

West Burlington Independent School District
 Student Chromebook Program
 Acknowledgement Form

Review and initial each statement below:

The following items reiterate some of the most important points covered in the <i>Tablet Use Agreement</i>.	Student Initial	Parent Initial
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the Kuno tablet, external hard-drive, CD, flash drive or fileserver).		
I will not leave my Kuno unattended unless it is locked in a secure place. My family may be fully responsible for the cost of replacement should my Kuno become lost or stolen due to "gross negligence" as determined by administration.		
I understand that my family is responsible for damages that occur to the Kuno. <i>Please refer to the Computer Use Agreement for details.</i>		
I will not download, install or use file-sharing programs or attempt to view/download games or programs/websites without the permission.		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.		
I will keep the Kuno in the provided case at all times. I will bring my Kuno charged and ready for class each day.		
I will report any problems with my Kuno to a member of the tech support staff in a timely manner.		

I have read the *Tablet Use Agreement* and the *Standards for Proper Care* section and agree with their stated conditions. Questions and or accommodations regarding this assessment need to be directed to Technology Coordinator, David Roed or Superintendent, David Schmitt.

Student Name(printed clearly) _____

Student Signature & Date _____

Parent Name(printed clearly) _____

Parent/Guardian Signature & Date _____

If for some reason you choose NOT to receive a Kuno at this time, sign below. My signature below indicates that I have read and understand the Tablet Use Agreement of WBISD, but I choose NOT to receive a Kuno at the time.

Student Signature & Date _____

Parent/Guardian Signature & Date _____

This completed and signed form is a mandatory requirement for the assigning and issuing of a WBISD Kuno tablet. It must be filed prior to the issuing and assigning of a Kuno tablet.

West Burlington Independent School District's



TABLET USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of a KUNO tablet, between the West Burlington Independent School District (WBISD), 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 tablet, case, and related materials (the “Computer”) for use while a student is at West Burlington Independent School District, hereby agree as follows:

1 Equipment

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

1.2 Equipment Provided: Efforts are made to keep all tablets configurations the same. All tablets include, a protective case, Keyboard, software, and a charger. WBISD will retain records of the serial numbers of provided equipment.

1.3 Substitution of Equipment: In the event the tablet is inoperable, WBISD has a limited number of spare tablets for use while the tablet 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 tablet or to avoid using the tablet due to loss or damage. Please note that if the Student forgets to bring the tablet or power adapter to school, a substitute will not be provided.

2 Damage or Loss of Equipment

2.1 Responsibility for Damage: The Student is responsible for maintaining a 100% working tablet at all times. The Student shall use reasonable care to ensure that the tablet is not damaged. Refer to the *Standards for Proper Care* section for a description of expected care. 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

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

Examples of 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* section for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others 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* section for guidelines of proper use).

2.3 Responsibility for Loss: In the event the tablet is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Coordinator or building administrator. If the Computer is stolen or vandalized while not at West Burlington or at a West Burlington sponsored event, the student or parent shall contact school personnel immediately.

2.5 Technical Support and Repair: WBISD will make technical support, maintenance and repair available.

3 Legal and Ethical Use Policies

3.1 Monitoring: WBISD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with WBISD’s Legal and Ethical Use Policies.

3.2 File-- sharing and File-- sharing Programs: The installation and/or use of any Internet--- based file---sharing tools is explicitly prohibited and may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school---related needs to use these tools may seek prior approval from the Technology Coordinator.

3.3 Allowable Customizations: The Student is permitted to download music to Google Play, but cannot download or install any other software without permission from the WBISD Technology Coordinator.

STANDARDS FOR PROPER TABLET CARE

This document is an important addendum to the *Student Tablet Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer. **Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Your Responsibilities:

- Treat this equipment with great care.
- Bring the tablet charged every day to school. The charger should stay at home. The tablet battery should last all day if charged each night for 6 hours. In the event of accidental loss of battery power, there are supplemental batteries available in the media center.
- Keep the tablet 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 tablet stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the tablet in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Tablets 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 your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave tablets in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the tablet in a car other than in a locked compartment or trunk. ***Avoid leaving the tablet in environments with excessively hot or cold temperatures.***
- Do not let anyone use the tablet other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned tablet will be your full responsibility.
- Adhere to WBISD School’s Acceptable Use Policy at all times and in all locations.
- Back up your data. Never consider any electronic information safe when stored on only one device.

- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the tablet, including the keyboard, 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 serial number or any identification placed on the computer.
- Do not do anything to the tablet that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the tablet.

Carrying the Tablet

- Always keep the tablet in the case provided.
- Do not grab and squeeze the tablet, as this can damage the screen and other components

Screen Care

- Do not touch the tablet screen with anything besides your finger or stylus (e.g., pen, pencil, etc.).

- Clean the screen with a soft, dry anti---static cloth or with a screen cleaner designed specifically for LCD type screens.

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.