

Students must:

- Use the device provided only to access learning activities.
- Follow the same guidelines for respectful, responsible behavior online that students are expected to follow offline.
- Treat this device carefully and report any problem immediately.
- This equipment is property of the Vernon Parish School Board and should be treated as such. If equipment is stolen, a police report must be filed and reported to the school, immediately.
- If the equipment is damaged or lost, it must be reported to the principal or their designee, as soon as possible.
- Alert a teacher or other staff member if students see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious. Protect the security of your student information at all times.

Students must not:

- Attempt to bypass the school's mobile (Internet) filter.
- Attempt to find inappropriate images or content or use language online that would be unacceptable in the classroom.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others. Such conduct will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.
- Use school technologies to send spam or chain mail.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for student use.
- Alter a school's device hardware or installed software.

**Personal Safety and Privacy**

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings risks and should carefully safeguard their and others' personal information
- Users should never agree to meet someone they meet online in real life without parental permission. If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.

**Limitation of Liability**

The Vernon Parish School Board will not be responsible for damage or harm to persons, files, data, or hardware. Devices employ filtering and other safety and security mechanisms, but there is no guarantee as to their effectiveness and privacy. The Vernon Parish School Board will not be responsible, financially or otherwise, for unauthorized transactions conducted over the device or the school network.

By my signature below, I acknowledge I have read the foregoing agreement and agree to be bound by the terms and conditions set forth therein.

\_\_\_\_\_  
Parent/Guardian's Signature / Date

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
School Representative's Signature

Student ID	Device Issued	Asset Tag #	Date Issued

## Vernon Parish School Board Device Use Agreement

This agreement is intended for any student and their parent(s)/ guardian(s) who are issued a VPSB-owned device. This agreement includes the guidelines and expectations regarding device usage and responsibilities that come with borrowing a school-owned device. This agreement ends upon the student's withdrawal from their current school or upon the request of the school principal or other school representative, whichever occurs first, and when the device is returned in good working order or replacement fees are paid.

### Return of Device

This device is being loaned for the student's use during remote learning and is the property of the Vernon Parish School Board. The device must be returned when instructed by the Vernon Parish School Board.

It is understood that the intentional failure to return the computing device and peripherals to the school under some circumstances may constitute theft of district property. Any theft of district property, including the reported sale or transfer of the device for profit will be reported to the district attorney for prosecution.

### Care and Maintenance

The student/family is responsible for the daily care and maintenance of the device. Any damage or theft must be reported to the school or school system within one school day to ensure work can continue.

Keep the device in a safe place when not in use.

Do not store in a vehicle.

Do not attempt to remove, add, or change the physical structure of the device, including keys, memory, battery, screen, charger, ID labels, inventory stickers, etc.

Do not add stickers, decorations, or personalize the device and peripherals in any way

Carry the device carefully at all times. Do not store items on top of the device.

**If your child is physically attending school, they must bring their device, fully charged, every day they attend.**

### Replacement of Device:

Should a student lose or damage a device, charger, or carrying case, the student will report the issue to the school as soon as possible. Replacement costs are as follows:

Chromebook/Tablet - \$250.00 - Charger/Cable - \$40.00 - Carrying Case - \$30.00

To be issued a new device, a student must pay all fees assessed.

Technical issues do not constitute damage for replacement, however, technical issues due to damage will require replacement by the student/parent/guardian.

### Filtering and Monitoring

The Vernon Parish School Board employs CIPA compliant filtering, monitoring, and tracking of all VPSB owned devices. There is no expectation of privacy and all activity is recorded. Inappropriate activity will be reported to the school principal.

### Usage

In general, all students are expected to use good judgment and common sense; be safe, appropriate, careful and kind online; not attempt to bypass protection measures; and ask an adult if they need help.