



Dassel-Cokato Student Device Agreement

Please read this entire section carefully.

This agreement is made effective upon receipt of the school-issued laptop computer or Chromebook ("Device"), between the Dassel-Cokato Public Schools, the student receiving a laptop or Chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop, software, and related materials (the "Device") for use while a student is at Dassel-Cokato Public Schools, hereby agree as follows:

1. Equipment

1.1. Ownership: Dassel-Cokato Schools retains the sole right of possession of the device and grants permission to the student to use the device according to the guidelines set forth in this document. Moreover, Dassel-Cokato Schools administrative staff and/or IT staff retains the right to collect and/or inspect the device 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 laptop and Chromebook configurations the same. All devices include a power adapter, a protective case, software, and other miscellaneous items. Dassel-Cokato Schools will retain records of the serial numbers of the provided equipment.

1.3. Substitution of Equipment: In the event the device is inoperable, Dassel-Cokato Schools has a limited number of spare devices for use while the device 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 device or to avoid using the device due to loss or damage. Please note that if the student forgets to bring the device or power adapter to school, a substitute device may be available for check-out. We expect the student to come prepared and when they are not we will talk about it.

1.4. Responsibility for Electronic Data: The student is solely responsible for any non-Dassel-Cokato Schools for any data stored on the device. It is the sole responsibility of the student to back-up such data as necessary. Dassel-Cokato Schools does not accept responsibility for any back-up.

2. Damage or Loss of Equipment

2.1. Protection Plan/Insurance: Dassel-Cokato Schools requires that every device has coverage against hardware failure or accidental damage. Families can elect to purchase an insurance plan through the school for \$35, which will cover all the hardware plus **ONE ACCIDENTAL** incident. If a family elects to provide their own insurance coverage, they must submit proof of coverage to the school. No device will be allowed to leave the school without insurance in place.

2.2. Responsibility for Damage: The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. Refer to the Loan Agreement document for a description of expected care. In the event of damage or loss of equipment not covered by the Protection Plan, the student and parent will be billed a fee according to the following schedule:

- First Negligent Incident—up to \$125
- Second Negligent Incident—up to \$250
- Third Negligent Incident—up to the full cost of repair or replacement. Dassel-Cokato Schools 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 the school administration.

Only Dassel-Cokato Schools will repair the equipment up to the manufacturer's specifications. Students will only be charged for the exact cost of the repair

2.3. Responsibility for Loss: In the event, the device 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 Help Desk. They can be reached at 320-286-4100 x1884. If the device is stolen or vandalized while not at Dassel-Cokato Schools or at a Dassel-Cokato school-sponsored event, the parent shall file a police report. If it is stolen or damaged while at school, Dassel-Cokato will work with the School Resource Officer. They can be reached at 320-286-4100 x1800.

3. Acceptable Use Policy

3.1. Monitoring: Dassel-Cokato Public Schools will monitor device use using a variety of methods—including electronic remote access—to assure compliance with Dassel-Cokato Schools' Acceptable Use Policy.

3.2. Acceptable Use: All aspects of the Dassel-Cokato Schools' Acceptable Use Policy 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 like BitTorrent and others 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.

3.4. Allowable Customizations:

3.4.1. The Student is permitted to alter or add files to customize the assigned device to their own working styles (i.e., background screens, default fonts, and other system enhancements)—as long as the customization is appropriate for school.

3.4.2. The student is permitted to place music on the device but cannot download or install any software not provided by the school.



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Parent/Guardian Responsibilities

Your student has been issued a device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device.

- I will supervise device use at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my student's use of the Internet/ email.
- I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device.
- I will not load or delete any software from the device.
- I will make sure my student recharges the device battery nightly.
- I will make sure my student brings the device to school every day.
- I understand that if my student comes to school without his/her device, I may be called to bring it in.
- I agree to make sure that the device is returned to the school when requested and upon my student's withdrawal from Dassel-Cokato Schools.
- I agree to pay for any fines my student incurs due to loss or damage of school equipment.

Student Responsibilities

Your device is an important learning tool and is for educational purposes only. In order to take your device home each day, you must be willing to accept the following responsibilities.

- When using the device at home, at school, and anywhere else I may take it, I will follow the policies of the Dassel-Cokato Schools and abide by all local, state, and federal laws.
- I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the device to anyone, not even friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the device.
- I will not remove programs or files from the device.
- I will honor my family's values when using the device.
- I will bring the device to school every day with the battery fully charged.
- I agree that email (or any other device communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any others..
- I will return the device when requested and upon my withdrawal from Dassel-Cokato Schools.

Responsible Use Acknowledgement

It is expected that each student and his/her parent(s) or legal guardian ("Parent") understand and agree to some key expectations as they relate to the use of the school's laptop or Chromebook.

- 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 the device, external hard drive, flash drive, or the cloud/Google Drive).
- I will not leave my device unattended unless it is locked in a secure place. My family is fully responsible for the cost of a replacement should my device become lost or stolen due to negligence as determined by the district administration.
- I understand that my family is financially responsible for up to full cost if damage occurs to the laptop or Chromebook not covered by the Protection Plan or the family's own insurance.
- I will not install or use file-sharing programs to illegally download music, videos, or other media.
- I will not duplicate or distribute copyrighted materials other than a back-up copy of those items I legally own.
- I will keep the laptop or Chromebook lid fully closed whenever it is moved from one point to another.
- I will not stream music or videos during school hours unless they are part of a class project allowed by a teacher.
- In a timely manner, I will report any problem with my laptop to a member of the technical support staff.
- The IT department may place additional limitations on the device if students attempt to bypass or alter security settings on the device, including limiting access to programs and/or storing the device at school overnight (any payment will not be refunded).



Student Device Agreement

Take the device home (\$35.00 school insurance)

1. *I have read the Dassel-Cokato Student Device Use Agreement and agree with the terms and conditions.*
2. *Questions and or accommodations regarding this agreement need to be directed to the building principal or the Technology Coordinator.*

Take the device home (Insurance provided by guardian)

1. *I have read the Dassel-Cokato Student Device Use Agreement and agree with the terms and conditions.*
2. *I choose to take responsibility and insure the device myself.*
3. *If any damage occurs - please contact the DC Tech Office, as their repair costs are significantly lower than outside repair services.*

Student and Parent/Guardian are responsible for knowing and understanding our device policies, which can be found in the student handbook.

PRINT Student Name: _____

Parent/Guardian Signature: _____ Date: _____

Checks Payable to: ISD 466
Family Cap: \$105 (3 students)