



Independent School Dist. No. 857
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Lewiston, MN 55952
(507) 523-2191

Gwen Carman, Superintendent
Dr. Cory Hanson, High School Principal
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High School Technology Acceptable Use and Protection Options Form

Students in grades 7-12 may have a laptop device checked out to them to use for the school year. Students are expected to take care of the device and practice appropriate computer procedures.

NOTES REGARDING APPROPRIATE CARE OF COMPUTERS:

- Students should not ever hold their device by the screen as it can cause the screen to crack and/or hinges to break.
- Students need to practice charging devices appropriately, which means charging overnight, but not leaving devices plugged in over entire weekends.
- Students need to appropriately shut down their computer nightly and allow it to install updates as needed. Remember that closing the lid or holding the power button to force quit can damage the computer and reduce battery life.
- Students need to store their laptops in a safe place during and outside of school hours. Students that keep devices in their backpacks should never throw their backpack with their computer in it.

Lewiston-Altura Public School District provides high school (grade 7-12) students devices to use in our digital learning environment. Similar to textbooks, daily use of devices will cause wear and tear and there will be expected needs for occasional repairs. Students are expected to take care of the device and practice appropriate computer procedures. Intentional damage to devices is not acceptable. Students need to complete a tech ticket upon noticing any technology issue, so that we can prevent minor damage from becoming a major problem.

Students/families are required to pay full repair or replacement costs for **intentional damage to a school device**. **The student will not be issued a new device for home use until the charge is paid; students will receive a device on loan for use in school.** Intentional damage includes thrown devices, keys removed from the keyboard, cameras poked out, intentional water damage, etc. The insurance plan does not apply to devices that have been lost, stolen, or intentionally damaged or vandalized. Gopher Mods and our tech department will determine the difference between computer failure, accidental damage, and intentional damage.

User Agreements: Students and parents will agree electronically via yearly online JMC registration, unless a paper copy is requested.

- Student - I understand and will abide by the Technology Use Policy for the Lewiston-Altura School District. I am responsible for appropriate care and use of the computer, and I will use the internet for appropriate school related uses. If I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, a fee may be imposed, and/or legal action may result.
- Parent - As the parent/guardian of the above student, I have read the Technology Use Policy for the Lewiston-Altura School district. I understand technology access is designed for educational purposes, and that my student needs to take care of and maintain their device. I understand District #857 cannot restrict my child's internet access to all controversial materials when my child uses the computer in my home. I accept full responsibility for supervision when my child's uses the computer outside of the school setting. I give permission for my child's use of the school technology and the Internet.

To help keep family costs to a minimum for **accidental damage**, the school district provides the following 3 options for protection. Please select one of the following options using the JMC online registration or by paper copy including student and parent signature.

_____ Option 1 – Student chooses to use a district computer at school and at home. Family chooses not to select a protection plan. **Student will be charged full cost of accidental repairs as needed to the assigned device.** Charges may be issued if a computer is turned in with damage at the end of the school year.

_____ Option 2 – Student chooses to use a district computer at school and at home. Cost: **\$25 per year non-refundable protection plan fee** to cover accidental repairs. Cash or a check payable to ISD 857 must be paid when computer is issued. Protection plan does not go into effect until after payment is received.

_____ Option 3 – Student chooses to use their own personal device at school and at home. The school district provides no tech support other than providing and supporting students in the use of Office 365 accounts. **Cost: None.**

Student Name: _____ **School Year:** _____

Parent Signature: _____ **Date:** _____