

Covina-Valley Unified School District
Student Internet and Technology Acceptable Use Policy

XIV. Consequences of Violations

Administrators will utilize the District's Discipline Policy Statements when determining the level of infraction and its consequences. Violations may result in, without limitation:

- Suspension or revocation of Internet and District network access and network privileges;
- Suspension or revocation of computer access;
- School suspension or expulsion;
- Financial liability for damage; and
- Referral to law enforcement for possible criminal prosecution.

XV. Additional Notices and Disclaimers

The District reserves the right to delete, without notice, from its network system any email messages or any material from school, class, or student web pages it deems inappropriate as defined by this Policy or other school behavioral guidelines.

The District's specific technology conditions and services will change from time to time. The District has the right to restrict or terminate computer, Internet, and District network access at any time for any reason and to change the terms and conditions of this Policy. Any changes will be sent to students and parents/legal guardians for their signature.

The District makes no warranties with respect to its Internet access, and specifically assumes no responsibilities for:

- The content of any advice or information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice;
- Any costs, liability or damages caused by the way the student chooses to use his or her District Internet and District network access; and

Any damages that occur from using the District's Internet access, including consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District.

XVI. District Technology Resources

Students must keep all District Technology Resources in good working condition and promptly notify a teacher or District official of any defect, damage, or malfunction. Students must exercise care when handling, transporting, and using the District Technology Resources. Care of any District Technology Resources distributed by the District is the responsibility of the student and parent/guardian to which it is assigned. This includes costs associated with damages and lost or theft, as more fully discussed below.

All District Technology Resources and related equipment and accessories are the property of the District and may be issued to students at the sole discretion of, and for a duration determined by

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the District. Students may also elect to use their own laptop for school related projects and assignments, i.e., a “Bring Your Own Device” (“BYOD”) Program.

Students may be issued a laptop computer (“Portable Computer”) device as part of the District’s take-home student device initiative. Any student who elects to participate in the initiative must review and sign the Electronic Device Loan Agreement, a copy of which is attached as Appendix “A”, before being issued a Portable Computer. This Policy shall apply to a student’s use of any Portable Computer device.

XVII. Ownership and Repairs:

District Technology Resources are the property of Covina Valley Unified School District and must be returned at the end of the academic school year or, if applicable, when the student withdraws from any school. Parents or guardians of minor students shall be liable to the District for the replacement of any District Technology Resources or District-provided accessory that is not returned when due. If the District Technology Resources or any District-provided accessories are lost or stolen, students should report it immediately to the school security or administration.

Students are not allowed to alter, personalize, or otherwise modify District Technology Resources in any way. Parents or guardians of minor students shall be liable for all costs for any damage caused to District Technology Resources. Only the District Technology Support Services Department is authorized to make repairs or alterations to any District Technology Resources including software or user accounts. Parents or guardians of minor students shall be responsible for the cost of repairing any damage to the software or hardware due to unauthorized repairs or alterations. The District Technology Support Services Department may be contacted at the following:

Helpline: (626) 974-7000 ext. 800040

XVIII. Disclaimer:

Covina-Valley Unified School District is not responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or District Technology Resources is at the student’s own risk. Covina-Valley Unified School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The Covina-Valley Unified School District assumes no liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost or stolen. The student and his/her parent/guardian shall indemnify and hold Covina-Valley Unified School District harmless from any losses sustained as the result of use or misuse of the District’s Technology Resources by the student, or the loss or damage of personal technology.

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Consent and Waiver Statement and Information

Before a student may use District Technology Resources, or access the Internet at school, the Consent and Waiver Statement below must be read and signed by the student and a parent or legal guardian. Signed statements are turned in to a teacher and maintained in the school's office. Parents who do not wish their children to use District Technology Resources and access the Internet from school should alert their children's teachers and should not sign this permission statement.

Parents and students:

Please complete the information below, then detach this page and have the student return this page to school.

Parent/guardian permission for Internet use:

I, _____, have read the Covina-Valley Unified School District "Student Internet and Technology Acceptable Use Policy." In consideration for the privilege of my child using the District's Technology Resources and accessing the Internet, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet and District Technology Resources.

<input type="checkbox"/>	I give permission for my child to use District's Technology Resources and access the Internet at school.
<input type="checkbox"/>	I do not give permission for my child to use District's Technology Resources and access the Internet at school. I understand that by withholding my permission for my child to use District Technology Resources, I am precluding my child from using digital device or accessing information that may be a significant component of classroom learning activities.

Print student name: _____ Grade: _____

Print parent/guardian name: _____

Parent/guardian signature: _____ Date: _____

Student agreement:

I have read the Covina-Valley Unified School District "Student Internet and Technology Acceptable Use Policy." I agree to use to use District Technology Resources and the Internet according to the Acceptable Use Policy. I understand that a violation of these provisions will be just cause for disciplinary action including: (1) suspension or revocation of my use of the District's Internet access, and (2) a punishment to be determined by the District's Disciplinary Code, and (3) legal action. I also understand the computer is not private and the District will monitor my use of the Internet.

Print student name: _____ Grade: _____

Student ID#: _____ Homeroom: _____

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Student signature: _____ Date: _____

Web page photos/videotapes:

<input type="checkbox"/>	I give permission for my child's image (photograph or video) to appear on school related web pages.
<input type="checkbox"/>	I do not give permission for my child's image (photograph or video) image to appear on school related web pages.

Parent/guardian signature: _____ Date: _____

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APPENDIX A
ELECTRONIC DEVICE LOAN AGREEMENT
(Attached)

Covina-Valley Unified School District

Technology Support Services
519 East Badillo Street, Covina, CA 91723

Digital Transformation Electronic Device Agreement

The Covina-Valley Unified School District (“District”) is excited to launch a take-home student device initiative. Under this initiative, students will be loaned either a Chromebook (high school) or Lenovo laptop computer (grades 4-8) for use on school-related projects and assignments (hereinafter collectively referred to as “Electronic Device”). Technology use is an important part of education. We look forward to using these devices to deliver core content and curriculum. In addition, these devices are an integral part of teaching digital citizenship in a 21st Century learning environment.

Students must keep Electronic Devices in good working condition and promptly notify a teacher or District official of any defect, damage, or malfunction. Students must exercise care when handling, transporting, and using the Electronic Devices. Care of Electronic Devices distributed by the District is the responsibility of the student and parent/guardian to whom it is assigned. This includes costs associated with damages and loss or theft, as more fully discussed below.

All Electronic Devices and related equipment and accessories are the property of the District and may be issued to students at the sole discretion of, and for a duration determined by, the District. Students may also elect to use their own laptop for school-related projects and assignments, i.e., a “Bring Your Own Device” (BYOD) Program.

Use and Care of Electronic Devices

- The student is responsible for carrying the Electronic Device to and from school each day. Students should charge the Electronic Device fully each night, as charging cords may not be available in the classroom. Students should assume that they will use the Electronic Device every day at school and should plan accordingly.
- Use and store the Electronic Device on a desk or table, not the floor.
- Protect the Electronic Device from:
 - Spills of food or drinks
 - Rain, direct sunlight, freezing temperatures
 - Small children and pets
 - Use by anyone other than the student. Parents are permitted to assist students with use of the Electronic Device but are not permitted to use the Electronic Device for personal reasons.
- Always allow a computer scan or update to complete its process.
- Do not install, uninstall or modify any application, game or operating system component.
- Do not download game emulators, chat clients, peer-to-peer software or any other unauthorized software.
- Do not place stickers or otherwise mark or modify the Electronic Device.
- Do not insert foreign objects (paperclips, pens) into the Electronic Device.
- In the classroom, the Electronic Device lid should be closed between uses.
- Do not remove the District identification barcode.

- Keep the Electronic Device away from precarious locations like table edges, floors, seats or around pets.
- Do not wipe the screen of the Electronic Device with anything abrasive that may leave behind scratches or marks.
- Handle the Electronic Device with care at all times.

Traveling to and from School

- Students should secure the Electronic Device when it is out of their sight. The Electronic Device should be kept safely in their classroom.
- Keep the Electronic Device in a backpack or similar protective bag.
- Do not leave the Electronic Device in a car as it can be stolen or damaged due to weather conditions.
- If the student participates in an after-school program for athletics or a club, talk with the coach or advisor about a safe place to store the Electronic Device.
- Never leave the Electronic Device unattended.

Ownership and Repairs:

The Electronic Device is the property of Covina-Valley Unified School District and must be returned at the end of the academic school year or, if applicable, when the student withdraws from any school.

Parents or guardians of minor students shall be liable to the District, in the amounts identified below, for the replacement of any Electronic Device or District-provided accessory that is not returned when due. If the Electronic Device or any District-provided accessories are lost or stolen, students should report this immediately to the school security or administration.

Students are not allowed to alter, personalize, or otherwise modify the Electronic Device in any way. Parents or guardians of minor students shall be liable for all costs associated with removing stickers or decals from the Electronic Device or for any damage caused to the Electronic Device. Only the District Technology Support Services Department is authorized to make repairs or alterations to any Electronic Device including software or user accounts. Parents or guardians of minor students shall be responsible for the cost of repairing any damage to the software or hardware due to unauthorized repairs or alterations. The District Technology Support Services Department may be contacted at the following phone number:

Helpline - (626) 974-7000, ext. 800040

The Electronic Device will come with a digital ink pen and power supply. Use of any other accessories with the Electronic Device is specifically prohibited unless authorized by the District.

If the digital ink pen or power supply is lost, replacements must be purchased through the District in the amounts identified below.

Voluntary Donation for Maintenance and Repair of Electronic Devices

- In order to cover the District’s costs for the ongoing care, repair, and maintenance of the Electronic Devices, the District is asking for a **voluntary** donation in the amount of forty dollars (\$40.00). The voluntary donation will cover one school year (August 1 to July 30). Students shall be provided with an Electronic Device regardless of whether a voluntary donation is made.
- Voluntary donations will **NOT** be returned if the student’s specific device does not require repair or maintenance during the course of the school year.

Exclusions:

- The voluntary donation **does not cover** the replacement of lost or stolen Electronic Devices or associated accessories. Parents or guardians of minor students shall remain liable for lost or stolen Electronic Devices.
- The voluntary donation **does not cover** the replacement or repair of any Electronic Device or associated accessories that have been willfully damaged or destroyed. Parents or guardians of minor students shall remain liable for any Electronic Device that is willfully damaged or destroyed.
- Pursuant to District Administrative Regulation 5125.2 and Education Code Section 48904, the District may withhold a student’s grades, diploma, and transcripts for failure to return the Electronic Device or for failure to pay for the willful damage or destruction of the Electronic Device.
- The voluntary donation does **NOT** apply to the care, repair, or maintenance of any personal electronic device used by the student. The District Technology Support Services Department does not provide care, maintenance, or support for any personal electronic devices, including laptops or Chromebooks.

Repair and Replacement Costs for Device Damage and Loss

Lenovo Device	N42	N23	N24	300E
Complete Replacement (Lost/Stolen/Damaged Device)	\$200.00	\$329.00	\$329.00	\$329.00
Damaged/Cracked Screen	\$111.00	\$180.00	\$180.00	\$180.00
Missing/Broken Keys	\$10.00	\$10.00	\$10.00	\$10.00
Damaged USB Port	\$200.00	\$180.00	\$329.00	\$329.00
Broken Headphone Jack	\$200.00	\$180.00	\$329.00	\$329.00
Damaged Case (cracked or intentional damage)	\$45.00	\$45.00	\$45.00	\$45.00
Missing Power Adapter	\$50.00	\$50.00	\$50.00	\$50.00
Missing Pen	N/A	N/A	\$30.00	\$30.00
Protective Sleeve	\$12.00	\$12.00	\$12.00	\$12.00
Keyboard Replacement	\$80.00	\$80.00	\$80.00	\$80.00
Damaged Trackpad	\$40.00	\$40.00	\$40.00	\$40.00
Damaged Power Button	\$40.00	\$40.00	\$40.00	\$40.00
Broken tip stuck in Headphone Jack	\$40.00	\$40.00	\$40.00	\$40.00
Barcode Removed	\$5.00	\$5.00	\$5.00	\$5.00

STUDENT ACKNOWLEDGMENT AND PARENT/GUARDIAN CONSENT
(Complete and Return)

Student's Name: _____ **I.D. #** _____

School: _____ **Graduation Year:** _____

STUDENT ACKNOWLEDGMENT:

By signing below, I acknowledge and understand that if I violate the District's Electronic Device Loan Agreement, or the District's Student Internet and Technology Acceptable Use Policy (viewable online at www.c-vusd.org), or if I use the Electronic Device in an irresponsible manner, my use privileges may be taken away, my parent/guardian may be notified, and I may be subject to student discipline.

Student's Signature: _____ **Date:** _____

PARENT/GUARDIAN CONSENT:

By signing below, I acknowledge and understand that I have read the District's Electronic Device Loan Agreement and the District's Student Internet and Technology Acceptable Use Policy (viewable online at www.c-vusd.org), and hereby agree to its provisions. I understand that the use of the Electronic Device can connect students to computers throughout the world and that it is impossible for the District to control access to all material available through the internet. When using the Electronic Device or the internet, I understand my student may read or access material that I might consider controversial or offensive.

The District has my permission to provide my student with an Electronic Device. In consideration of the above, I agree to not hold the District or any District staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence in using the Electronic Device. I also agree to indemnify and hold harmless the District and District personnel for any damages or costs incurred in any claim relating to my student's use of the Electronic Device.

- I agree to provide a voluntary donation for maintenance and repair of the Electronic Device:
 - \$40.00 donation enclosed. Please make checks payable to the “Covina-Valley Unified School District.”
 - I have made my donation using the District’s online payment system. To make this payment, visit the C-VUSD website: (www.c-vusd.org).

The voluntary donation does NOT apply to the care, repair or maintenance of any personal electronic device used by the student (BYOD). The District Technology Support Services Department does not provide care, maintenance or support for any personal electronic devices, including laptops or Chromebooks (BYOD).

- I do not agree to provide a voluntary donation for maintenance and repair of the Electronic Device
- I elect for my student to use their own laptop for school-related projects and assignments (BYOD).

Parent’s name: _____

Parent’s signature: _____ **Date:** _____

*Please retain a copy of this Electronic Device Loan Agreement for your records.