



BELLEFONTAINE CITY SCHOOLS
Student Electronic Devices Loan Agreement
&
Student Acceptable Use Policy

2022/2023 School Year

The Bellefontaine City School District recognizes the importance of technology in the educational environment. In an effort by the district, it has implemented a one to one laptop program for the purpose of provide equal technology access to all students who regularly attend school at Bellefontaine City Schools as defined below. Bellefontaine City Schools has the right to alter or modify these policies due to student disciplinary issues or other mitigating circumstances as determined by the Bellefontaine City School District Superintendent or designated representative.

Loan Responsibilities

Parent Responsibilities

Bellefontaine City Schools is excited to offer your child an electronic device for use during the current school year to assist with, and further your child's education. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of this electronic device at home, at school, and in all other settings. By signing this Electronic Device Agreement and Student Acceptable Use Policy, you are indicating that you understand, accept, and agree to do the following:

- I will supervise my child's use of the electronic device at home.
- I will discuss internet and email safety and expectations with my child.
- I will supervise my child's use of the internet and email in all settings outside of school.
- I will not attempt to repair the electronic device without the school's expressed permission.
- I will promptly report any problems with the electronic device to the school.
- I will neither load nor delete any apps, software, operating systems, or other programs from the electronic device.
- I will ensure that my child recharges the electronic device's battery on a daily basis.
- I will ensure that my child takes the electronic device to school for all classes and tutoring.
- I understand that if my child arrives at school without the electronic device, I may be called to bring the electronic device to the school.
- I will ensure that the electronic device is returned to the school at the end of the current school year, upon my child's withdrawal from the school, or upon the school's request.
- I understand that if my child is enrolled in a different district and withdrawn from Bellefontaine City Schools, the device is required be returned to Bellefontaine City Schools.
- I understand that if the computer that has been loaned to my child has been damaged, a new computer will not be issued until the fee for the damage has been paid.

Student Responsibilities

Bellefontaine City Schools is loaning an electronic device to you for use during the current school year. In order to take your electronic device home each day, you must sign this Electronic Device Loan Agreement and Student Acceptable Use Policy to indicate that you understand, accept, and agree to do the following:

- I will only use the electronic device for educational purposes.
- When using the electronic device, whether at school, at home, or in any other place, will follow the school's Acceptable Use Policy and the Electronic Device Agreement.
- When using the electronic device, whether at school, at home, or in any other place, I will follow all local, state, and federal laws.
- I will not load any apps, software, operating systems, or other programs onto the electronic device unless given permission by school staff members.
- I will not remove apps, software, operating systems or other programs from the electronic device unless explicitly instructed to do so by school staff members.
- I will not remove or modify any identification labels from the electronic device and will immediately contact the school for replacements should the labels become damaged or be removed from the electronic device.
- I will charge the electronic device on a daily basis.
- I will bring the electronic device to school, with a fully-charged battery, for all classes and tutoring.
- I will not share my personal information with anyone via the electronic device.
- I will only send appropriate, legitimate, and responsible electronic communications from the electronic device.
- I will keep all accounts and passwords assigned to me secure, and I will not share these with any other student.
- I will not attempt to alter or repair the electronic device without the school's expressed permission and I will promptly report any problems with the electronic device to the school.
- I will return the electronic device to Bellefontaine City Schools at the end of the current school year during

the last two weeks of school after your exams are completed, upon my withdrawal from the school, or upon the school's request.

- I will treat the electronic device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will keep the electronic device clean
- I will not place anything on or near the electronic device that could put pressure on the screen.
- I will not leave the electronic device in an unattended or unsecure location.
- I will keep the electronic device in its school-issued protective case at all times.
- I will keep the electronic device closed when I am transporting it.
- I will not lean on top of the electronic device when it is closed.
- I will not carry the electronic device by the screen.
- I will not place anything on the keyboard before closing the lid.
- I will take care not to bump the electronic device against walls, floors, car doors, etc.
- I will keep the electronic device free from any writing, drawing, stickers or labels.
- I understand that if the computer that has been loaned to me has been damaged, a new computer will not be issued until the fee for the damage has been paid.
- I will not decorate the laptop.

Loan Terms and Conditions

Bellefontaine City Schools ("School") is loaning one electronic device, one electronic device charger, and one case (jointly "Equipment") to the undersigned Student and Guardian(s). The Equipment is, and at all times will remain, the property of the School. The School retains all ownership and title rights to the Equipment. The School retains the right to inspect the Equipment at any time and to alter add, or delete installed hardware or software.

The Equipment is lent to the Student and Guardians for educational purposes only. The Equipment must be returned to the School at the end of the current school year during the designated time, upon the Student's withdrawal from the District, or upon the District's request. The District may request that the Equipment be returned at any time and upon such a request, the Student and Guardian(s) will immediately return the Equipment.

The Student and Guardian(s) agree that the Equipment was in good working condition when the Equipment was loaned. The Student and Guardian(s) further agree that they are responsible for properly caring for the Equipment and ensuring that it is returned to School in the same condition in which it was lent. The Student and Guardian(s) will prevent the Equipment from being defaced, damaged or destroyed in any way. The term "damaged" includes, but is not limited to, physical damage, altering or interfering with the normal function of the device.

The Student will take all reasonable precautions to ensure that the Equipment is not infected by any electronic virus or other malware. Inappropriate use of the Equipment may result in the Student losing the privilege to use the Equipment. The Student and Guardian(s) agree that they are financially responsible for the total repair or replacement cost of the Equipment if it is not returned or if it is returned in a different condition from the condition in which it was lent.

The Equipment may be used by the Student only for noncommercial purposes, in accordance with the School's policies and rules, the School's Acceptable Use Policy, the School's Student Handbooks, the Electronic Device Agreement, and all federal, state, and local laws.

The Student and Guardian(s) agree not to install or use any software, apps, operating systems, or programs other than those owned or approved by the School.

The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. Additionally, the Student shall not make any attempts to add, delete, access, or modify other users' accounts on the electronic device or on any school owned machine.

The School's networks are provided for the academic use for all students and staff. The Student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Equipment. These labels are not to be removed or modified. If they become damaged or removed, immediately contact the Technology Department for replacements. Additional stickers, labels, tags or markings of any kind are not to be added to the Equipment.

An email account will be created for each student to use for appropriate academic communication with other students and staff members only. This email account is for communication within the school or for educational

purposes only. Access to email is provided as a tool for educational purposes. BCS reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the system and any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with usage of the electronic network or BCS-owned equipment. All such information, content, or files shall be and remain the property of BCS and students should not have any expectation of privacy regarding those materials. The technology coordinator or designee may review files and intercept communications for any reason, for purposes of maintaining system integrity and ensuring the users are using the system consistent with applicable policies and regulations. Emails that are deemed inappropriate, self-harm, threatening, etc. will be reported to the appropriate authority.

The Student agrees that any inappropriate usage of the Equipment may result in disciplinary action in accordance with the policies and procedures outlined in the School's policies and student handbooks.

Bellefontaine City School District employees may at times use third party websites and applications as instructional tools for the students. These various sites and applications may require that a student be issued an account on a vendor's platform in order to obtain their services. To obtain a list of websites and applications, the parent or guardian may request this from the student's teacher. If a data breach occurs with any third party vendors, the district will not be held liable by the parents and/or guardians. By signing this document you are hereby giving your consent for the district to use third party vendors and create an account on behalf of the student; this applies to all students regardless of age.

Loan Agreement Release Form

Ownership of the Electronic Device

The School retains sole right of title and ownership of the Electronic Device, charger and case ("Equipment"). The Equipment lent to the Student for the academic school year is to be used only for educational purposes. At any time, the School may request that the Equipment be returned. Upon such a request, the Student will immediately return the Equipment.

Spare Equipment and Lending

If the Student's Equipment becomes inoperable, the School may provide the Student with a spare device or charger for use while the Student's Equipment is repaired or replaced. The Student may not opt to keep inoperable Equipment to avoid doing class work. If the Student fails to bring the Electronic Device to school, the Student may be required to borrow a spare device from the school. This Loan Agreement shall apply to any spare devices temporarily loaned to the Student. Disciplinary action may result for failure to bring the Electronic Device to school in a charged and operable state.

Personalization and Decorations

Students are not permitted to decorate and or personalize the laptop, including but not limited to: stickers, clings, painting, coloring of keys, tape, whiteout, etc.

Warranty and Insurance

The full cost of any damage, as defined in the Loan Terms and Conditions, will be the responsibility of the Student and/or Guardian(s). The School will make its best attempt to purchase replacement parts at the best possible price. The Student and/or Guardian(s) will also be financially responsible for any lost or stolen Equipment or Equipment that is not returned to the School. In the event that Equipment is stolen, a police report must be filed. If stolen, a police report MUST be filed within 48 hours of the occurrence. Incidents occurring off campus must be reported to the police by a parent/guardian and a copy MUST be turned into the technology department. If the incident occurs during a period when school is not in session the report must be turned in when school resumes. Failure to do so will result in full replacement cost being assessed regardless of age of device.

Lost, stolen, or misplaced device

Students must notify their building principal, associate principal, and/or their homeroom teacher that they have lost or misplaced their device as soon as they can. The building representative will then notify the technology department of the missing device.

In the event that the device is stolen, a police report MUST be filed within 48 hours of the occurrence. A copy of the report must be sent to the technology department as proof.

Laptop Issuance and Fee Policy

Section 1.

Part time students (Students attending Bellefontaine City Schools less than 50% of a normal school day)

Bellefontaine City Schools recognizes a parents right to home school their child/children but also wish for their child/children to attend one or more Bellefontaine City Schools program, class, organization, club, or sports team. The district has determined that in order for a student who elected to attend school at home and also attend Bellefontaine City Schools and wishes to participate in the one to one laptop program; the student must be enrolled in academic and or elective classes at a Bellefontaine City School. These classes must have a combined value to equal a minimum of a 50 percent enrollment status of the Bellefontaine City School day of the building in which they attend. The student must maintain a minimum of a 50 percent enrollment status for all grading periods of the school year. If at any point during the school year the student is below the 50 percent enrollment level they will be required to return the laptop that is assigned to them.

Section 2.

Full time students (Students attending Bellefontaine City Schools 50% or more of a normal school day)

a. Students grades PreK-5

The Bellefontaine City School District has determined that students in grades K-5 will have access to a classroom set of laptops for daily use. Classroom laptops will be kept in the classroom, in a storage device of the Technology Departments choosing. These laptops will stay at school unless the student is unable to attend the physical building to which they are enrolled in for reasons stated in Section three of the Laptop Issuance Policy document. If a student damages a school laptop they will be required to pay for the cost for repairs. **Repair fees are NOT eligible to be waived!** This applies to all students both full time or part time in grades PreK-12.

b. Students grades 6-12

The Bellefontaine City School District has determined that students in grades 6-12 who are enrolled in courses that equal a minimum of 50 percent of the school day may be eligible to participate in the districts one to one laptop program. The student will be issued a laptop at the beginning of each school year in which they are enrolled. The student will be required to return the assigned device on or before the last day of school or as requested by the district technology department. The student will be issued the same device every year while in attendance at Bellefontaine City Schools unless a replacement machine has been issued to them due to loss or damage beyond repair. All students who are enrolled with a status of 50 percent or higher, will be issued a Bellefontaine City Schools laptop and will be assessed the appropriate yearly technology fee based on section 2c of the Laptop Issuance Policy. Parents may request that the laptop stay at the enrolled school building, but they will still be assessed the yearly technology fee. Please note **Repair fees are NOT eligible to be waived!**

Students who attend 50% at Bellefontaine City Schools and 50% at another educational institution will be assigned a device by Bellefontaine City Schools. This includes any student that attends Ohio Hi-Point Career Center, or any other educational facility that has a one to one laptop program.

c. Fees

Students in grades PreK-5 will not be assessed a yearly district technology fee. If a PreK-5 student damages a school laptop they will be required to pay for the cost for repairs. **Repair fees are NOT eligible to be waived!** This applies to all students in grades PreK-12.

All students in grades 6-12 will be assessed a yearly \$50.00 technology fee. The fee can be waived if a student qualifies for financial hardship through the free and reduced lunch eligibility program. Proof must be provided. If a student damages a school laptop they will be required to pay for the cost for repairs. **Repair fees are NOT eligible to be waived!** This applies to all students in grades PreK-12. All repairs will be performed by the Bellefontaine City Schools technology department or designee. Students are not permitted to perform the repairs themselves, or through any other means including but not limited to friends, family, 3rd party vendors or repair stores.

Any student of Bellefontaine City Schools who is assigned to attend an alternative school will be required to return any assigned equipment back to the district. The student and or guardians will also forfeit any school fees paid including the laptop fee, and may no longer be eligible to purchase the device that was assigned to them.

d. Financial Hardship

Based on Ohio Revised Code, the school district may require payment of a reasonable fee, not to exceed the actual annual maintenance cost for the use of the laptop computer owned or rented by the district. If this fee creates a financial hardship on the student or parent, please contact school administration for available options. The determination of financial hardship will be based on free and reduced lunch qualifications. Upon proof of financial hardship, the administration may allow parents or guardians to create a payment plan for the student to pay out fees over time

Replacement and Repair Costs

The following are estimated costs of the loaned Equipment, prices may be adjusted based on market replacement cost, replacement parts may or may not be OEM parts. If deliberately damaged or vandalized the student may be charged up to the FULL replacement price of the laptop. If a machine is deemed beyond repair, do to but not limited to, animal or human bio hazards, fire, smoke, liquid of any kind, food, intentional/malicious damage, or for any reason as deemed necessary by a member of the technology department, the student will be required to pay the total replacement cost. If a machine is damaged beyond repair the technology department will assess the machine and determine if there are any salvageable parts. If there are usable parts the parent/guardian will have the option of using the value of the parts to offset the cost of the replacement device by surrendering the machine back to BCS. If the parent elects to keep the damaged machine they will be responsible for the entire replacement cost of the device.

- Total Replacement - \$250 (device cost may be prorated depending on the nature the replacement)
- Top/Bottom Cover - \$30
- LCD Screen non touch screen - \$35
- LCD with Digitizer - \$130
- Touchpad - \$30
- Keyboard - \$75 (Single missing keys will not be replaced, five or more missing keys, the student may be required to purchase a replacement keyboard)
- Charger - \$30
- Hinge Assembly - \$30
- Case - \$18
- Battery \$100

Medical leave of absence

The Bellefontaine City School District understands that the use of electronic equipment has become a requirement in this modern age. The district also recognizes that due to medical necessity for reasons such as long term at homecare, long term hospital stays, at home quarantine, etc. a student may need access to electronic devices to complete their assigned school work. The district recognizes if a student does not participate in the Districts one to one laptop program they may be at a disadvantage when it comes to completing their assigned school work in a timely manner.

To help those students who are unable to attend a traditional school building environment due to medical reasons, the Bellefontaine City School District has developed the following policy. Students may be eligible to checkout a district owned device to help them complete their assigned worked. Students who attend the Bellefontaine Intermediate School or the Bellefontaine Elementary School buildings and are assigned a device for daily use, may be eligible to checkout their assigned machine and a spare power cord for the duration of their medical absence. For those students who need to check out a device will need to complete a Supplemental Student Acceptable Use Equipment Agreement form. This form will be kept on file within the building that they attend. Students who attend Bellefontaine High School and Bellefontaine Middle School will be eligible to use the machine that has been assigned to them. If the parents have elected to leave the assigned device at the school, they will be permitted to take it home during their medical leave of absence but will be required to return the device and keep the device at school once they have returned.

Once the student has been permitted to return to school by medical release they will be expected to return all loaned equipment to the appropriate building in good working condition. Any damages that occur will be charged to the student/parent/guardian per the Supplemental Student Acceptable Use Equipment Agreement. This policy will not be available for students who are no longer attending in person learning at a Bellefontaine City School building due to disciplinary removal, including but not limited to, suspension or transfer to an alternative school or expulsion.

If, during the leave of absence, the student is withdrawn from the district, the parent/legal guardian or student is required to return all loaned equipment to the either the build from which the equipment was loaned, or to the technology department. Failure to do so will result in fees being added to the student account and or a police report being filed for theft of public property.

If the student will be or is in possession of district owned equipment at the end of the current school year they will be required to return the loaned equipment to the either the building in which they barrowed it from, or to the technology department. The equipment must be returned by the last regular school day of the current year. Exceptions can be made as long as prior arrangements are made with the Bellefontaine City Schools Technology Department and the Bellefontaine City School District Superintendent.

Equipment collections

- A. End of the school year

1. All students will be required to return the equipment they are assigned at the end of the year, this includes students who are early graduates. This will be a scheduled time based on end of the year activities (exams, tests, field trips, etc.)
- B. Withdraw or removal from school
 1. If a student is withdrawn or removed from the school district, for any reason, they will be required to return all BCS equipment to the appropriate building. Failure to do so will be considered theft of school/public property and a police report will be filed
 2. If a student is withdrawn or removed from the school district, for any reason, they will forfeit any and all fees that have been paid and will not be eligible to keep or purchase their laptop.
- C. Suspensions, expulsions, excessive absences
 1. If a student is suspended with a recommendations for expulsion from the district the student will be required to return all BCS equipment to the appropriate building. If the student expulsion is held in abeyance it will be at the discretion of the district superintendent whether or not they are permitted to use a BCS laptop to complete required course work.
 2. If a student is suspended out of school for a period of three or more days they may be required to leave the equipment with a designated school representative, and will be able to collect the equipment from that person once they are permitted to return to the building.
 3. If a student has missed an excessive amount of unexcused school days, they may be required to leave their equipment with a designated school representative at the end of each day.
- D. If at any time, it is deemed necessary by the technology department to perform routine or emergency maintenance or repairs the device may be collected.

Laptop Bags

- A. All BCS laptops must be stored and carried in an approved laptop bag. If the laptop is not stored in an appropriate bag it may be considered abuse/misuse and the student may be required to pay the full replacement cost.
 1. The school may provide an approved laptop bag. If the student elects to provide their own bag it must meet the following requirements.
 - i. The bag must contain a padded area designed for a laptop, and should include a strap to secure the laptop. If it is a clam shell style case it may not be padded, but it will be acceptable.
 - ii. The bag may be of any style including but not limited to messenger, sleeves, clam shell, or book bag, unless a building policy prohibits it.
 - iii. The bag must be designed for use with the size of the laptop.
- B. If a student receives a laptop bag from the school, it will be considered property of the student. As such, if a student leaves the district they will keep the laptop bag as it will be deemed having no value..
- C. If the student laptop needs to be repaired, the student will keep the laptop bag and only turn in the laptop to a designated area.
- D. Laptop bags, either school or personal owned, will be considered the same as a student's personal book bag and will be subject to the same search and seizure policies of the school.

Completion of Educational Career

Upon successful completion of your High School Education at Bellefontaine City Schools, you may be eligible to purchase your laptop if you graduate in the years 2022 – 2025. You may be eligible to receive your laptop for free if you graduate in the year 2026 and beyond. The purchase price will be based on your graduation year. The purchase price of the laptop will automatically be added to your school fees. The purchase price will be the following:

2023: \$150

2024: \$100

2025: \$50

Beyond 2025: Will be paid in full if the technology fee is paid each year of BCS enrollment beginning with the 2022 school year.

In order to purchase your device, you MUST meet the board approved graduation requirements for your graduating year. You will receive only one device and all school fees must be cleared. **The laptop will be returned to a factory original state and have all BCS software removed before being returned to the student.**

If a student elects to differ graduation they will only be allowed to keep one machine.

Release from Liability

I release the School from all liability related to my child's use of the Equipment and my child's participation in the Electronic Device loan program. I acknowledge and agree that the School is not responsible for any information my child may access on a computer network, including the internet and/or for any information my child may send or receive on a computer network, including the internet.

7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access through its Education Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures may be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be

based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The term 'harmful to minors' is defined by the Communications Act of 1934 (47 U.S.C. Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or
- C. sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students shall not access social media for personal use from the District's network.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines. The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

Revised 12/12/05

Revised 11/16/09

Revised 4/25/11

Revised 3/19/12

2022/2023 Student Agreement

Official Use Only

Electronic Device Asset Number: _____

Electronic Device Serial Number: _____

Duration of Agreement

This Electronic Device

Loan Agreement is effective from the date upon which the Agreement is executed by the Student and Guardian(s). This Agreement will expire on the date upon which the Equipment is returned to the School in the same condition in which it was lent. If the Equipment is not returned to the School in the same condition in which it was lent, this Agreement will expire on the date upon which the Student or Guardian(s) remit all necessary payment(s) to replace or repair any missing or damaged Equipment. I understand that if my student is enrolled in grades 6-12 a yearly \$50.00 technology fee will be added to my student’s school fees. This fee will be added every year that they are enrolled at Bellefontaine City Schools. I understand that if at any time the student leaves the district, any fees that have been paid will not be refunded. I understand that if I do not pay the fee every year that my child may not be eligible to receive their laptop at the end of their senior year.

Agreement

I understand that this agreement shall be in full effect whether it has been signed digitally or on a printed copy. By signing this document I agree that I have read it in its entirety or I will read it at a future point in time and will be bound by its rules and regulations. If signed digitally, I may request a printed copy by contacting main office of the school in which my student is enrolled in or the Bellefontaine City Schools Technology department. I further understand that until this document is signed and returned to Bellefontaine City schools, my student may not receive a device or access the Bellefontaine City School network. By signing below, the Student and Guardian(s) indicate that they understand and agree to all of the provisions in the Electronic Device Loan Agreement, including:

- The Loan Responsibilities
- The Loan Terms and Conditions
- The Loan Agreement Release Form
- The Acceptable Use Policy

Parent/Guardian – Print Name

Signature

Date

Student – Print Name

Signature

Date

If I the student am signing this agreement when I am under 18, I understand that once I turn 18 this Agreement will continue to be in full force and effect, and I will continue to abide by the Acceptable Use of Technology for Students Policy.