

June 19, 2019

Dear Parents/Guardians:

Geneva Community Unit School District #304 continues to promote the vision statement below which reflects the skills that our students need in order to succeed in the 21<sup>st</sup> Century. Geneva High School is committed to fulfilling this vision by enabling our students to access learning opportunities in a manner that will allow students to develop these qualities and characteristics.

To support this vision, Geneva High School will continue to implement a transformative learning initiative for the 2019-2020 school year with our incoming freshmen class. The goal of this program is to equip students with portable computing devices and create an environment that best supports collaboration, creativity, critical thinking, and communication. This environment will enable students and teachers to transform the use of technology and help transition students from mere consumers of information to creative producers and owners of knowledge.

There will be two opportunities for freshmen to receive their district-owned portable device. Devices will be issued on Tuesday, August 13<sup>th</sup>, during the ***Final Schedule Pick-up & Textbook Distribution Day***. If your child is unable to be here on the 13<sup>th</sup>, the device can be picked up on Thursday, August 15<sup>th</sup>, from 5:00 p.m. – 7:00 p.m. If your child does not receive their device during either of those times, they must go to the Help Desk, located in the library, on the first day of school to get their device.

This is a device that students will take to all classes and bring home for use (and battery charging) at night. Upon distribution, the students are responsible for their device for the duration of their high school career. On the reverse side of this letter is a copy of the Student/Parent Portable Device User Agreement that provides additional details, as well as tips for properly caring for the device. Please review this document with your son or daughter. By completing the GHS registration process for the upcoming school year, you acknowledge that you have read, understand, and agree to abide by the conditions set forth in this document. If you have any questions, please contact the GHS Main Office.

We are excited about the opportunity to transform how we prepare our students for the future.

Sincerely,



Tom Rogers  
Principal



## **Student/Parent Portable Device User Agreement (PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY)**

This agreement is made effective upon receipt of a portable computing device, between the Geneva Community Unit School District #304 (GCUSD #304), the student receiving a device (Student), and his/her parent(s) or legal guardian (Parent). The student and parent; in consideration of being provided with a portable computing device, software and related materials for use while a student in Geneva Community School Unit School District #304; hereby agree as follows:

### **1. DIGITAL CITIZENSHIP**

- a. School issued devices should be used for educational purposes and students are to adhere to the Student Handbook, the Acceptable Use Policy, and all corresponding procedures at all times.
- b. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
  - i. Respect Yourself
  - ii. Protect Yourself
  - iii. Respect Others
  - iv. Protect Others
  - v. Respect Intellectual Property
  - vi. Protect Intellectual Property

### **2. LEGAL AND ETHICAL USE**

- a. All aspects of the Acceptable Use Policy and Student Handbook remain in effect.
- b. File Sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted materials (i.e. music, video, images).
- c. Technology Department staff are responsible for downloading and/or installing software.
- d. Students may NOT allow others to use his/her portable computing device.
- e. Students may NOT share user account information with other students.

### **3. EQUIPMENT**

- a. Ownership - Geneva CUSD #304 retains the sole right of possession of the device and grants permission to use the device according to the guidelines set forth in this Agreement.
- b. Equipment Provided – Device configuration must be maintained and not altered.
- c. Responsibility for Electronic Data – it is the sole responsibility of the student to back up any data stored on the device.
- d. Pick up and return the equipment at the established due dates and times. There may be short periods of time when devices need to be collected for maintenance or other purposes.

### **4. GENERAL PROCEDURES AND PRECAUTIONS**

- a. Student is responsible for use and care of the device. Treat equipment with great care (keep it clean, avoid excessive heat/cold, keep food/drinks/pets away, etc.). Avoid using device in situations where damage is likely.
- b. Bring your fully-charged, ready-to-use device to school every day.
- c. Device must be secured at all times by the student: in his / her possession or stored in his / her locker.
- d. Due to the sensitivity of the screen:
  - i. Do not use extreme pressure.
  - ii. Heavy objects should never be placed on top of the device.
  - iii. Ensure that there is nothing on the keyboard before closing lid.
  - iv. Clean screen with a soft, dry microfiber or antistatic cloth.
- e. Device must remain free of any writing, drawing, stickers and labels.

### **5. RESPONSIBILITY FOR MAINTENANCE, DAMAGE, REPAIR, REPLACEMENT, AND LOSS**

- a. Heed general maintenance alerts and advice from school technology personnel.
- b. Promptly report any malfunction, loss, damage, or theft to Geneva CUSD #304 Technology Department.
- c. The student/parent will be responsible for paying the Technology Service Fee.
- d. In the event that the device or associated accessories are lost or intentionally damaged, the student/parent will be responsible for paying the full device replacement cost.
- e. Identification/Asset Tags
  - i. Each device will be labeled with a District identification/asset tag. These tags may not be removed, modified, or tampered with in any way.
  - ii. Students can be charged up to full device replacement cost for tampering with District identification/asset tag or turning device in without tag.

### **6. OTHER RELEVANT DOCUMENTS**

- a. Geneva CUSD #304 Acceptable Use Policy (BOE Policy 7540, 7540.03)
- b. Student Handbook
- c. Social Networking Website Access (BOE Policy 5540.02)

Violations of these conditions may result in disciplinary action, costs for equipment replacement, and/or loss of ability to utilize technology resources in Geneva CUSD #304.