immediately.

5.3 Additional Software
Students are not allowed to load extra software or apps on their Devices.

5.4 Inspection
Devices are the property of the school. The Administration and/or staff can request a Devices inspection at any time. Random Device inspections may be held periodically.

5.5 Procedure for changing or re-loading software
If illegal software is discovered, the software or files will be subject for deletion, and could warrant that the hard drive be re-imaged. If technical difficulties occur, the hard drive may have to be re-imaged to solve the problem. In such cases, the school does not accept responsibility for the loss of any software deleted due to a re-imaging procedure.

5.6 Software upgrades
Upgrade versions of licensed software are available from time to time. Students with laptops are allowed to update software loaded on the device. iPads will be updated by the technology department. Students may also be required to check in their Devices for periodic updates.

6. INTERNET ACCEPTABLE USE AND SAFETY (Policy 524 – Internet Acceptable Use and Safety Policy)

The Kingsland School District is pleased to be able to offer access to the district computers which provide the necessary programs required by classes and the district network which provides access to resources.

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

In making decisions regarding student access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

The school district is providing students with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and career development activities. Users are expected to use Internet access

through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or civil or criminal liability under other applicable laws.

6.1 Unacceptable Uses
The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

   a.   pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;

   b.   obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

   c.   materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

   d.   information or materials that could cause damage or danger of disruption to the educational process;

   e.   materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2.   Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3.   Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

4.   Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5.   Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6.   Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

   a.   This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such

communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

    b.   Employees creating or posting school-related webpages may not post personal contact information or other personally identifiable information about students unless:

        (1)   such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

        (2)   such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

    c.   These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," and "Reddit," and similar websites or applications.

7.   Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8.   Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9.   Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10.   Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

6.2 Limited Expectation of Privacy

A.   By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B.   Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C.   An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D.   Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

E.   The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

6.3 Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

6.4 User Notification

A.   All users shall be notified of the school district policies relating to Internet use.

B.   This notification shall include the following:

1.   Notification that Internet use is subject to compliance with school district policies.

2.   Disclaimers limiting the school district's liability relative to:

a.   Information stored on school district diskettes, hard drives, or servers.

b.   Information retrieved through school district computers, networks, or online resources.

c.   Personal property used to access school district computers, networks, or online resources.

d.   Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

3.   A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4.   Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5.   Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

6.   Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.

7.   Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8.   Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

6.5 Parents' Responsibility; Notification of Student Internet Use and Safety

A.   Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B.   Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1.   A copy of the user notification form provided to the student user (see "User Notification" above).

2.　　A description of parent/guardian responsibilities (See "A" above).

3.　　A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option (See Internet Use and Safety Agreement Form in KPS Technology Handbook).

4.　　A statement that the Internet Use and Safety Agreement must be signed by the user and the parent or guardian.

5.　　A statement that the school district's acceptable use policy (Policy 524) is available for parental review.

7. PROTECTING & STORING YOUR DEVICES

7.1 Device Identification
Student Devices will be labeled in the manner specified by the school. This labeling will not be removed for any reason. If a Devices loses its labeling, the student will immediately turn in the Devices for relabeling. The district will maintain an inventory of all Devices with label identification, student assignment and serial numbers.

7.2 Password Protection
Student netbook will be password protected. This password will be assigned by the district. Students who change their password **must remember it, as the district does not keep a record of modified passwords.** Students will keep that password confidential. If a student fails to keep this confidentiality agreement and if any part of this policy has not been followed, appropriate disciplinary steps will be followed.

7.3 Storing Your Devices
When students are not using their Devices, it is the student's responsibility to keep it secure.
Nothing should be placed on top of the Devices when it is stored in the locker. When allowed, students are encouraged to take their Devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home.

7.4 Devices Left Unattended
Under no circumstances should Devices be left unattended (except in designated areas). Any device left unattended is in danger of being stolen. If a Device is found unattended, it will be taken to the designated area or the office.

8. REPAIRING OR REPLACING YOUR DEVICE

8.1 Warranty
This coverage is purchased by the Kingsland School District as part of the purchase price of the equipment. This coverage warrants the Devices from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Devices or Devices replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all Device problems to the designated area.

8.2 School District Device Insurance Plan
The school district shall provide repairs at no cost to the student for normal wear and tear. The School District Device Insurance Plan is available for students and parents to cover device repair or replacement in the event of theft (police report required), loss, or accidental damage. The device insurance plan will cover no more than two (2) repairs per school year.

The insurance plan cost is **$40.00** annually for each device. If the student qualifies for free/reduced meal benefits, the protection plan cost is **$20.00** annually for each device. This benefit is not retroactive during the school year. In addition, families for which the device insurance plan might be a hardship could make an

application to the Superintendent to make affordable payments. This application must be done in advance to allow processing time.

*Students will be entirely responsible for the cost of repairs to Devices that are damaged intentionally.
If you decide not to participate in this protection plan, you accept full responsibility for the repair or replacement cost of the device.

8.3 School/Student Responsibilities
Students will be held responsible for maintaining their individual school device and keeping them in good working order.
See section 2.1, "General Precautions", for information and expectations for taking care of the Devices. Devices that malfunction or are damaged must be reported to the designated area.
The school district will be responsible for repairing:
- Devices that malfunction due to manufacturing or software defect.
- Devices that suffer damage from normal use.
- Any issue covered under warranty

The student/family without insurance coverage will be responsible for:
- Repair cost due to accidental damage.
- Full cost if replacement is necessary.

*Students will be entirely responsible for the cost of repairs to Devices that are damaged intentionally.

Devices that are stolen must be reported immediately to the Administrative Office and the police department. A police report will be required by the district to prove the claim of loss.

8.4 Claims
If a family has insurance coverage, all insurance claims must be reported to the Administration. If a Devices is stolen or damaged by fire, students or parents must file a police or fire report and bring a copy of the report to the administrator's office before a Device can be replaced. The District will work with the Fillmore County Deputy to alert the sheriff's department to be aware of this District-owned equipment.

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9. DEVICE TECHNICAL SUPPORT
The Technology Director coordinates the repair work for Devices. Services provided include the following:
- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Devices and batteries

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10. BRING YOUR OWN DEVICE (BYOD)

Grade 7-12 students may use designated personal technology on campus during the school day if they are enrolled in a "Bring your own device" (BYOD) program under the following provisions:

1. The personal mobile computing device must meet the minimum technical standards as specified by the Kingsland Public Schools (KPS) Technology Department. These standards may include specifications for operating system, minimum screen size, minimum battery life, etc.
2. The personal mobile computing device must be registered by the KPS Technology Department. The KPS Technology Department may require that appropriate anti-malware and classroom monitoring software or apps be installed on the device before use on campus is allowed.
3. In the BYOD program it is the student's or the student's family's responsibility for the proper care of their personal device, including technical support, any costs of repair, replacement or any modifications needed to use the device at school.
4. It is the student's responsibility to bring the device with a fully charged battery each day, and the device must be capable of running from battery at all times during the designated classes. The student may face academic or disciplinary consequences for failure to have the device adequately charged when needed for classwork or homework.
5. KPS is not responsible for lost, stolen or damaged personal mobile computing devices. Students or their families may want to consider purchasing extended warranties, support contracts, or loss or damage insurance for their devices. The student takes full responsibility for his or her device and keeps it with himself or herself at all times or stows the device in a locked locker when the device needs to be left unattended.
6. KPS does not guarantee the privacy or security of any data stored on or transmitted by the personal mobile computing device.
7. While on campus, the device may only be connected to the designated student wireless network. If the device is capable of connecting to 3G, 4G or other wireless networks available through cellular phone or other local providers, those capabilities must be disabled while the device is on campus. The student may not make use of a wireless tether, or set up a Wi-Fi hotspot. The device must not cause interference with any of the KPS networks.
8. The device may only be used in the program designated classrooms, computer labs or study halls. At all other times and places on campus, the device must be securely stowed and kept out of sight.
9. Students must immediately comply with any of their teachers' instructions regarding the device, and must turn off and stow the device immediately when requested by the teacher.
10. KPS reserves the right to inspect a student's personal device if there is reason to believe that the student has violated any of this document's guidelines or policies, school administrative procedures, school rules or has engaged in other misconduct while using their personal device.
11. Violations of any school policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

WEB PAGE PUBLICATION AGREEMENT FORM
(**One form required for <u>each</u> student**)

I give parental permission for my student to use software accounts such as email, Learning Management Systems, and other educational tools that will be used in the classroom curriculum.

Web Page Publication:
The Kingsland School District may publish videos/pictures of the students in various school activities OR student work on the school's webpage. Doing this would make the videos, pictures, and/or student work accessible to anyone on the Internet. Please indicate whether or not you wish for your child to be included in this.

Please initial your choice:

_____Yes, include my child in these publications.   _____ No, DO NOT include my child in these publications.

INTERNET USE AND SAFETY AGREEMENT FORM

Internet Use Refusal Statement:
Parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option. In order to exercise this option, you will need to submit a letter to the building principal.

STUDENT

User's Full Name (please print):_____

Grade: _____

(Student in Grades 2-12)
I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User Signature **:   _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print):_____

Parent or Guardian's Signature **: _____

Device Insurance Form

8.2   School District Device Insurance Plan
The school district shall provide repairs at no cost to the student for normal wear and tear. The School District Device Insurance Plan is available for students and parents to cover device repair or replacement in the event of theft (police report required), loss, or accidental damage. The device insurance plan will cover no more than two (2) repairs per school year.

The insurance plan cost is **$40.00** annually for each device. If the student qualifies for free/reduced meal benefits, the protection plan cost is **$20.00** annually for each device. **This benefit is not retroactive during the school year.** In addition, families for which the device insurance plan might be a hardship could make an application to the Superintendent to make affordable payments. This application must be done in advance to allow processing time.

*Students will be entirely responsible for the cost of repairs to Devices that are damaged intentionally.
If you decide not to participate in this protection plan, you accept full responsibility for the repair or replacement cost of the device.

Please put an X by one of the options below:
NOTE: Cost of device insurance is $40 per student ($20 if eligible for free or reduced meals) with a two-time maximum fix. Insurance does not cover intentional damage to device.

____ Payment for insurance protection is <u>attached.</u>

     Amt. paid $_____ (circle one)   cash   check   #_____

_____ Payment for insurance protection is paid online with Order Number _____
     To make an online payment:
1. Login to your Infinite Campus Parent Portal Account
2. Click on Fees
3. Click "Add to Cart" next to the name of your student
4. Click "My Cart"
5. Click "Add Payment Method" and enter your payment information
6. Click "Submit Payment"

_____ I am NOT purchasing insurance protection and accept full responsibility for repairs and/or replacement.

_____ I am participating in the Bring Your Own Device (BYOD) program. I am responsible for my device and all

     repairs and/or replacement (Grades 7-12 only).

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature **:   _____

Individual school Devices and accessories must be returned to the KPS Tech Department at the end of each school year. Students who graduate early, are suspended or expelled, or withdraw enrollment at KPS for any other reason, must return their individual school Device on the date of termination.

Bring Your Own Device (BYOD)

** By signing these forms, I agree to the stipulations set forth in the above documents including the Webpage Publication, Internet Use and Safety and Device Insurance.