

## TECHNOLOGY DEVICE USAGE AGREEMENT

Computer use has become an important part of the Westmoreland County Public Schools (WMLCPS) instructional program. To prepare students to live and work, and to utilize the necessary tools to better their future, the Westmoreland County school division issues a computing device for instructional use to every student. The division also issues an internet hotspot to every student household, if needed.

With this program, each student is provided the opportunity to effectively apply technology to gain knowledge, develop skills, create, demonstrate learning, and extend his or her current capabilities. Students use computing devices on a daily basis to support learning.

The following guidelines are necessary to protect students, the devices, and the school division's network. They must be followed to ensure the technology devices serve as effective instructional tools. Failure to comply with the guidelines may result in disciplinary and/or legal action.

### **Students and their parents/guardians must agree to the following:**

- The student and parent will read the *Acceptable Computer System Use* policy (IIBEA) and the *Technology Use Guidelines* regulation (IIBEA-R). (Policies and regulations may be accessed through the Policy Manual posted on the school division website: [division.wmlcps.org/policy-manual](http://division.wmlcps.org/policy-manual). Paper copies will be provided upon request.)
- The student agrees to follow all WMLCPS policies and regulations governing the use of issued devices as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
- The student is responsible at all times for the care and appropriate use of issued devices and must adhere to these terms each time the devices are used, including when devices are not on school grounds.
- The student shall not remove or alter any WMLCPS identification labels attached to or displayed on the devices.
- Students will not deface the devices or adhere stickers or other markings to the devices.
- The student agrees to ensure the devices are secure and safe. The student agrees to handle the devices carefully and protect them from potential sources of damage.
- The student must report theft (or suspected theft), loss, damage, or malfunctioning of the devices to school personnel immediately.
- Upon request, the student agrees to deliver the issued devices to WMLCPS staff for technical inspection or to verify inventory or other information. Students will make available at any time for inspection by any school administrator or teacher any messages, communication, or files sent or received on all WMLCPS issued devices including, but not limited to, the issued devices.
- The devices are the property of Westmoreland County Public Schools (WMLCPS). All such issued devices shall be returned to WMLCPS prior to the conclusion of each school year and prior to the student's withdrawal from the division if earlier than the conclusion of the school year. Failure to return the devices will result in appropriate disciplinary and/or legal action as determined by the school board.
- The student and parent are aware that this program may be revoked for students who fail to act in accordance with the guidelines stated in School Board policies and regulations.

The parent/guardian and student assume the risk of loss by theft, destruction, vandalism, or damage. Devices reported as stolen outside of school require that parents notify police and provide a copy of an official police report to the school administration.

**Accidental Damage:**

- First incident: No fee will be charged for the first incident of accidental damage to the device.
- Second or subsequent incidents: A fee of \$25.00 will be charged for each incident.

Each incident of accidental damage will be documented by way of a letter sent to the parent by school administration, as well as a log entry in the school division's Student Information System (PowerSchool).

**Intentional Damage or Lost/Stolen Devices:**

- Intentionally damaged device: The full cost of repair or replacement will be charged.
- Lost/stolen device: A replacement cost of one-fourth the cost of the device will be charged if a police report is provided. The full replacement cost will be charged in the absence of a police report.
- A new device will not be issued to the student until repair or replacement costs are paid in full.

**Lost, Stolen, or Damaged Power Adapters:**

- A fee of \$20.00 will be charged for each incident.

Adopted: July 20, 2020

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Cross Refs.: IIBEA/GAB  
IIBEA-R/GAB-R

Acceptable Computer System Use  
Technology Use Guidelines