



ACCEPTABLE USE POLICY

Policy IJB Use of Technology Resources in Instruction

FILE: IJB-E (2) Letter to Parents

Dear Parents/Legal Guardian(s):

Wilkinson County School District has the ability to enhance your child's education by providing Internet access. The Internet is a worldwide network of computers. It allows your child the opportunity to access rich information sources, share information, learn concepts, and communicate with children and adults from other parts of the country and the world.

It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and need to student users. However, with access to computers and people all over the world also comes the availability of materials that may be of no educational value, abusive, racially-biased, or otherwise offensive. Once students become knowledgeable in the use of the Internet, they may discover this controversial information. It is impossible to control all materials on a global network, but the district maintains and monitors the use of content filters for Internet content. The district cannot guarantee that students will not locate this type of material as they explore the Internet's resources. However, the district firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the school/district.

Personal devices available today such as cell phones, ipads/ipods, etc., provide students with Internet access. The district is not responsible for content that students may access through networks outside of WCSDN (such as cellular service providers). However, any personal device that accesses resources through WCSDN will be monitored and are subject to confiscation pending an investigation of abuse or misuse.

Wilkinson County School District is using WCSDN (Wilkinson County School District Network) as our access to the Internet. Use of the Internet is an educational opportunity that requires users to act responsibly, ethically, and in accordance with network use guidelines. Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The student is responsible for his/her conduct on the Internet. Internet monitoring by district and school personnel will be in full compliance with the Children's Internet Protection Act.

If you wish your child to have access to the Internet, please review the attached code of conduct and the WCSDN acceptable use policy with your child. You and your child must both sign the Student User Internet Access release form indicating your agreement with the conditions for Internet use. The signed release form must be returned to your child's school before access will be provided.

Educationally yours,

Chavis L. Bradford

Chavis L. Bradford, Superintendent
Wilkinson County School District



ACCEPTABLE USE POLICY

Policy IJB Use of Technology Resources in Instruction

Purpose: To establish the board's vision and the basic structure for the use of technology resources in instruction.

WCSDNet ACCEPTABLE USE POLICY

The purpose of the WCSDNet acceptable use policy is to provide the procedures, rules, guidelines, and code of conduct for use of technology and the information network in the Wilkinson County School District.

Definition

The definition of "information network" is any configuration of hardware and software that connects users. The network includes all of the computer hardware, operating system software, application software, and stored files. This includes but is not limited to electronic mail, local databases, externally accessed databases, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, portable/hand-held devices, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use policy.

Introduction

Wilkinson County School District network (WCSDNet) provides resources for teaching and collaboration, communication services, and business data services by maintaining access to local, regional, national, and international sources of information.

The WCSDNet information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the school district. These procedures do not attempt to articulate all required or prescribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services inside and outside of the WCSD network while using district-issued equipment. The user is solely responsible for all resources issued or assigned to him/her. This includes equipment as well as login / specialized access information. In addition, any personal equipment used to access the Internet or other district resource is subject to the same rules and regulations outlined in this policy. The district monitors all Internet and local network activity. Disciplinary action will be taken for any individual abusing or misusing technology resources.

Disclaimer

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. The district maintains and monitors the use of filters for Internet content. The district firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials



ACCEPTABLE USE POLICY

Policy IJB Use of Technology Resources in Instruction

that are not consistent with the educational goals of the school/district. The district monitors all Internet and local network activity.

Guidelines

- Access to the networks and to the information technology environment within WCSNet is a privilege and must be treated as such by all users of the network, and its associated systems.
- ❖ WCSNet will be used for the purposes of research, education and school-related business and operations.
- ❖ Any system which requires password access, or for which the district requires an account, such as Internet, may only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
- ❖ The resources of the WCSNet are limited. All users must exercise prudence in the shared use of this resource.
- ❖ All communications and information accessible via WCSNet should be treated as property of the district.
- ❖ The district monitors all Internet and local network activity.

UNACCEPTABLE USES

The district has the right to take disciplinary action, remove computer and networking privileges and/or take legal action for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user does the following.

- Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software are illegal.
- ❖ Copies or reproduction of any licensed software on WCS computing equipment, except as expressly permitted by the specific software license. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of WCS.
- ❖ Installs unauthorized software for use on district computers.
- ❖ Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to, the following:
 - distribution of unsolicited advertising
 - propagation of computer worms or viruses
 - distribution of quantities of information that overwhelm the system (for example, "chain letters," "network games" or "broadcasting" messages)
 - utilization of the network to make unauthorized entry into any resource accessible via the network.
- ❖ Seeks to gain or gains unauthorized access to information resources, obtains copies of or modifies files or other data, or gains and communicates passwords belonging to other users.
- ❖ Uses or knowingly allows another to use any computer, computer network, computer system, program or software to devise or execute a scheme to defraud or to obtain money, property, services or other things of value by false pretenses, promises or representations.
- ❖ Destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources whether on stand-alone or networked computers.
- ❖ Invades the privacy of individuals or entities.



ACCEPTABLE USE POLICY

Policy IJB Use of Technology Resources in Instruction

- ❖ Uses the network for commercial or political activity.
- ❖ Uses the network to store, distribute or access materials inappropriate to the school district setting.
- ❖ Uses WCSDNet to compromise its integrity ("hacking" software).
- ❖ Submits, publishes, or displays any defamatory inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
- ❖ Uses WCSDNet for illegal, harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities. Illegal activities will be defined as a violation of local, state and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks and/or other verbal conduct relating to an individual that has the following purposes or effects.
 - creating an intimidating, hostile or offensive environment
 - unreasonably interfering with an individual's work or school performance
 - interfering with school operations
- ❖ Vandalism is defined as any attempt to harm or destroy an operating system, application software or data, or hardware. Inappropriate use will be defined as a violation of the purpose and goal of the WCSDNet. Obscene activities will be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle.

District rights

Wilkinson County School District reserves the right to do the following.

- ❖ Monitor all activity on WCSDNet.
- ❖ Make determinations on whether specific uses of the network are consistent with this acceptable use policy.
- ❖ Log network use and monitor storage disk space utilization by users.
- ❖ Deem what is appropriate use based on the requirements of law, this policy, and the district's legitimate pedagogical concerns.
- ❖ Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this acceptable use policy and suspend any accounts during an investigation of possible violations of this policy.
- ❖ Cooperate fully with any investigation concerning or relating to WCSDNet.

District responsibilities

The district will do the following.

- ❖ Respect and enforce copyright laws and regulations.
- ❖ Take prudent steps to develop, implement and maintain security procedures to ensure the integrity of individual and district files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
- ❖ Attempt to provide error free and dependable access to technology resources associated with WCSDNet. However, the district cannot be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.
- ❖ Thoroughly investigate alleged misuse of the Internet and/or WCSDNet prior to permanent denial of access to WCSDNet resources.
- ❖ Conduct assessments of inappropriate sites.



ACCEPTABLE USE POLICY

Policy IJB Use of Technology Resources in Instruction

- ❖ Monitor student Internet activities to ensure students and employees are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.
- ❖ Expects that all students using WCSNet resources will be monitored by an adult(s).
- ❖ Report child pornography to law enforcement. District and school technical support staff who are working with any computer or portable device and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Disciplinary action

This acceptable use policy is applicable to any member of the WCSNet community and refers to all information resources whether individually controlled, shared, stand-alone or networked. Disciplinary action, if any, for students, staff, and other users will be consistent with the district's standard policies and practices. Where the use of external networks is involved, policies governing such use also are applicable and must be adhered to. Violations can constitute a cause of revocation of access privileges, suspension or permanent removal of access to WCSNet resources, other schools' disciplinary action, and/or appropriate legal action. Exact disciplinary measures will be determined on a case-by-case basis.

Any user who violates the terms of this policy or otherwise misuses the Internet and/or technology to access or send inappropriate material will be subject to disciplinary action up to and including a recommendation that the individual's employment with the district be terminated and/or the suspension of his/her teaching certificate. Violations of the laws of the United States or the state of Mississippi also may subject the user to criminal prosecution.

Adopted 07/29/2020

Legal references:

Federal law:

47 USC Section 254 - Children's Internet Protection Act.

The Digital Millennium Copyright Act of 1998, Section 512 - Limitations on liability relating to material online.

MS. Code of Laws, 1976, as amended:

Section 16-3-850 - Encountering child pornography while processing film or working on a computer.



ACCEPTABLE USE POLICY

Policy IJB Use of Technology Resources in Instruction

FILE: IJB-E (1) Internet Code of Conduct

Use of the Internet by students and staff of Wilkinson County School District will be in support of education and research that is consistent with the mission of the district. Internet use is limited to those persons who have been issued district approved accounts. Guest users must follow guidelines established for access to the Internet through district resources. Guest access will be monitored in the same manner as WCSD students and staff. Use will be in accordance with the district's acceptable use policy and this code of conduct.

- ❖ Protect your log-on information from others.
- ❖ Respect the privacy of other users. Do not use other users' passwords.
- ❖ Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks or demonstrate other antisocial behaviors.
- ❖ Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
- ❖ Treat information created by others as the private property of the creator. Respect copyrights.
- ❖ Use the network in a way that does not disrupt its use by others.
- ❖ Do not destroy, modify or abuse the hardware or software in any way.
- ❖ Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system. Do not "hack" the system.
- ❖ Do not use the Internet to access or process pornographic or otherwise inappropriate material.
- ❖ Do not use the Internet for commercial purposes.
- ❖ The district reserves the right to suspend any account for purposes of investigating possible violations of district technology use policies and to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.
- ❖ The district reserves the right to review content of all files stored, all information accessed via the Internet, and/or e-mails sent or received through WCSDNet.



ACCEPTABLE USE POLICY
Policy IJB Use of Technology Resources in Instruction

FILE: IJB-E (3) STUDENT INTERNET USE AGREEMENT

Student name _____
Last name printed First name printed Middle initial

I have read and understand the rules and requirements for accessing information on the Internet. I agree to abide by the rules and I further understand that any violation of the rules is unethical and may constitute a criminal offense. I understand that the district is monitoring all of my activity on the Internet while using WCSDNet. Should I commit any violation, my access privileges may be revoked for the remainder of the year. School disciplinary and/or appropriate legal action may be taken.

Student signature Date

Sponsoring teacher's name _____
Last name printed First name printed Middle initial

Sponsoring teacher's signature Date

PARENT / GUARDIAN PERMISSION

As the parent/guardian of this student, I have read the Wilkinson County School District Acceptable Use Policy. I understand that this access is designed for educational purposes. I recognize it is impossible for Wilkinson County School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

I understand that I can be contacted at the phone number below to verify my permission and that if I have questions regarding topics my child is researching or how my child is using the Internet, I will contact his/her teacher. I understand that the district is monitoring all of my child's activity on the Internet while using WCSDNet. I hereby give permission to have my child access information on the Internet.

Parent/Guardian name _____
Last name printed First name printed Middle initial

Phone number and time to call

Parent/Guardian signature Date



ACCEPTABLE USE POLICY
Policy IJB Use of Technology Resources in Instruction

FILE: IJB-E (4) EMPLOYEE INTERNET USE AGREEMENT

Employee name _____
Last name printed
First name printed
Middle initial

The Wilkinson County School District strongly believes in the educational value of the Internet and recognizes its potential to support curriculum and student learning by facilitating resource sharing, innovation and communication. The district also believes this educational opportunity demands personal responsibility and an understanding of the acceptable use policy for the Internet by students and staff.

I have read and understand the rules and requirements of accessing information on the Internet. I agree to abide by the rules and I further understand that any violation of the rules is unethical and may constitute a criminal offense. I understand that all network activity is being monitored. This includes, but is not limited to, the use of the Internet, files I create and/or save and e-mails sent or received. I understand that technological resources are provided by the school district solely for the purpose of supporting me in my role as a WCSD employee. I understand I am responsible for any activity on my computer. If I am not physically at my computer, it will not be logged in with my credentials. I understand it is my responsibility to monitor students under my supervision any time they are using technology tools. Should I commit any violation, my access privileges may be revoked. Disciplinary and/or appropriate legal action may also be taken.

Employee signature
Date

Location

This form is to be completed annually by every employee.
 Principals and Supervisors are responsible for maintaining signed copies of these forms.



DIGITAL CITIZENSHIP CONTRACT – IJB-E (5)

CODE OF CONDUCT

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of district activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. The Digital Citizenship

Guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Wilkinson County School Board Policy on Use of Technology Resources in Instruction (Policy IJB). A student who knowingly violates any portion of the Digital Citizenship Expectations will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the school district disciplinary handbook.

1. Students will practice responsible use of digital information regarding intellectual property including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. See district fair use and copyright guidelines for more information (Policy IJC). Students will practice safe and appropriate online behavior including using professional etiquette while communicating online. Improper use of district technology resources is prohibited including but not limited to:
 - A. Using racist, profane, pornographic, sexually oriented, or obscene language or materials
 - B. Attempting to send or sending anonymous messages of any kind
 - C. Using the network to access inappropriate and / or harmful materials
 - D. Bypassing the district's security measures to access sites that are filtered on the district network
 - E. Encrypting communications so as to avoid security review or monitoring by the system administrator.
 - F. Using the network to provide addresses or other personal information that others may use inappropriately.
 - G. Purposely engaging in activity that may: harass, threaten, defame, slander, libel, malign, or abuse another (i.e., individual or group).
 - H. Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.
 - I. Using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines
2. Students will use the technology resources in a positive and responsible manner that promotes creativity & innovation, collaboration, communication, critical thinking & problem solving. Improper use of the district's technology resources is prohibited including but not limited to:
 - A. Using the network for political activity, financial gain, or commercial activity
 - B. Attempting to harm or harming equipment, materials or data
 - C. Changing any computer configurations and/or settings.
 - D. Installing software, including freeware and file sharing services, without permission from permission from the Director of Technology or designee.
 - E. Deliberate attempts to degrade or disrupt system performance may be viewed as violation of district guidelines and possibly, as criminal activity under applicable state and federal laws, including the Mississippi Code of Laws, Computer Crimes Act, Title 97 Chapter 45. This includes, but is not limited to, the uploading or creating of computer viruses, malware or spyware.
 - F. Streaming media, such as radio, games, video, etc., for non-educational purposes
 - G. Proxy sites - Attempting to bypass or bypassing, the filtering device by using sites such as but not limited to proxy sites on the district's electronic communications system
 - H. Running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources

- I. Otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations and procedures adopted from time to time
3. Students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy such as software, music, video and other media.
4. Students will login to the district network using their own login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private. Passwords should not be written down and left in a location other's may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use.
5. In order to help preserve both privacy and security, neither still photography nor video capturing is allowed on campus unless directed by a member of a faculty member to meet an educational goal or approved by an authorized member of the administration, faculty or staff. Both behavioral and legal action may be taken against individuals not respecting the privacy and security rights.
6. Students will use technology resources cautiously to prevent damage.
7. System users must maintain their personal files including backing up files and deleting outdated files on a regular basis.
8. Students are asked to conserve district technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not: degrade the performance of district technology resources (i.e. streaming video, streaming audio, and Internet radio); deprive an authorized district user access to a district resource; obtain extra resources beyond those allocated; circumvent district computer security measures.
9. Creative Credit and Copyright. Students have the right to protect their own creative works. Additionally, students must exercise academic integrity in a fair and legal manner when using other people's creative works. Failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral action. Academic integrity protects against the following:
 - A. **Cheating** is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, exams; unauthorized accessing of teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments or examinations.
 - B. **Double Assignments** are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.
 - C. **Colluding** is allowing one's work to be copied or submitted by another student. This applies to individual as well as group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.
 - D. **Plagiarizing** is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. Consult your instructor or the school links for proper citation practices. All assignments submitted to instructors should contain the proper citation. Plagiarism occurs when a student does one of the following: 1) fails to cite borrowed, quoted or paraphrased material, even by accident 2) deliberately intends to deceive through lack of citation 3) Uses strings of words from a cited source without indicating these words are not his own (attempted paraphrase without quotations, even if there is a correct citation)
 - E. Carelessly or inaccurately citing quoted or paraphrased material is not plagiarism. This type of error is attributed to style or formatting. For example, if you submit a MLA works cited instead of an APA, then this is an inaccurate citation. You may lose style or formatting points; however, it is not plagiarism.



DIGITAL RIGHTS – IJB-E(6)

In Wilkinson County School District (WCSD), we work hard to ensure the following digital rights for all of our students.

1. Each student shall have access to current, updated, and fully functioning technologies to be used in the learning process.
2. Each student shall be given access to his or her Wilkinson County School District (WCSD) username and password.
3. Each student shall be taught how to access resources such as WCSD Student Portal, Gmail, and Google Drive, and learning management system (LMS) accounts connected to his or her WCSD account.
4. Each student shall attend classes led by teachers who continuously blend technology into learning and assessment activities.
5. Each student shall have spaces in the building that support individual technology use before, during, and after the school day.
6. Each student shall be supported as he or she learns how to productively incorporate personal technology into the learning process.
7. Each student shall be offered ongoing workshops and educational opportunities to learn how to better blend technology into the learning process.
8. Each student shall have the opportunity to use social media or other online collaborative tools in the learning process.
9. Each student shall enjoy an educational experience that is free from any form of cyberbullying, harassment, or threats.

Students and parents will be expected to sign a Digital Citizenship Contract

We have read and fully understand the responsibilities and consequences outlined in the Wilkinson County School District Digital Citizenship Contract. We agree to the above rules and conditions of the Digital Citizenship Contract. We have discussed the importance of this policy and understand the expectations, responsibilities, and possible consequences associated with the misuse of any technological device at school or school-related events.

Student Name (Printed)

Parent/Guardian Name (Printed)

Student Signature

Parent/Guardian Signature

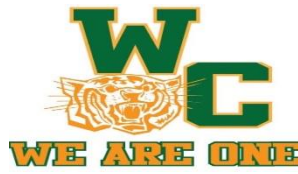
Grade

Academic Advisor

Date

Yes, I am giving permission for my child to be issued a district Chromebook by Wilkinson County School District.

No, I opt out of my child being issued a district Chromebook by Wilkinson County School District. I understand that I must supply my child with a device (excluding a cellphone) to complete his/her classroom assignments while at school and home.

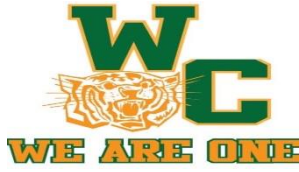


DESKTOPS/LAPTOP/CHROMEBOOK PROGRAM – IJB-E (7)

Responsibilities and Expectations

Students:

- Are required to abide by the Acceptable Use Policy.
- Will receive a Chromebook as an educational tool and it should only be used in that capacity.
- Must attend or have attended a designated training program.
- Are responsible for the care of the Chromebook issued to them whether in or out of school.
- Are responsible for ensuring the Chromebook is charged and ready for use every day.
- Are responsible for bringing the assigned Chromebook to school each day. A computer that is left at home will be treated the same as if textbooks or homework were left at home. **NO SPARE**
- Are given a power cord and case. If the power cord or case is lost, damaged, or stolen, the student will pay for a new one.
- Will lose Chromebook privileges if the student is responsible for any vandalism, cyberbullying, hacking, network disruption, or any actions that disable, damage, or negatively affect the Chromebook or network in any way.
- Will only use software that is permitted and installed by the school district.
- Acknowledge there is no expectation of privacy with files stored on the computers or with websites visited with the laptops. The school district has the right to monitor laptops and/or block access to applications and websites.
- Will NOT loan/borrow Chromebook, power cord, etc. from other students and will NOT share usernames and passwords.
- **Will NOT deface Chromebook by writing on or placing stickers on the outside surfaces. The preferred method of protection is a case that is provided by WCSD.**
- **Will report damages IMMEDIATELY to the Technology Liaison or designated school personnel.**
- Will return the Chromebook, case, and power cord at the end of the school year in clean and good condition. Chromebook will be re-distributed to students at the start of the following school year.



LAPTOP/CHROMEBOOK PROGRAM– IJB-E (7)

Warranty and Damage Protection Information

Warranty Information

All laptops/chromebooks are covered by the manufacturer's warranty for malfunction due to manufacturing or non-performance issues. The warranty does not cover damage that is determined to be accidental or intentional, the result of negligent use or treatment; nor does it cover outright loss or damage of the laptop, power cord, or batteries through inattention or negligence.

Negligence

Warranty coverage and damage insurance do not cover damages that are determined to be caused by negligent use/treatment, nor do they cover the power cord, battery, or laptop bag. **When the administration determines that damage was caused by negligent actions, the student or parent/guardian will be responsible for all costs.** A temporary computer will be provided when a payment is received for damages.

Reporting Procedure

Damage must be reported immediately to the Technology Liaison at your school. If the damage is determined to be accidental or intentional, an invoice will be sent to the parents. A spare Chromebook will be provided once payment have been made for damaged Chromebook. A police report must be filed if Chromebook is stolen and submitted to WCSD Central Office.

Last Name _____ First Name _____ Middle Name _____
Called _____ Grade _____
Please check one of the following:

WCSD Technology Fee for the 2022-2023 School year is \$20.00.
If damage occurs, **repair costs will be assessed as identified below**. All other damages will be assessed by Technology Integration Group (TIG).

2022-2023 REPAIR FEES

BROKEN SCREEN	\$45.00
CHARGER	\$35.00
CASE	\$45.00
LOST OR THEFT	\$422.00

Student Signature

Parent Signature

Date

**Your signature indicates you agree to abide by all responsibilities listed in this form.
All students must submit this form each year no matter which option is selected.**

FOR OFFICE USE ONLY

Payment Date: _____ Payment Type: Cash Money Order
Received By: _____

Reporting Procedure

Damage must be reported immediately to the Technology Specialist. If the damage is determined to be accidental, a damage claim will be processed and an invoice will be sent to the administrator. A spare iPad will be provided until the administrator/teacher iPad/laptop is repaired. A police report must be filed to process a theft claim.

Last Name _____ First Name _____ Middle Name _____
Called _____ School _____
Please check one of the following:

If damage occurs, *repair costs will be assessed as identified below.*

Non-refundable Fees:

2022-2023 SY REPAIR FEES	
<i>Broken Screen</i>	<i>\$150</i>
<i>Broken Trackpad</i>	<i>\$100</i>
<i>Liquid Damage</i>	<i>\$215</i>
<i>Loss or Theft</i>	<i>\$215</i>
<i>Other</i>	<i>100 % of the charge to repair</i>

Administrator / Teacher Signature

Date

**Your signature indicates you agree to abide by all responsibilities listed in this form.
All administrators must submit this form each year no matter which option is selected.**

FOR OFFICE USE ONLY

Payment Date: _____	Payment Type: <input type="checkbox"/> <input type="checkbox"/> Cash	<input type="checkbox"/> <input type="checkbox"/> Money Order
Received By: _____		