



\_\_\_\_\_  
**PRINT STUDENT NAME**

\_\_\_\_\_  
**School Building**

Over 18

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Student ID**

\_\_\_\_\_  
**Phone**

Under 18

<b>Parents: please complete the following section and provide initials indicating consent for the specified form.</b>		<b>Initial Below</b>	
<b>Form Number</b>		<b>Agree</b>	<b>Do Not Agree</b>
#1	I have read the <b>Springfield Board of Education Responsible Use Policy</b> and agree to the terms of use for my child.		
#2	I have read the <b>Springfield Board of Education Authorization for Parent Communication</b> and give my authorization to my child's teacher to communicate through the following Email Address:  Email Address: _____		
#3	I have read the terms of the <b>Springfield Board of Education Media Consent Authorization</b> and give my permission for the use of my child's information as designated in this document		
#4	I have read the terms of the <b>Student Records</b> statement and understand my right to advise the District if I refuse to permit the disclosure of directory information about my student. <b>(Does not apply to GED students)</b>		
#5	I've read the attached document describing the <b>Assumption of Risk</b> for activities at The Dome and hereby agree to the provisions outlined so that my child may participate.		
#6	I have read the Springfield City School District <b>Student Laptop/iPad Guidelines and Agreement</b> and will accept responsibility for any damage or neglect that may result.		

**I have read and give my consent to those items initialed above.**

\_\_\_\_\_  
**Parent/Guardian/Student Over 18 Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Under 18 Signature**

\_\_\_\_\_  
**Date**

**Return this form to your child's school office!**

**SPRINGFIELD BOARD OF EDUCATION**  
**RESPONSIBLE USE POLICY**  
**Student**

Springfield Board of Education Technology Resources include, but are not limited to, computers, servers, district approved software and cloud-based systems, audio/video equipment, telephones, the local/wide area network, and all equipment related thereto (collectively, "Technology Resources" or individually, "Technology Resource"). These resources are school property, purchased with public funds or grant monies, and are intended solely for use in furtherance of the mission of the District, to enhance the delivery of education, and to conduct necessary school business. Technology Resources may only be used for appropriate curricular and co-curricular purposes.

This policy sets forth the proper and responsible uses of Technology Resources, electronic mail and communications and the Internet for students. The use of any Technology Resource shall constitute acknowledgment and acceptance by the user of this policy and all other applicable Springfield Board of Education policies and regulations.

Technology Resources are tools provided to students to enhance their education and should be treated accordingly. Any student who violates this policy, or allows others to do so, may have his/her user access privileges revoked and shall be subject to disciplinary action, up to and including expulsion. Each student must sign a form to acknowledge he/she has read, understands and will comply with this Technology Resources Responsible Use Policy. Parents of students under the age of 18 must also acknowledge their understanding of the risks associated with Internet use and authorize the District to allow Internet access for their child(ren). These forms will be kept on file by the District as binding legal documents.

The Springfield Board of Education reserves the right to modify this policy at any time. The Springfield Board of Education may pursue criminal prosecution or civil action for any unauthorized use of Technology Resources or any violation of this policy when appropriate.

**Technology Resources and Responsible Use Policy Outline**

- A. General Standards of Conduct for Use of Technology Resources**
- B. General Standards of Conduct for Internet Use**
- C. District Web Sites**
- D. Student Data Privacy**
- E. Remote and Virtual Learning**
- F. Disclaimers**

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**A. General Standards of Conduct for Use of Technology Resources:**

1. Only software licensed to the Springfield Board of Education and/or authorized in writing by the Director of Technology and Information Services, or his or her designee, shall be installed/accessed on Technology Resources. Installation/access of such software shall be performed only by authorized personnel to ensure that the software is (a) compatible with existing computer systems; (b) properly installed, maintained, used and upgraded; (c) free from any computer virus; and (d) properly licensed. Installation/access of any other software, including but not limited to, shareware, freeware, free apps free cloud-based programs, is prohibited. Unscheduled audits of Technology Resources will be periodically performed and any unlicensed or unapproved software will be removed without notice.
2. Only hardware licensed/purchased by the Springfield Board of Education and/or authorized in writing by the Director of Technology and Information Services, or his or her designee, shall be installed/accessed on Technology Resources. Installation of such hardware shall be performed only by authorized personnel to ensure that the hardware is (a) compatible with existing computer systems; (b) properly installed, maintained, used and upgraded; (c) free from any computer virus; and (d) properly licensed. Installation of any other hardware, is prohibited. USB Flash Drives are not permitted. The District reserves the right to inspect or restrict devices/media containing material that could damage Technology Resources (e.g., viruses, malware,

spam, spyware). Unscheduled audits of Technology Resources will be periodically performed and any unlicensed or unapproved hardware will be removed without notice. Devices assigned to students are on loan and remain the property of the Springfield City School District.

3. Students shall not delete any software on the District's computers, copy any software owned by the District, or remove any hardware from the District's property without prior written permission from the Director of Technology and Information Services.
4. Students may not deploy or install wireless access points without prior written permission from the Director of Technology and Information Services. Students may not use Technology Resources to access personal "hot spots" or cellular data networks on their personal cell phones.
5. Network and system passwords ensure the security of critical and sensitive electronic data and are the first defense against unauthorized access. Students are prohibited from divulging their passwords to other individuals. Students will never log in as another student, either at school or at home or any "out of school" location. Habitual loss or unauthorized disclosure of any password shall be subject to disciplinary action.
6. Disruption of electronic services and interference with Technology Resources or electronic information (including but not limited to, uploading or downloading damaging data or illegal software; tampering with hardware or software; vandalizing or destroying data; introducing or using computer viruses, worms or Trojan horses; or attempting to gain access to restricted information or networks are prohibited.
7. Students are prohibited from allowing any unauthorized person to use or operate any Technology Resource. Students must shut down and secure in an appropriate fashion Technology Resources which are not in use.
8. Any use of Technology Resources to facilitate illegal activity is prohibited. Technology Resources shall not be used to encourage or promote any activity prohibited by law or Springfield Board of Education policy, rules, procedures or regulations. Any misconduct or criminal activity discovered will be referred to appropriate authorities.
9. Use of the District's Technology Resources to access or transmit obscene, pornographic or violent materials or to transmit materials likely to be threatening, offensive or objectionable is prohibited. Such prohibited materials include, but are not limited to, "hacking" materials; "cyberbullying" activities; racist material or hate literature; terrorism instructions/directions or other dangerous information; profane or vulgar materials; threatening or inflammatory language; false or defamatory materials; disparagement of others based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation; and any materials that advocate violating other's rights. In the context of educational purposes, the District may allow research or investigation of some objectionable materials to allow students to be better prepared to recognize social harms and improve their ability to deal effectively therewith.
10. Use of Technology Resources for political, commercial or for-profit purposes, including fund-raising unless specifically authorized by the District administration, is prohibited.
11. Unauthorized access, use, modification, alteration, vandalism or destruction of Technology Resources or electronic information is prohibited. Any inappropriate use of Technology Resources that may hinder future use is prohibited. Students are expected to respect the District's property and to follow any instructions from the Director of Technology and Information Services, or his or her designee, regarding maintenance and care of equipment. Students must promptly notify their teacher or building administrator of any need for service to Technology Resources.
12. Technology Resources may not be used in violation of Copyright laws. Any copyrighted material placed on any system connected to the District network without the author's permission will be removed.
13. The Director of Technology and Information Services may establish and enforce quotas for usage of available space on the District network. Students are expected to remain within allocated disk space and delete e-mail or other materials which take up excessive storage space.
15. Students must immediately notify their teacher or Principal if they identify any security problem.

16. The District administration reserves the right to limit the times of access and to establish priorities among competing responsible uses of Technology Resources.
17. All remote access and use of Technology Resources shall also be subject to all applicable requirements of this policy.
18. The District has implemented technology protection measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District will restrict, to the extent practicable and technically possible, access to offensive information and materials. Because Internet access provides connections to computer systems located all over the world, the District cannot, however, control the content of all information and materials available on the District network.
19. The use of non-district electronic communications (i.e., e-mail, chat, Instant Messaging and other forms) by students is prohibited.
20. E-mail and electronic communications are written records which can be duplicated and altered at will. All students should exercise common sense and restraint in all forms of communication, including the use of e-mail, social media and other forms of electronic communication. All users must be aware that the use of Technology Resources for both school and personal reasons may constitute public records under state law. Accordingly, all e-mails and electronic communications concerning school business and/or through Technology Resources may be maintained in accordance with Board Policies KBA and EHA.
21. Students shall not access their personal Internet e-mail providers (e.g. Gmail, Yahoo) or any other personal accounts or personal shopping from Technology Resources. Students shall not “sync” their personal e-mail accounts/resources with their school e-mail account/resources.
22. Technology Resource users are responsible for archiving and backing-up all electronic information and communications which need to be retained. Student-assigned devices are erased on a regular basis. The District makes no guarantee that the functions or services provided by or through the District network will be error free or without defect, and includes the use of personal medical devices connected to the network. The District is not responsible for any damages incurred due to loss of data or delays in or interruption of services.

**B. General Standards of Conduct for Internet Use:**

1. The General Standards of Conduct for Use of Technology Resources set forth above shall be equally applicable to all Internet use.
2. Internet access over the District network may be provided only to school employees, students, individuals enrolled in Adult Education classes, and volunteers, aides or other persons in the school for a specific school purpose when authorized by the Director of Technology and Information Services, or his or her designee. Student Internet access may be limited to specified times, as provided by the instructors and the District administration.
3. Internet access over the District network is available only to support learning, to enhance instruction and to assist in the administration of the District. Internet access is to be used in a responsible, ethical and legal manner. All students are responsible for their actions and communications on the Internet. **Legal parent/guardian permission is not necessary for student participation in Ohio Department of Education required online testing and local District approved online testing. (Pending state and federal laws, rules and regulations.)**
4. The District has implemented technology protection measures to block or filter materials which are obscene or harmful to minors. The District will restrict, to the extent practicable and technically possible, access to offensive information and materials. Because Internet access provides connections to computer systems located all over the world, the District cannot, however, control the content of all information and materials available on the District network.
5. The District administration will determine whether any use of the network is inappropriate or unauthorized, or whether any Internet information and materials are objectionable.

6. All students must promptly report to a teacher any inappropriate information or material they encounter when using the Internet or which they believe may be available based on Internet usage by other individuals. Any student who receives a comment, through any school related Technology Resource, that makes him/her feel uncomfortable or that is not respectful must tell his/her teacher, administrator or principal immediately. (The student should not respond to the comment.)
7. Files downloaded from the Internet must be scanned with virus detection software, if available, before being viewed or opened.
8. Students are prohibited from accessing or retrieving any chat or other real-time or “live” communications unless approved by the Director of Technology and Information Services.
9. Internet peer-to-peer file sharing and torrent use are prohibited unless authorized by the Director of Technology and Information Services.
10. The downloading and installation of programs from the Internet is prohibited without the prior written approval of the Director of Technology and Information Services or designee. Unauthorized programs will be removed without notice.
11. Information obtained via the Internet is not always reliable and should be verified for accuracy, quality, and completeness.

**C. District Web Sites**

1. The District has established a Website, <http://www.scsdoh.org>, and will develop Web pages that present information about the District. The Superintendent, or designee, is responsible for maintaining the District Website and may establish Website Publishing Guidelines to manage the posting of information to the District Website, the posting of any school, class or student Web pages, and the creation of links to or from outside sources. All Websites and pages (including links) hosted on the District network must reflect the professional image of the District and be consistent with the mission of the District. Unauthorized Websites or pages may **not** be placed on the District network.

**D. Student Data Privacy**

1. Technology Resources may not be used in violation of privacy laws. Students are required to protect themselves and others by not issuing or releasing any personal or confidential information via Technology Resources.
2. Technology Resource users are required to “not allow” browsers or operating systems from saving passwords to important systems containing student personally identifiable information.

**E. Remote and Virtual Learning**

1. The Student Responsible Acceptable Use Policy applies to virtual learning, including school-issued devices and networks. All participants are expected to follow existing school policies and expectations.
2. Students will model safe practices and behavior online during remote sessions as they would in the classroom. When attending videos and/or live streaming, participants are required to wear appropriate clothing; ensure backgrounds of videos are neutral; ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
3. The District strictly prohibits screenshots, pictures, audio/video recording and distribution of any virtual educational experience in order to protect student privacy, proactively prevent potential cyberbullying, prevent the distribution of copyrighted materials and comply with Ohio law.
4. Students, and where appropriate parents/guardians, agree to engage in virtual educational experiences in a quiet, private area to the extent practicable given the circumstances, in order to minimize background noise and distractions and to protect the integrity of student engagement as well as student confidentiality.

5. Parents/guardians and other household members who normally are not privy to day-to-day classroom and group service discussions agree to respect and keep confidential any personal or private information (e.g. disability status) inadvertently discovered about other students due to proximity of virtual education.

**F. Disclaimers**

1. The District does not guarantee the privacy of any information, including but not limited to e-mail messages or electronic communications or files sent or received via Technology Resources. Any student utilizing any Technology Resource understands and agrees that he/she is specifically waiving any expectations of privacy in communications, data and other information stored, displayed, accessed, communicated or transmitted thereon. The District reserves and will exercise the right to access, monitor, review, audit, log and intercept computer activity, Internet use, e-mail, electronic communications and other Technology Resource use by students, at all times and without notice. The District may edit or remove any materials from Technology Resources which are determined to be objectionable. If any misconduct or criminal activity is discovered, the information or communications may be used to document such conduct and may be referred to the District administration and appropriate authorities. The use of a District provided password or code does not restrict the District's right to access, monitor, review, audit, log, and intercept electronic information or communications.
2. The District denies any responsibility for the accuracy, quality or completeness of any information available over the Internet. Furthermore, the District assumes no responsibility for any costs, liabilities or damages incurred through use of Technology Resources.
3. Students are responsible for archiving and backing-up all electronic information and communications which need to be retained. The District makes no guarantee that the functions or services provided by or through the District network will be error free or without defect, including the use of personal medical devices connected to the network. The District is not responsible for any damages incurred due to loss of data or delays in or interruption of services.
4. The Director of Technology and Information Services may investigate any unusual activity involving Technology Resources and may periodically report to the Superintendent or designee on the manner in which Technology Resources are being used.
5. The District utilizes a technology monitoring system that conducts keyword searches of District Technology Resources supplied to students. These searches are conducted on user web searches, Google chat, and certain social media posts on district-issued student devices. Keywords may include, but are not limited to, inappropriate terms related to pornography, weapons, cyberbullying, and self-harm. These automated searches are conducted regardless of where the device is located, including school grounds, home or other location. These automated searches may be conducted regardless of the time of day, including during school hours, after hours, weekend and holidays.
6. Once keywords are identified on a district-issued device, a notification or "alert" will be sent to school district personnel, which may include: the Department of Technology, the Director of Student Services, Counselor, Principal, Assistant Principal, Safety and Security Officer, Superintendent of Schools and Assistant Superintendents. Designated personnel will review and evaluate the alert for content and credibility. In the event an emergency response is warranted, parents and/or local police authorities may be contacted.
7. The District cannot and does not assume any duty or obligation to continuously monitor any notifications or alerts, but will use the monitoring software as an aid to monitor internet searches and activity. While school staff will make reasonable efforts to supervise the use of technology including the network and internet, it is impossible to supervise at all times. The District has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and users may discover controversial information. In addition, the alerts and monitoring can serve as an aid in the prevention or detection of potential self-harm or cyberbullying, but are no guarantees.

#2

**SPRINGFIELD BOARD OF EDUCATION  
AUTHORIZATION FOR PARENT COMMUNICATION**

The District believes that access to a variety of technological resources provides the ability to gather and disseminate information, as well as to enhance home/school communication. Technology allows parent-teacher interactions to be practical, positive and personal. The District provides staff with access to the following resources:

1. E-mail
2. Phone Call Notification System (also nicknamed “robo-call”)
3. Learning Management System (LMS)
4. District Approved Communication Tools
5. District Approved Video Conferencing Applications
6. District Approved Educational Software/Apps with embedded Communication Tools

While the above listed resources may be an efficient way of communicating, it should not be assumed that any correspondence is entirely private and confidential. The District undertakes a number of measures to ensure the security and integrity of its technological resources. Therefore, it may still be best for parents to utilize another method of communication, such as face-to-face meetings or telephone calls, when informing a teacher of particularly sensitive material or requesting a teacher to provide the same.

To protect the privacy of students, the District requires all teachers to abide by a Responsible Use policy that governs use of the District’s technological resources, including e-mail correspondence. Therefore, any parent who wishes to communicate with their child’s teacher via the above listed resources must authorize such communication by agreeing to the terms below.

**Subject to these understandings, I wish to communicate with my child’s teacher via Email, Learning Management System, District Approved Social Media Tools, District Approved Video Conferencing Applications, and District Approved Educational Software/Apps with embedded communication tools. Further, I wish to receive “robo-calls” to any phone number on record for informational or emergency purposes.**

**I understand that the teacher will not respond to inquiries I make from any other e-mail address. I agree that if the e-mail address I have provided on the Signature Page changes for any reason, I will notify the teacher immediately and complete another Authorization for Parent communication.**

**The parent, guardian or student 18 years of age or older executing this Agreement, acknowledges that the District is not responsible if third parties access electronic communications after any such information has been sent by the District using approved technology communication resources herein. The parent, guardian or student 18 years of age or older agrees to indemnify, defend and hold harmless from and against any claims, actions, demands and judgments against the District resulting from communicating through e-mail involving the student listed on the Signature Page and as authorized herein.**

#3

**File: EDE-R**

**SPRINGFIELD BOARD OF EDUCATION  
MEDIA CONSENT AUTHORIZATION**

Student accomplishments often draw the attention of newspapers, television stations, or other media, and photographers and videographers may be invited or permitted to visit our schools to photograph, videotape, and/or interview students during various activities. In addition, we sometimes use images of our students on our website or other publications and communications created by the Springfield City Schools. We need your permission to allow your student to be interviewed, videotaped or photographed for these purposes. This form does not pertain to yearbook photos.

By signing below, I authorize the Springfield Board of Education (the “District”) to publish and use, and to license others to publish and use, in original or edited form, in connection with school programs and activities, my child’s photograph, name, likeness, voice, and all work created or produced by my child in **newspapers** (e.g., Springfield News-Sun, The Springfield Paper, etc.), **magazines**, the District’s **video media** (e.g., programming on

Time Warner Channel 5, Channel 23, Springfield City Schools driven podcasts and video streams) and on the **District's web page** (including all associated staff/development based web pages).

I understand that the copyright of work created or produced by my child, such as written work, art, photography, video, or sound recording, will remain my child's property. I further understand that any publication by the District that features by child's work will include credit to my child for creating or producing the work. I also understand and agree that the District shall own all rights, title and interest (including copyrights) in and to the materials that it creates, produces, and/or publishes and the District has the sole discretion and authority to determine how said materials may be used.

I acknowledge and agree that my child will not be compensated for any publication or use of his or her photograph, name, likeness, voice, or work by the District as described in this form. For privacy reasons, the District will not use my child's name to identify my child in connection with any such publication on the District Website.

**I understand that public performances (sporting events, theatrical performances, music, orchestra, or choir performances, award events, etc.) are "public" in nature and participants should have NO EXPECTATION OF PRIVACY. Accordingly, Springfield City Schools has no control over news media or other entities or individuals that may publish a picture of a named or unnamed student that is taken while the student is participating in school activities that are open to the public.**

By signing this consent, I understand that I am granting the District permission to use student information as described herein. I also am releasing the District and its respective officers, directors, agents, and/or employees from and against any and all liability, loss, damage, costs, claims and/or causes of action arising out of or related to my student's participation in any media events, including, without limitation, television broadcasts, promotional materials, or website projects.

Should I choose to modify or revoke this authorization, I will contact my child's building principal in **writing**.

#4

#### **CONSENT FOR DISCLOSURE OF STUDENT INFORMATION FOR SUPERINTENDENT APPROVED PURPOSES**

It may become necessary from time to time for the Springfield City School District to disclose a student's personally identifiable information to the public for purposes such as school newsletters, yearbook publication, athletic rosters, honor roll or other achievement recognition, music and theatre presentations, and school-related events. In addition, the District often partners with community leaders, community organizations, and school-related organizations in order to provide educational, health, service, or other non-profit programs which may provide a benefit to the students of the District. It may become necessary to disclose a student's personally identifiable information to such partnering community leaders or organizations.

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name;
2. student's address;
3. student's date and place of birth;
4. participation in officially recognized activities and sports;
5. student's achievement awards or honors;
6. student's weight and height, if a member of an athletic team;
7. dates of attendance ("from and to" dates of enrollment);
8. date of graduation.

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Parents or eligible students have the right to advise the District, in accordance with such regulations, if they refuse to permit the disclosure of directory information about that student. This request can be made by submitting form JO-E to your child's school.

I release the District and its respective officers, directors, agents and/or employees from and against any and all liability, loss, damage, costs, claims, and/or causes of action arising out of or related to the disclosure of my child's personally identifiable information.

#5

**SPRINGFIELD CENTER OF INNOVATION: THE DOME**

**ASSUMPTION OF RISK, RELEASE, AND AGREEMENT TO HOLD HARMLESS AND INDEMNIFY**

Springfield Center of Innovation: The Dome (the "Dome") is a facility located at 700 S. Limestone St., Springfield, Ohio, maintained by the Board of Education of the Springfield City School District (the "Board") for multiple purposes including opportunities for students and adults associated with school district members of the CareerConnectEd Consortium (the "Consortium") to use certain technology, tools, and equipment. I am aware and have been informed that the activities conducted at the Dome are inherently dangerous, and that hazardous conditions are present at the Dome. I understand and acknowledge that participation in and observation of the activities conducted at the Dome are voluntary and solely for benefit of myself and/or my minor child. I understand and acknowledge that the risk of physical harm to myself or my minor child may include injury from equipment that malfunctions or breaks, any slip, fall, dropping of equipment, any improper maintenance of equipment or any work area, any hazardous condition that may exist in a work area or the surrounding property, or the negligent act or omission of any Consortium personnel.

Knowing the risks present at the Dome, and in consideration of being permitted to participate in and/or observe the activities conducted at the Dome, on behalf of myself and/or my minor child, I hereby freely and voluntarily assume any and all risks arising from or in any way connected with our presence at the Dome or any use of the Dome facilities, technology, tools, or equipment. To the maximum extent permitted by law, for myself, my heirs, personal representatives and assigns, I hereby waive, release discharge and hold harmless from and indemnify the Board and the governing boards of all Consortium members, their respective members, officers, employees, agents, attorneys, representatives, volunteers, and assigns ("Releases"), against any and all claims, present and future, damages, demands, liability, rights of action, and causes of action arising out of or in any way connected with my or my minor child's presence at the Dome or our use of the facilities, technology, tools, or equipment, including without limitation, liability for any loss of property, death, or injury suffered by me and/or my minor child, or for which either of us may be liable to any other person resulting from any cause including, but not limited to, the negligent act or omission of Releases. The foregoing shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, those of my minor child, and for all members of my family.

Because of the inherent dangers of participating in these activities, I recognize the importance of following instructors and/or mentors' instructions regarding training, safety precautions, policies, and other rules, etc., and agree to obey such instructions.

**BY SIGNING THE ASSUMPTION OF RISK ACKNOWLEDGEMENT LINE ON THE SIGNATURE PAGE OF THE SCHOOL FORMS PACKET, I WARRANT THAT I AM 18 YEARS OF AGE OR OLDER, AND ACKNOWLEDGE THAT I HAVE CAREFULLY READ AND FREELY SIGNED THIS ASSUMPTION OF RISK, RELEASE AND AGREEMENT TO HOLD HARMLESS AND INDEMNIFY, AND FULLY UNDERSTAND THAT BY SIGNING IT I AM WAIVING ANY RIGHT I, MY MINOR CHILD, AND OUR SUCCESSORS, MIGHT HAVE TO BRING LEGAL ACTION OR ASSERT A CLAIM AGAINST THE RELEASEES AND AM AGREEING TO HOLD RELEASEES HARMLESS AND TO INDEMNIFY THEM AGAINST CERTAIN CLAIMS AND LIABILITY. IF I AM SIGNING ON BEHALF OF MY MINOR CHILD, I WARRANT THAT I AM HIS/HER LEGAL GUARDIAN.**

**SPRINGFIELD CITY SCHOOL DISTRICT LAPTOP/IPAD AGREEMENT**

Under the Springfield City School District Instructional Technology Plan, your student will be provided with an Apple MacBook Air laptop computer or Apple iPad for use each school year. Student will be allowed to transport the assigned device back and forth to school.

Laptops/iPads are issued on loan to the student and at all times remain the **property of the Springfield City School District**. All students are required to abide by all applicable school policies with respect to the use and care of the laptop or iPad.

**No student will be issued a District laptop or iPad unless the student and the parent(s) or guardian(s) indicates their consent to this Agreement and to the Student-Responsible Use Policy in the applicable section of the Student Policy/Agreement Signature Form.**

**If a student withdraws from Springfield City School District while assigned a laptop/iPad, or chooses to attend the Springfield CTC, the student must immediately return the laptop/iPad to the District. The District will take action if a device is not returned by locking the device; billing the family for the replacement fee; holding transcripts and/or diplomas; seeking legal action.**

Discipline Policy

The laptop/iPad is a Technology Resource provided to the student by the Springfield City School District. Students will show proper use and respect for the laptop/iPad. Any misuse of the laptop/iPad, software or network will be cause for discipline as outlined in the Springfield City School District's Student Responsible Use Policy. As well, students may receive disciplinary consequences if the laptop/iPad is repeatedly not brought to school or not fully charged, preventing completion of assignments in class.

Laptop/iPad Security

The District has attempted to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the Springfield City School District system. Two primary forms of security exist:

- a. Desktop Security – Student account privileges are limited to prevent certain activities. These include downloading or installing software/apps on the laptops/iPad, removing software, changing system settings, and bypassing of the school's filtering system.
- b. Filtering – Springfield City School District maintains a complex, Internet filtering system. However, no filtering system is 100% effective.

Downloading and installing software on the laptops/iPads, removing software, changing system settings, and any bypassing of the school's filtering system is prohibited.

Laptops/iPads may not be lent to another student or borrowed from another student.

All repairs or service to the device will be completed by the Springfield City School District's Technology Department – 937-505-4351.

Students are not authorized to use personal laptops/tablets or personal cell phones on the school network.

Damage and Loss

Students and families are expected to take care of the laptops/iPads and follow all usage guidelines outlined in the Student Responsible Use Policy, at school and at home. If a student is careless in using the laptop/iPad, he or she may lose the privilege of having an assigned laptop/iPad and will lose the privilege of taking a laptop/iPad home.

- For the 2020-21 school year, laptop/iPad insurance will not be available.

- Accidental damage is covered with the 2020-21 laptop/iPad agreement. Accidental damage is defined as dropping, bumping, or any other unintentional event.
- One-time liquid spill is covered with the 2020-21 laptop/iPad agreement - this is limited. This policy was put in place during the 2019-20 school year. If a student experienced a liquid spill damage in 2019-20, this will count as the one-time spill. Keep in mind, students are not allowed to eat or drink around the laptop/iPad.
- Students are required to use the bag/case issued with the laptop/iPad. Students carrying laptops/iPads without the provided bag/case will void the laptop/iPad agreement, meaning the full cost of the repair will be billed to the student. This includes laptops/iPads carried without the provided bag/case in personal backpack sleeves. If the bag/case is lost, the student must purchase a new bag/case from their school office.

Any damage investigated by school/district administrators to have been caused deliberately will be classified as vandalism and will not be covered by the laptop/iPad agreement. Students will be billed for repairs caused by vandalism, and disciplinary action, including exclusion from the use of laptop/iPad computers, may result. Further, the “mysterious disappearance” of a laptop/iPad or accessory will not be covered by the agreement.

If the laptop/iPad is stolen, notify your teacher or Principal immediately as a police report must be filed. All police reports must be filed within 72 hours of report of theft otherwise laptop/iPad replacement fees will be billed to the student and transcripts and/or diplomas held. Students can file a report with the School SRO along with the assistance of their teacher or Principal.

#### Student Responsibilities:

##### General

- When using my laptop/iPad at home (when permitted), school or anywhere else, I will follow the policies of Springfield City School District and abide by all local, state and federal laws.
- I understand that if my laptop/iPad needs to be repaired because of normal wear and tear, I will be provided with a loaner laptop/iPad. All of the rules that apply to my laptop/iPad apply to the loaner laptop/iPad as well.
- I will return the laptop/iPad when requested and upon my withdrawal from Springfield City School District or my transfer to another school in the Springfield City School District.

##### Security

- I will not install/download **any** software onto the laptop/iPad (unless otherwise directed by a teacher when using my Apple ID account). VPN software use is prohibited.
- I understand that my laptop/iPad is the property of Springfield City School District. All accounts, programs, and files are subject to inspection and search at any time without notice.
- I will not lend my laptop/iPad to anyone.
- I will keep all accounts and passwords assigned to me secure.
- I understand that I am responsible for backing up my files.
- I agree that e-mail or any other digital communication including social media should be used only for appropriate, legitimate and responsible communication.
- I will not load unauthorized programs, delete authorized programs, or attempt to repair the laptop/iPad.
- I will not use my laptop/iPad in violation of privacy laws. I will protect myself and others by not sharing personal information about myself (full name, address, etc.) or about family, friends or anyone else, via the laptop/iPad.
- I agree not to search for, download, display, post or distribute vulgar, offensive material or images or use my personal Apple ID on my laptop/iPad as described in applicable District policies (e.g., Internet Safety Policy/Student RUP).
- I understand that all files stored on my computer—including but not limited to documents, pictures and videos, screensavers, and backgrounds—must be appropriate as outlined in applicable District policies (e.g., Student Responsible Use Policy).

##### Care and Usage

- I will treat my laptop/iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.

- I will not use the laptop/iPad in the cafeteria or restroom unless monitored by a teacher.
- I will properly transport my laptop/iPad in the classroom with two hands and/or carry in the appropriate case or bag.
- I will carry my laptop/iPad in its bag/case any time I am outside the classroom with the shoulder strap across my body or with the flap of the iPad case properly secured covering the screen.
- I will not use the laptop/iPad while moving from one location to another.
- I will not use my laptop/iPad bag/case to carry other belongings.
- I will bring my laptop/iPad to all classes.
- I will not place decorations that will leave adhesive or permanent marks (stickers, markers, etc.) directly onto my laptop/iPad.
- I will not attempt to clean my laptop/iPad with anything other than disinfectant wipe and a soft, dry microfiber cloth. Ensure the disinfectant wipe is not dripping wet. (Power off the device and carefully wipe the device and dry with a microfiber cloth.)
- I understand that, at school, sound must be muted or headphones used unless permission is obtained from the teacher.
- I will only use printers in designated locations with teachers' permission. All printing is limited to educational purposes.
- I will immediately notify a teacher when I experience an issue or problem with the laptop/iPad.
- I understand that if I fail to bring my charged laptop/iPad to class, I am responsible to complete the missed class work outside of the class time.
- I understand that if my device is stolen, that I have 72 hours to submit a police report otherwise I will be charged a fee for the device.
- As applicable, I will return my laptop/iPad to the appropriate charging station and plug it in for charging at the end of each school day and return the computer bag to the designated area.
- As applicable, I will recharge the laptop/iPad battery each night.
- As applicable, I will bring my laptop/iPad and all necessary accessories (e.g. power cord, battery, bag) to school each day. I will use the laptop/iPad case that was deployed with the device and I understand if I do not use the case, this may void my laptop/iPad agreement.

Parent/Guardian Responsibilities:

- I will review materials provided by the school to ensure that I understand the school's responsibility, my student's responsibility and my responsibility. We will discuss, at home, responsible and irresponsible uses of the laptop/iPad according to District policies.
- I understand that the Springfield City School District has made all reasonable attempts to provide a safe computing environment for students within the District's network. Students using their District-assigned laptop/iPad are responsible and accountable for appropriate use of the Internet regardless of where they are, or when Internet access occurs.
- I understand that if damage to the laptop/iPad is deemed by the District Technology Department to be classified as vandalism, I will be responsible for the damages through direct payment to the Springfield City School District.
- I understand that if the laptop/iPad bag/case is damaged, lost or stolen, I will be responsible for purchasing a new laptop/iPad bag/case from the school store or the school office.
- I understand that the laptop/iPad is the property of the Springfield City School District, so upon my student's withdrawal from the Springfield City School District, the laptop/iPad must be returned to the school immediately.
- I understand that if my student transfers to another school within the Springfield City School District, the laptop/iPad must be returned to the school immediately.
- As applicable for Middle School students, I understand that my student will not be permitted to take his/her laptop/iPad home unless attending a High School class at Springfield High School.
- As applicable, I understand that if my child does not bring the laptop/iPad to class every day, fully charged, there may be disciplinary action and/or missing assignments that may need to be completed at home. If extenuating circumstances exist I will communicate that to the Principal or my child's teacher.
- I understand the policies and procedures with which my student must comply.

- I accept responsibility for any damage or neglect that may result from my student using the laptop/iPad which may result in monetary charges.
- I understand that my student may lose his/her laptop/iPad privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District laptop/iPad.
- I understand that if my child's device is stolen, that I have 72 hours to submit a police report, otherwise I will be charged a fee for the device.

**In order for any student to be issued a laptop/iPad, the Student and his/her Parent(s)/Guardian(s) must indicate their acceptance of this agreement and the Student Responsible Use Policy by initialing and signing the appropriate sections of the Student Policy/Agreement Signature Form.**