

1:1 ELECTRONIC DEVICE PROGRAM TERMS

Waukegan Community Unit School District No. 60 is providing a device that will be used for learning in its 1:1 Electronic Device Program. The following explains general charges and expectations for the use, care and maintenance of the device provided by the District to the student.

SPECIAL NOTE: YOU WILL BE ASKED TO SIGN A NEW FORM ANY TIME A STUDENT IS ISSUED A NEW ELECTRONIC DEVICE

<p>Program Rate This program has a non-refundable \$50.00 fee per student annually.. SPECIAL NOTE: THIS FEE WAS WAIVED FOR THE 2020-2021 SCHOOL YEAR. The Board sets school fees yearly, in the Spring and publishes them in its Parent/Student Handbook.</p>	<p>Program Start and Expiration Date Effective Date: Upon receipt of a 1:1 Device. Expiration Date: Upon the student's transfer, graduation or other reason for un-enrollment from the District, whichever occurs first.</p>
<p>Program Details - No Cost Repairs and Replacement</p> <ul style="list-style-type: none"> ● Battery replacements, as long as there is no visible damage. ● Total device replacement: <ul style="list-style-type: none"> ○ If device operating system is non-recoverable. ○ If there is a malfunction with the expansion board or motherboard. ● Power cord replacement due to normal usage. This is not covered if there is any visible damage. ● Wi-Fi Card, speakers and other internal components that are not damaged due to liquid or physical damage. 	<p>Exclusions (Cost for Repair or Replacement)</p> <ul style="list-style-type: none"> ● "Jail-Breaking"/"Rooting" or otherwise voiding the manufacturer's warranty by altering the software or operating system. ● Any physical damages caused to the device. ● Liquid damages. ● Stolen device. ● Loss, damage (including incidental, consequential, or punitive damages) or expenses caused directly or indirectly by the equipment. ● Internal tampering of the device.
<p>Care and Maintenance - Generally</p> <ul style="list-style-type: none"> ● Keep the 1:1 Device in its District-provided protective case at all times. Device must be in the protective case for technical services or repairs. ● Charge the computer every night <u>using only the charger that was given to you.</u> ● Do not charge personal devices (cell phones, tablets, external batteries, etc.) using the District's 1:1 Device or allow others to do the same. This helps maintain adequate power and minimize device failure and is a prohibited use. ● Third Party accessories will not be accepted to replace the assigned carrying case and charger issued to the student. Replacement of the accessories will take place through the established procedures. <ul style="list-style-type: none"> ○ High School Students – Will purchase replacement accessories through the Bookstore. ○ Middle & Elementary School Students – Will report missing accessories to the local school Computer Assistant. Applicable replacement costs will apply. ● Report any problems or damage immediately to the classroom teacher or administrator and make the device available for inspection and/or repair by the District upon request. Do not attempt to repair the device on your own. ● Report loss/theft of the device to the school and proper authorities (police) within 24 hours. 	<p>Repairs Procedures & Loaner Devices</p> <ul style="list-style-type: none"> ● Students must bring their damaged/defective device (in the protective case) to the Tech Depot (high school) or Computer Assistant (middle and elementary school) for repair as soon as a defect or damage occurs. In most cases, a loaner device will be given to a student to use until the repairs are complete. ● Students bringing devices to the Tech Depot are required to have a visible ID badge to receive service. ● Loaner devices are only available for devices that are in repair. <i>No loaner devices will be provided for forgotten, uncharged, or lost devices.</i> Replacement devices can be purchased at the Tech Depot (high school) or from the Computer Assistant (middle and elementary school). ● When notified, students must pick-up their repaired device from the Tech Depot (high school) or Computer Assistant (middle and elementary school) and sign the printed invoice if repair costs are assessed. ● In the event that extenuating circumstances arise, a Lincoln Center ITS Administrator must be contacted for further instructions.

REPAIR AND REPLACEMENT COSTS (subject to change from school year to year – see current year Parent/Student Handbook)	
Descriptions	Repair Costs
Total Device Replacement (lost/stolen)	\$150-\$300
Screen Replacement	\$28-\$75 (Non-touch and Touch)
Keyboard/Palmrest/Trackpad	\$22-\$48
Key Replacement	\$3
Top Case	\$17-\$33
Bezel	\$5-\$25
Bottom Case	\$5-\$19
Power Adapter	\$7.50-\$18
Protective Case	\$25
Speaker	\$5
Wi-Fi Card	\$10-\$15
Camera	\$5-\$15
PAYMENTS	
<ul style="list-style-type: none"> ● Parents can view and pay current repair costs by visiting: http://www.wps60.org/operations/online_payments ● Students can view current repair costs by visiting: https://icsis.wps60.org/campus/portal/waukegan.jsp 	

PARENT/GUARDIAN EXPECTATIONS FOR 1:1 DEVICE PROGRAM

If your child is participating in the District's 1:1 Electronic Device Program, parents/guardians are expected to:

1. Internet Use and Digital Citizenship.

- A. Supervise and monitor the websites your child is visiting on the District device while not at school and ensuring access is limited to approved accounts.
- B. Discuss appropriate use of the Internet and supervise your student's use of the Internet at home.
- C. Be sure that your child can be seen while he/she/they are/is using the computer. No child should be behind locked/closed doors while on the laptop at any time.
- D. Be sure that only the child in the 1:1 Electronic Device Program is using the device. This is not a family device, it is meant only as a tool for the student's learning.
- E. Report any inappropriate, suspicious, illegal or dangerous activities observed or heard of while your child is using the device to his/her/their teacher.
- F. Be sure that your child is following the student Internet safety promises and the WPS60 Student Technology Use Policy 6043, policy governing electronic devices (Policy 6044) and the student publications policy (Policy 6042).

2. 1:1 Device Care and Maintenance.

- A. Help your child choose a secure location to charge his/her/their device at home to ensure a fully charged device is returned to school every day.
- B. Monitor your child's compliance with device care and maintenance obligations.
- C. Assume responsibility for any family member's unauthorized use/misuse/abuse of the Chromebook or other electronic device provided by the District.
- D. Ensure that no one changes or attempts to change the configuration of software or hardware on the device.
- E. Ensure that no one downloads or attempts to install any programs, Apps, or files from the Internet or other sources unless permitted, in writing, by the WPS60 Information Technology Services Department.
- F. Ensure that no one uses 1:1 devices to charge personal devices (cell phones, tablets, external batteries, etc.) to help maintain adequate power and minimize device failure. The Chromebook manufacturer strongly suggests not to charge any external devices using the Chromebook USB ports, which can cause Chromebook hardware and battery failures and the District prohibits such use.
- G. Do not remove any programs, media, documents, or web history on the District provided device or allow others to do so.
- H. Timely notify the District when the device does not seem to be working properly or is lost or damaged. Do not attempt to repair the District device and or request repairs by anyone outside of the District.

STUDENT EXPECTATIONS FOR PARTICIPATING IN A WPS60 1:1 ELECTRONIC DEVICE PROGRAM: DIGITAL CITIZENSHIP AND CARE OF DEVICE

1. As good digital citizens, WPS60 students are expected to:

- A. Report any activity that makes you feel uncomfortable, mad, or sad to a trusted adult or using the District's tip line.
- B. Keep personal information private. Students should not share personal information online (your name, address, age, school etc.) Do not post personal pictures online without adult permission.
- C. Be a good digital citizen by being kind to others online and using good manners. Use appropriate language in all communications.
- D. Report misuse to your teacher, dean or principal immediately. Do not forward inappropriate content (pictures, videos, text, links etc.) on to others.
- E. Never, ever meet with anyone you have talked to online.
- F. Keep your passwords private. Do not share passwords with anyone, even a best friend.
- G. Follow copyright laws. (Don't copy someone else's work and say it is yours. Always give proper credit to the person who did the work.)
- H. Do not remove or alter barcodes, inventory tags, service tags, or any other identifier is strictly prohibited. Potential charges may result due to removal of any inventory/service tags, in addition to any other consequence for misuse.
- I. While on school grounds, do not connect the Chromebook to personal phones, hot-spots, staff networks, public networks other than the District network etc. Connecting to other Wi-Fi networks will interfere with the established academic activities required to participate in class.

2. To care for devices in the 1:1 program, students are expected to:

- A. Keep all food and drinks away from the device.
- B. Keep the device away from extreme temperatures.
- C. Charge the device every night, and begin each school day with a full battery.
- D. Allow District 60 staff to always inspect the device upon request.
- E. Use your school device for educational learning activities and not for any illegal purposes or purposes that violate District policies.
- F. Use only the charger that was given to you.

STUDENT DIGITAL ACCOUNT CREATION CONSENT FORM

As Waukegan Public School District No. 60 moves towards a digital curriculum and an online learning environment, we are required by law to obtain the consent of parents/guardians before creating the necessary online accounts. These accounts will allow the District to provide an effective and optimal online learning experience for your students.

This form authorizes the Waukegan Public School District No. 60 to create, on behalf of the parents/guardians and their students, online accounts for students to access online curriculum tools and resources. These accounts include, but are not limited to, an Apple free iTunes Account, an Apple iCloud Account, a Google Apps for Education Account, a school email account, and accounts associated with various software or Internet operators. These accounts are to be used for school and educational purposes only. The completion and signature on this form gives the consent of the parents/guardians of the student(s) listed to Waukegan Public School District No. 60 to create the aforementioned accounts and any other online account necessary for the student to participate in a District approved online digital learning environment.

I have read and understand the purpose for the District’s request for consent to establish online accounts to support my student’s learning. I affirmatively consent to Waukegan Public School District No. 60 creating any online accounts necessary for my student to be successful with the District No. 60 digital curriculum and resources My consent is valid for the period of my student’s enrollment with the District. I understand that if I have questions regarding any of the digital curriculum or its software I may ask my student’s building principal prior to signing this consent, or at any time thereafter..

If you would like to learn the types of data collected by the District’s software providers, click here or contact your school’s main office.

Student signature required if 12 or older. Parent signature required for students 18 or younger or, if the student is over 18 and parent is the court appointed legal guardian.

Student Name (print)_____

Student Name (signature)_____ Date_____

Parent/Guardian Name (Print):_____

Parent/Guardian (signature)_____ Date_____