

**Student Information:**

**For Office Use Only: (DO NOT mark in this area)**

Student Last Name:	<b>Insurance Option:</b> YES NO <b>Date Insurance Fee Received:</b> <b>Fee Rcvd From: (Staff name):</b> <b>(Circle one):</b> CA or CK or CC
Student First Name:	
Student ID Number:	

**Parent/Guardian Technology Use Responsibilities**

Omaha Public Schools may provide your student with a technology device for the upcoming school year. As the parent or legal guardian of the enrolled student, you must acknowledge the technology use responsibilities listed below. To indicate that you have read and understand the Parent/Guardian Technology Use Responsibilities, **please initial each box below.**

**Term:** Students may use an Omaha Public Schools technology device during the school year while enrolled in the school. Upon termination of a student’s enrollment, the Parent/Guardian shall return the technology device as instructed within two weeks of notification, in the same condition as delivered. Failure to return the technology device will result in the Parent/Guardian being liable to Omaha Public Schools for the full value of the technology device, and for attorney fees and related costs in recovering the technology device. Omaha Public Schools also reserves the right to terminate possession if the Parent/Guardian and/or student is believed to have violated any part of these Technology Use Responsibilities, the Student Acceptable Use and Internet Safety Guidelines or the Student Code of Conduct.

**Ownership:** The technology device is sole property of Omaha Public Schools. At no time will ownership be transferred to the Parent/Guardian or student.

**Change of Address:** The technology device must reside at the address provided on the student’s enrollment form. Written notice must be provided to Omaha Public Schools within 30 days if the address changes.

**Condition:** The Parent/Guardian agrees to report any loss or damage that may occur to the technology device within 3 days of the occurrence. The Parent/Guardian will notify the teacher via email. The Parent/Guardian is solely liable for any loss or damage that occurs to the technology device. If a technology device is reported lost or stolen while at school, the school building will work with their security officer or school resource officer to file a police report.

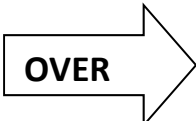
**Maintenance and Repair:** The Parent/Guardian or student is responsible for requesting maintenance and repair of the technology device while in his or her possession. The Parent/Guardian or student shall let school staff know of the need for repair of the technology device.

**Use of Technology:** The Parent/Guardian agrees to the following:

1. The technology device is to be used for the education of the student while enrolled at Omaha Public Schools and not for the benefit of any other person or for any other purpose.
2. Each software application provided shall be subject to, and used in accordance with, the license and/or use agreement that accompanies that software application.
3. All usage of the technology device shall be subject to Omaha Public Schools policies and rules regarding Network/Internet use. (Refer to handbook).
4. The Parent/Guardian is solely responsible for ensuring that the software settings, default configurations, and administrative privileges are not changed or altered from the original settings the device had upon delivery.
5. The Parent/Guardian and student are jointly responsible for keeping User IDs and passwords confidential to prevent unauthorized usage.

**Voluntary Device Protection Program**

The Parent/Guardian is responsible for the loss, theft, or damage to the device. The District has initiated a Voluntary Device Protection Program. The Parent/Guardian may enroll in the Voluntary Device Protection Program for the upcoming school year by paying a **one-time, annual fee of \$20 per device.** Any Parent/Guardian declining to participate in the Voluntary Device Protection Program shall be responsible for the actual cost or replacement or repair of any lost, stolen or damaged device. **Participation in the Program is Voluntary.**



**Coverage:** By participating in the Voluntary Device Protection Program, laptop computers or other covered electronic devices will be repaired or replaced at no cost to the Parent/Guardian, unless the damage or loss of the device is caused by a reason listed below:

- 1) Unexplained Loss or Mysterious Disappearance: The District may not cover a loss caused by the inability to locate an item unless circumstances support the theory that the property was stolen.
- 2) Failure to Notify Police If Device is stolen: If the equipment was stolen, the Parent/Guardian is required to notify the police immediately upon discovery that the Device was stolen. The Program does not provide coverage if participants fail to notify the police.
- 3) Intentional Acts: The Program will not cover a loss caused by intentional damage or destruction of property covered under this policy.
- 4) Dishonest Acts: The Program will not cover any loss caused by dishonesty or illegal acts.
- 5) Theft from An Unattended Vehicle: The Program will not cover the loss or damage that is caused by or resulting from an unattended vehicle except when it is securely locked, its windows fully closed, and there is visible evidence that entry into the vehicle was forced.
- 6) Unauthorized Repairs: The Program will not cover damages in which repair was attempted or completed by non-District technicians.
- 7) Non-Timely Reporting: The Program may not cover damage or loss that is not reported within 3 days.
- 8) No coverage afforded for accessories: The Program will not cover power cords, device accessories, bags, chargers, or any other accessories provided.
- 9) Coverage is VOID if plastic protective covers are removed from the device.

The District will make the determination if a damaged device is to be repaired or if it is to be replaced. The District Workers' Compensation & Insurance Management department will make the determination if the circumstances of the damage or loss are covered through the Program and those determinations are final.

### Parent/Guardian Voluntary Device Protection Election

I make the following election with respect to the Voluntary Device Protection Program: **(PLEASE INITIAL ONLY ONE OPTION)**

OR

**YES,** I elect to enroll my student in the District voluntary device protection. **(Checks payable to DCSD #001)**

**NO,** I decline to enroll my student in the District voluntary device protection. I understand that I am responsible for the actual cost of replacement or repair of any lost, stolen or damaged technology device whether on or off District property.

### Parent/Guardian Acknowledgement and Signature

I have read or had explained to me and understand the Technology Use Responsibilities, the Student Acceptable Use and Internet Safety Guidelines, the Student Code of Conduct, and the Voluntary Device Protection Program. I agree to comply with and to ensure that my student complies with the terms and conditions stated in the Technology Use Responsibilities, the Student Acceptable Use and Internet Safety Guidelines, and the Student Code of Conduct and I agree to limit the use of these devices for educational purposes. I will make every effort to ensure that my student will comply with the terms and conditions herein. I grant permission for my child to have access to and use the described District issued technology.

Omaha Public Schools will make every effort to restrict student access to objectionable materials through the continued use of a technology protection measure (i.e. web filter), however, I understand that it is impossible for the District to control and restrict access to all controversial or inappropriate material that may be accessible with the District's student devices.

The District is not responsible for any loss resulting from use of District-issued technology and makes no guarantees that the technology or the District network systems that support student use will be available at all times.

By signing this document, I agree to abide by the conditions listed above and assume responsibility for the care and proper use of District issued technology. I understand that should I or my student fail to honor all the terms herein, access to the technology, the Internet, and other electronic media may be denied in the future. Furthermore, my student may be subject to disciplinary action outlined in the Omaha Public Schools Student Code of Conduct. I hereby release and hold harmless the Omaha Public Schools, its officers, board members, employees, and agents, and any entity affiliated with the District, from and against any and all liability, loss, expense, or claim for injury or damages that my student or I may incur arising out of the use of a District student device.

Parent/Guardian Name (please print):	
Date:	Parent/Guardian Signature:

## Student Information

Student Last Name:
Student First Name:
Student ID Number:

## Student Acceptable Use and Internet Safety Guidelines

Omaha Public Schools may provide and assign students with a tablet or laptop computer for use during both face to face instruction and at home as a means to promote achievement and provide flexible learning opportunities. These Guidelines provide information about District expectations for students and families who are issued these computing devices. In addition to these Guidelines, the use of any district-provided technology or network also requires students to abide by the OPS Student Code of Conduct (p. 13 & 14). Additional Guidelines may be added as necessary and will be incorporated herein. To indicate that you have read and understand the Student Acceptable Use and Internet Safety Guidelines, **please initial** each box below.



**Student Responsibilities:** Students shall responsibly use district technology and understand the appropriate and acceptable use of both the technology and district network resources. Students shall keep their District issued devices safe, secure and in good working order. Students and families will apply common sense to the care and maintenance of district-provided technology. The student will:

- 1) Adhere to these guidelines and those listed in OPS Student Handbook and the Student Code of Conduct each time the device is used at school and outside of school.
- 2) Charge their device regularly to ensure that it comes to school with a full charge (classrooms do not have the capacity for students to charge their devices during the day).
- 3) Demonstrate positive digital citizenship while online. Students should use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyberbullying, including personal attacks or threats toward anyone made while using either district owned or personally owned technology is not allowed and is to be reported to responsible school personnel.
- 4) Respect the Internet filtering and security measures included on the tablet or laptop. All student computing devices are configured so that Internet content is filtered both when the student is at school and when on any other public or private network.
- 5) Back up important data files regularly. It is recommended that students save files on the Cloud using the provided Office 365 OneDrive storage space. OPS will update and maintain devices by periodically imaging them. Students will be notified of this maintenance in advance. All student files not backed up to server storage space or other storage media may be lost during these processes. Ask for assistance if you do not know how to backup files.
- 6) Use technology for school-related purposes only and refrain from use related to commercial or political purposes.
- 7) Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
- 8) Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. **Students are on notice that they do not have any reasonable expectation of privacy on a District owned device.** Files stored and information accessed, downloaded or transferred on district-owned technology may be viewed, monitored or archived by the District at any time.
- 9) Notify their teacher or program director immediately if a security problem is identified in the school's computers, network, or Internet connection.





**Student Restrictions:** The student will not:

- 1) **Mark, deface, or place stickers** on the tablet, laptop, or district-issued cases.
- 2) Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
- 3) **Attempt to override, bypass or otherwise change the Internet** filtering software, device settings, or network configurations.
- 4) Attempt access to networks and other technologies beyond their authorized access. This includes attempts to **use another person's account and/or password or access secured wireless networks.**
- 5) Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
- 6) **Download and/or install any programs, files, or games** from the Internet or other sources onto any District owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- 7) Tamper with device hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
- 8) Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials.
- 9) **Loan his or her device or charger and cords to others.**
- 10) **Remove the plastic protective covers at any time.**
- 11) Leave the device in a vehicle or leave it unattended at any time.
- 12) Eat or drink while using the device or have food or drinks in close proximity.
- 13) Use or leave devices in precarious locations like table edges, floors, seats or pets.
- 14) Stack objects on top of your device, leave it outside, or use near water such as a pool.

### Student Acknowledgement and Signature

I have read or had explained to me and understand the Student Acceptable Use and Internet Safety Guidelines and the and the Student Code of Conduct. I agree to comply with the terms and conditions stated in the Student Acceptable Use and Internet Safety Guidelines, and the Student Code of Conduct and I agree to use these devices for educational purposes.

Date:	Student Signature:
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