

2017-18

**Student Device Handbook
and
User Terms & Conditions
Agreement**



Wilmot School District 54-7

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1. OVERVIEW

The Wilmot School District is very pleased to bring the 1:1 Laptop Initiative to the Wilmot School, students grades 7-12 (Revised 7-9-15), and believe the program offers vast, diverse, and unique resources to students. Our goal in providing this program to students and teachers is to promote educational excellence in the Wilmot School by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, it is the school district's belief that the valuable information and interaction on these networks far outweigh the possibility that a user may locate material that is not consistent with the educational goals of the district. Internet users, like traditional library users, are responsible for their actions in accessing online resources. In addition, the smooth operation of the Network/Internet relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network and internet resources.

It is the Wilmot School District's belief that the device pc will help students develop skills that are critical in our 21st century work world. These 21st century skills include:

- ◆ Critical and creative thinking
- ◆ Problem solving skills
- ◆ Information and computer skills
- ◆ Interpersonal and self-direction skills
- ◆ Technology literacy

Devices will allow students to direct their own learning and have a greater reliance on active learning strategies. Students will be able to transfer knowledge across disciplines. The increased access to technology will enhance instruction and provide more achievement opportunities for students.

7th and 8th grade students will be issued a computer and will check it in and out and the end and beginning of the school day. 9th through 12th grade students will have their computer every day 24 hours a day. All students will have the same computer with them throughout the year. Students will be responsible for bringing the devices to school with them, taking them home at the end of the day, and charging them for use before the next day. It is important to note that these units stay with the students are not left unsecured at school at any time.

2. RECEIVING YOUR DEVICE

Devices will be issued each fall. Prior to the start of school, there will be a mandatory meeting for parents and students. They must attend this meeting prior to receiving a device. **Parents and students must sign and return the Student User Agreement for the Wilmot School District document before the device will be issued to the student.** Students will be assessed an annual user and *maintenance non-refundable technology fee of \$20 per student grades 9 through 12 (fall 2017) and 7th and 8th grader's deposit will be \$10 (fall of 2017)*, which will cover repairs and maintenance for incidences of damage deemed as carelessness or an intentional act. Students will **not** be issued a device pc until the user and maintenance deposit has been paid.

Devices will be collected at the end of each school year for maintenance, cleaning, and software installation. Students will be reissued their original device each year while enrolled at WHS.

3. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Technology Coordinator.

3.1 General Precautions

- ◆ No food or drink is allowed next to your device while it is in use, as per school policy.
- ◆ Cords, cables, and removable storage devices must be inserted carefully into the device.
- ◆ Students should carry their devices with the screen latched. Do not carry it unlatched.
- ◆ Devices should be put in **Stand By** mode before moving them to conserve battery life.
- ◆ Devices must remain free of any writing, drawing, stickers, or labels with the exception of school approved skins.
- ◆ Devices must always be secured.
- ◆ Students are responsible for keeping their device's battery charged for school each day.

3.2 Carrying Devices

The protective cases provided with the devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- ◆ Devices should always be within the protective case when carried.
- ◆ Carrying devices are to strictly be used for the computer and charger **ONLY**. The case does not allow for any extra items.
- ◆ The device must be in **Stand By** mode or turned off before placing it in the carrying case.

3.3 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- ◆ Do not lean on the top of the device when it is closed.
- ◆ Do not place anything near the device that could put pressure on the screen.
- ◆ Do not place anything in the carrying case that will press against the cover.
- ◆ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- ◆ Clean the screen with a soft, dry cloth, or an anti-static cloth.
- ◆ Do not wear jewelry on the wrist or hand while using the device, as these items may scratch the screen.

3.4 Device Identification

Student devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- ◆ Record of serial number and Wilmot ID tag
- ◆ Individual user account name and password
- ◆ Device name as entered in the Windows operating system software

3.5 Password Protection

Students are expected to password protect their devices by setting a unique start-up password and keeping that password confidential.

4. USING YOUR DEVICE AT SCHOOL

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules will be accessed using the device computer. Students must be responsible to bring their device to all classes. At the beginning of class, the device must be ready to use. The class will not be expected to wait.

4.1 Device Left at Home

If students leave their device at home, they must immediately phone a parent to bring it to school. Repeat violations of this policy will result in disciplinary action. If forgotten, another device will not be given to the student. If needed in a specific class, the student can check out a spare (if available) and check it back in at the end of the hour.

4.2 Device Undergoing Repair

Depending on the reason for repair, loaner devices may be issued to students, or students will use desktop computers. A limited supply of loaner devices is available.

4.3 Charging Your Device Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations of this policy will result in disciplinary action according to the **Student Device Handbook and User Terms and Conditions Agreement**.

In cases where use of the device has caused the battery to become discharged, the student may be able to connect his or her computer to a power outlet in a classroom.

4.4 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.5 Printing

Students may use any of the networked printers in the classrooms, the library, and the offices. The following printers are available:

- ◆ Computer Lab A
- ◆ Elementary Office
- ◆ High School Office
- ◆ Library

5. MANAGING FILES AND SAVING YOUR WORK

5.1 Saving to My Documents

Students' documents will be stored on the Z drive of the network file server. Students will save files in the *My Documents* folder. Through a process called *File Redirection*, the files will be directed to the student's Z drive directory. The *My Documents* folder has been placed on the desktop of the device.

Students will be able to work on their files while away from the network through the process of *File Synchronization*. In its simplest form, *File Synchronization* is automatic copying. When a user disconnects from the network, the user's files will be copied from the Z drive directory to the hard drive of the device computer. The next time that the user connects to the network, the device communicates with the Z drive directory and updates any existing file that has been changed and adds any new files that have been created. This process provides the advantage of working on files while away from school.

Only files stored in the *My Documents* folder will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the Z drive on the file server.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. **Computer malfunctions are not an acceptable excuse for failing to submit work.**

5.2 Saving data to removable storage devices

The device computer is equipped with a 7-in-1 memory card reader. Removable memory cards may be purchased at a local retailer. The following types can be used:

- ◆ Secure Digital (SD)
- ◆ Multi-Media Card (MMC)
- ◆ Memory Stick
- ◆ CompactFlash
- ◆ CompactFlash II
- ◆ SmartMedia
- ◆ Microdrive devices

Non-school related material should be saved to these removable storage devices.

6. DEVICE SOFTWARE

6.1 Originally Installed Software

The software originally installed by the Wilmot School District must remain on the device in usable condition and be easily accessible at all times.

The device is supplied with Windows 10 operating system and with additional software. Licensed software provided with all new devices includes:

- ◆ Adobe Acrobat Reader
- ◆ Microsoft Internet Explorer
- ◆ Microsoft Office 2016 Professional Edition including Word, Excel, Access, PowerPoint, Publisher, and OneNote
- ◆ LanSchool
- ◆ Windows Media Player
- ◆ FortiGuard and FortiClient
- ◆ QuickTime
- ◆ Google Earth
- ◆ Google SketchUp

From time to time, the school may add software applications for use in a particular class. The licenses for this software require that the software be deleted from device at the completion of the course.

6.2 Virus Protection

The device has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be updated and upgraded transparently from the network. The school's file server is also installed with virus protection software. If your device pc is not automatically updating, a notification will appear on the screen at boot-up, and you should notify the Technology Coordinator.

6.3 Additional Software

The device is configured with group policy constraints that the user inherits when he or she logs on to the device computer. These policies prohibit users from installing software. Any attempt to circumvent the group policy constraints will be subject to disciplinary action.

6.4 Microsoft Updates

Microsoft releases updates for its software on an as needed basis. Your device is configured with Windows Software Update Services which will download updates to your device automatically. However, so that your device's resources will not be absorbed while you are working, the updates will not be installed without a command from the user. After updates have been downloaded, the user will be prompted to install those updates upon powering down the device. Since this will prolong the shutdown process, the user can choose to do the installation at a later time, but should never continually delay the installation.

6.5 Inspection

Student devices will be inspected periodically throughout the year to check for compliance of the **Student Device Handbook and User Terms and Conditions Agreement**. Students who are found out of compliance may be subject to a \$15 re-imaging fee.

6.6 Software Upgrades

Upgrade versions of licensed software are available from time to time. It may be necessary to re-image the devices periodically throughout the school year.

7. USER TERMS AND CONDITIONS

The use of Wilmot School District's technology resources is subject to the following terms and conditions:

7.1 Use of Technology Resources

The use of technology resources must be for **educational and/or research purposes** consistent with the mission, goals, and objectives of the Wilmot School District, along with state and federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the end users.

7.2 Network User Accounts

Network user accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using them responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers, including email, will be private.

7.3 Prohibited Technology Resources Activities

Prohibited technology resources activities include, but are not limited to, the following:

- 7.3.1. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 7.3.2. Accessing or using any form of peer-to-peer file-sharing program using the school network
- 7.3.3. Vandalizing, damaging, or disabling property of the school or another individual or organization
- 7.3.4. Accessing another individual's materials, information, or files without permission.
- 7.3.5. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- 7.3.6. Releasing files, home addresses, personal telephone numbers, passwords, or other vital information that gives access to others.
- 7.3.7. Promoting or soliciting for illegal activities.
- 7.3.8. Using the resources of the school district or the Internet to bully or harass another person.
- 7.3.9. Attempting to repair, remove, or install hardware components reserved for an authorized service technician.
- 7.3.10. Violating copyright or other protected material laws.
- 7.3.11. Subscribing to mailing lists that are not teacher-directed, sending mass e-mail messages, or utilizing other services that generate several messages that can slow the system and waste other users' time and access.
- 7.3.12. Intentionally wasting school resources.

7.4 Prohibited Computer Network Activities

Prohibited computer network activities include, but are not limited to, the following:

- 7.4.1. Attempting to log on to the network or Internet (servers, routers, switches, printers, firewall) as a system administrator.
- 7.4.2. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- 7.4.3. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources. (Specifically games)
- 7.4.4. Creating, uploading, or transmitting computer viruses.
- 7.4.5. Attempting to defeat computer or network security
- 7.5.6. Circumventing the FortiGuard and FortiClient filtering software

7.5 Consequences for violations of 7.3 and 7.4

Administrative discretion can be used depending on the severity of the offense.

- 7.5.1. The first offense will result in loss of the device computer for 3 school days.
- 7.5.2. The second offense will result in loss of the device computer for 5 school days.
- 7.5.3. The third offense will result in loss of the device computer for 10 school days.
- 7.5.4. The fourth offense will result in loss of the device computer for the remainder of the school year.

7.6 Interruption of Services

Wilmot School District does not guarantee that its technology resources will be uninterrupted or error-free, nor does it make any warranties as to the results to be obtained from use of the service, accuracy, or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district or any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising from the use or inability to use the network or Internet.

7.7 User Responsibility

Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

7.8 Security or Equipment Problems

Any security or equipment problems arising from the use of technology resources must be reported to the Technology Coordinator or the Principal.

7.9 Device Maintenance

Student's will be held responsible for maintaining their individual school device computer and keeping them in good working order.

- 7.9.1. Computer batteries must be charged and ready for the first period class each day.
- 7.9.2. Skins: Student use of school approved skins for devices will be allowed.
- 7.9.3. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying for a replacement bag.

7.9.4. Computers that malfunction or are damaged must be reported to the Technology Coordinator. The school district will be responsible for repairing computers that malfunction resulting from accidental or normal use. The student will be charged a fee based on the schedule below for incidences of damage deemed as carelessness or an intentional act. In addition, a "loaner" device computer will not be offered to the student. These charges will occur outside of the Accidental Damage Protection purchased by the school district.

Item	Cost
Broken Latch	\$10.00
Replacement Keys (if available)	\$5.00
Replacement Keyboard	\$70.00
Broken Screen	\$50.00
Dropped/Broken Device	\$100.00
Lost/Damaged Power Cord	\$30.00
Lost/Damaged Stylus	\$30.00
Lost/Damaged Battery	\$120.00
Lost/Damaged Carrying Case	\$35.00
Pads on keyboard surface	\$.15
Pads on bottom (round)	\$.15
Pads on bottom (rectangular)	\$.75
PC card slot insert	\$3.00

7.9.5. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally, whether it is his or her own machine or another student's machine. The following consequences will apply:

7.9.5.1. The first incident will result in loss of the device for 10 school days.

7.9.5.2. The second incident will result in loss of the device for the remainder of the year.

7.9.6. Device computers that are stolen must be reported immediately to the Technology Coordinator, the Principal, and the Police Department.

7.9.7. The student will be responsible for the safety and security of his or her device computer.

Because of the value of the equipment, and because it belongs to the school district, students must keep their device computers secure at all times, either in their locked locker, or on their person. If an unattended device computer is turned into the Technology Coordinator or the school office, the following consequences will result:

7.9.7.1. The first offense will result in one hour of detention and a parental contact.

7.9.7.2. The second offense will result in loss of the device computer for 5 school days and a meeting with the parent(s).

7.9.7.3. The third offense will result in loss of the device computer for 10 school days and a meeting with the parent(s).

7.9.7.4. The fourth offense will result in loss of the device computer for the remainder of the school year and a meeting with the parent(s).

7.10 Returning the Device

The student's device computer and accessories will be returned to the Technology Coordinator at the end of each school year. Students who graduate early, withdraw, or are suspended or expelled, or terminate enrollment from the Wilmot School District for any other reason must return their individual school device computer on the date of termination.

If a student fails to return the device computer at the end of the school year or upon termination of enrollment from the Wilmot School District, that student will be subject to criminal prosecution and/or civil liability. The student will also pay the replacement cost of the device computer, or if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with law enforcement.

Furthermore, the student will be responsible for any damage to the computer, consistent with the district's **Student Device Handbook and User Terms and Conditions Agreement**, and must return the device computer and accessories to the district Technology Coordinator in satisfactory condition. The student may be charged a fee consistent with section 7.9.4 on page 15 of the **Student Device Handbook and User Terms and Conditions Agreement** for any needed repairs not to exceed the replacement cost of the device computer.

8. E-MAIL

8.1 E-mail

Students will be issued an e-mail account and are expected to adhere to responsible usage.

Guidelines for usage are as follows:

- 8.1.1. Always use appropriate language.
- 8.1.2. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- 8.1.3. Do not send mass e-mails, chain letters, or spam.
- 8.1.4. Maintain high integrity with regard to email content.
- 8.1.5. Do not use as a private chatting tool during class.
- 8.1.6. Wilmot School District e-mail is subject to inspection by the school.
- 8.1.7. E-mail accounts may be disabled at anytime for use infractions.

9. REPAIRING OR REPLACING YOUR DEVICE

9.1 Warranty

This coverage is included as part of the purchase price of the equipment. The manufacturer warrants the devices from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction, and will repair or replace the device. The warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses. Please report all device problems to the Technology Coordinator.

9.2 Accidental Damage Protection

The Wilmot School District has purchased an ADP/ RTI Enhanced Services/Depot Repair to protect the devices against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional, or frequent damage, or cosmetic damage. Fujitsu will assess the device damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. Wilmot School District's Technology Coordinator will arrange for service repairs and replacements for defective parts and acts of accidental damage. Please report all device problems to the Technology Coordinator.

9.3 School District Protection

INSURANCE FOR THEFT, LOSS, OR FIRE: Devices that are stolen, lost, or damaged by fire are not covered by the warranty or the accidental damage protection outlined previously. The Wilmot School District carries insurance for devices that are stolen, lost, or damaged by fire. The user is responsible for the \$250 deductible for these perils. Intentional damage is likely to not be covered by any insurance protection. Please consult with your insurance agent for details about your personal coverage of the device computer.

9.4 Claims

All insurance claims must be reported to the superintendent, principal, or technology coordinator. Students or parents must file a police or fire report and bring a copy of the report to the school district office before a device can be repaired or replaced.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to law enforcement and insurance company personnel for prosecution. A student making a false report will also be subject to disciplinary action.

10. FREQUENTLY ASKED QUESTIONS

10.1 Can I use the device and software throughout my career at WHS?

Students will use the same machine through their career at Wilmot School. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at WHS. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

10.2 What if I already have another model or brand of device computer?

You will be required to use the school district issued device for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Wilmot School District is also limited to provide maintenance service or assistance for computers purchased by the school. For these reasons, other device computers will not be used on the Wilmot School District network at school.

10.3 Can I have my computer during the summer?

No. All devices will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their devices again at their orientation session in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage, and Wilmot's policy regarding the ethical use of computers. However, students that are partaking in Dual Credit courses that the state offers may have the option to check out their computer for the summer. If this is the case, the student must have the computer to the school when it comes time for the Technology Coordinator to re-image the computer.

10.4 What about insurance against theft, loss, or fire?

Your device computer is very portable and very valuable, making it an attractive target for thieves. The device pc is covered through a school insurance policy and the user is responsible for paying the \$250 deductible as outlined in section 9.4. Insurance will not cover intentional acts or making a fraudulent insurance claim. The user agrees to pay up to the entire replacement cost of the device pc if the damage is intentional or if insurance does not cover the claim.

The best insurance is to take care of your device. Do not leave your device unsecured in the building, classroom, commons area, or car. Always know where your device is! Above all, take your computer home each night.

10.5 Does Wilmot School provide maintenance on my device pc?

Yes. The Tech Coordinator will coordinate maintenance for students. Students enrolled at Wilmot School will be covered for items described in the warranty agreement and accidental protection plan. Please consult the warranty agreement so that you understand what is and what is not covered.

10.6 What will I do without a computer in my classes if my device unit is being repaired, or while I am replacing it if it is lost or stolen?

Wilmot High School stocks a limited number of device computers that can be loaned on a first come, first-served basis. You will be able to arrange for a loaner unit with the Tech Coordinator. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*

10.7 Do I need a printer?

You do not need one since networked printers are located throughout the building.

10.8 Will I need to buy a modem if I have home dial-up access?

No. A modem is built into the device computer.

10.9 How do I connect to the Internet at home?

If you have high speed access, you may connect to the Internet using a cable ethernet connection or wireless ethernet connection. If you have dial-up access, your Tech Coordinator will assist you in setting up an account.

10.10 Will there be facilities to back up the files I create on my device?

Yes. When you save your documents to the My Documents folder, your files are automatically saved to the school file server.

10.11 What if I want to add options to my device?

Only the Wilmot School District is authorized to add options and upgrades to your device computer.

10.12 What if I want to run another operating system on my device?

Only the operating system chosen by the Wilmot School District will be authorized to run on a student-issued device computer.

10.13 Will I be given a new battery if mine goes bad?

The device battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance. If you need to borrow a battery for class, one may be available from the Tech Coordinator. Since students are required to arrive at school with a fully charged battery every morning, any student borrowing a battery before 10:00 am will be charged a \$1 fee. The battery must be returned before the end of the school day.

10.14 What has the school done to help prevent students from going to inappropriate sites?

Wilmot School District has FortiGuard and FortiClient software products installed on the device computer which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal’s office. In addition, all device computers have a program called LanSchool installed on them. This monitoring software allows teachers to observe individual student computer activity in the classroom.

10.15 What if a user brings a device in for repairs and “objectionable data” is detected?

Students are responsible for policing themselves. If a student inadvertently downloads or accesses inappropriate material, it is his or her responsibility to immediately report it to the classroom teacher, principal, or Technology Coordinator upon identification. Students who have “objectionable data” on their device, but have chosen not to report it, will be referred to the principal’s office for disciplinary action.

10.16 If the accessories to my device are lost or stolen, how much will it cost to replace them?

Item	Cost
Lost/Damaged Power Cord	\$30
Lost/Damaged Stylus	\$30
Lost/Damaged Battery	\$120
Lost/Damaged Carrying Case	\$35

11. STUDENT USER AGREEMENT FOR THE WILMOT SCHOOL DISTRICT

Detach and return this page to the school.

Acceptance of Contract Terms and Conditions – All terms and conditions as stated in this document are applicable to the Wilmot School District and its ISP. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and condition shall be governed and interpreted in accordance with the laws of the State of South Dakota, and the United States of America.

We (student and parent/guardian) have read and understand the Wilmot School District Student Device Handbook and User Terms and Conditions Agreement. We further understand that any violation of the regulations may constitute a criminal offense. Should the student commit any violation of this agreement, the said student’s privileges may be limited or revoked, and school disciplinary action and/or appropriate legal action may be taken.

With the start of a new school term, this student agreement, along with the attached consent form will be sent home with each student enrolling in the Wilmot School District. Your parental signature on the consent form is necessary if you want your student to have access to the Internet/Network before returning it to the school where it will be kept on file.

Student’s Full Name (Printed): _____

Student’s Signature: _____

Student’s Grade: _____

Date _____

Parent’s/Guardian’s Name (Printed): _____

Parent’s/Guardian’s Signature: _____

Date _____

Technology Coordinator’s Signature: _____

Date _____