

**Knowledge Quest Academy**  
**Student and Parent/Guardian Responsible Use Agreement for Student Issued Technology**  
**Approved, Thursday, February 4, 2021,**  
**EFFECTIVE 2021-2022 School Year**

**Overview:**

The following guidelines and procedures are necessary for each student and parent/guardian to understand in order to help make the Technology implementation a success. Please carefully read each section and sign the required documents/acknowledgement forms.

**A. Definitions**

- Device (one of the following):
  - iPad, this Device is used for the Kindergarten and First grade classes.
  - Chromebook, this Device is used for the Second through Eight grade classes.

**B. Terms of Loan**

Knowledge Quest Academy will issue a Device to students upon compliance with the following:

- Submission of the Knowledge Quest Academy - Student Use of the Internet and Electronic Communications Policy (Attached).
- Submission of signature on this Knowledge Quest Academy - Student and Parent/Guardian [Responsible Use Agreement Form](#) for Student Issued Technology (page 8).
- Submission of signed Knowledge Quest Academy – [Opt-in/Opt-Out Form](#) (page 9).

**Terms of Loan**

- Knowledge Quest Academy retains ownership of the issued Devices.
- Students shall use the Device for school purposes only in accordance with the provisions in this Agreement and the guidelines set forth in the AUP. Students may be subject to loss of privilege, disciplinary action, and legal action, and be held financially responsible for the replacement cost of the Device, in the event of intentional damage and/or violation of this Agreement and the AUP.
- A student's possession of the Device terminates no later than the last day of school, unless there is a reason for earlier termination as determined by the principal.
- Devices must be returned when a student withdraws from his or her school.
- Devices are LOANED to the students for educational purposes during the academic year. Moreover, Knowledge Quest Academy administrative staff and faculty retain the right to collect and/or inspect Devices at any time, including via electronic remote access and to alter, add, and delete installed software or hardware.
- Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Device, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.
- Students are required to follow all copyright laws including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media
- Knowledge Quest Academy makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school is not responsible for lost or missing data.

## **B. Damage, Loss, or Theft**

***The student and parent/guardian agree to the following fee schedule in case of a damaged Device:***

- *1st Incident: \$50.00 Fee before the Device is returned to the user and meeting with school administrator*
- *2nd Incident: \$125.00 Fee before the Device is returned to the user and meeting with school administrator*
- *3rd Incident: \$250.00 Fee before the Device is returned to the user and meeting with school administrator*
- *4th Incident: Student will lose usage rights for the Device for the remainder of the academic year.*

The Knowledge Quest Academy warranty covers manufacturer defects. The warranty does not cover loss, theft, neglect, or abuse of the Device and applicable accessories. For example, throwing the Device or using the Device as an umbrella would be considered examples of neglect and abuse. If a Device needs to be replaced due to loss, theft, neglect, or abuse, it is the family's financial responsibility to replace the Device at the School's current replacement cost.

**The student or parent/ guardian is required to immediately notify a member of the building administration in all cases of stolen or lost Devices.** The technology support team and administration may be able to assist in relocating the Device if they are notified immediately.

- Parents/Guardians are responsible for filing a police report.
- ***Parents/Guardians are responsible for the replacement cost of a lost or stolen Device***
- ***For iPads, students are advised to use the "Find My Device" application to locate their Device in the event it is lost or stolen.***
- Contact [DJohnson@weldre5j.org](mailto:DJohnson@weldre5j.org) or [Linda.Spreitzer@weldre5j.org](mailto:Linda.Spreitzer@weldre5j.org).

*Loss of the charging cord or brick are the responsibility of the student. Replacement cost is \$19 for the cord and \$19 for the brick. In the first instance of damage to the cord, it may be replaced for no charge. For any other instances of damage to the cord, replacement cost is \$19 before cord is replaced.*

## **C. Repossession**

Knowledge Quest Academy reserves the right to repossess the Device at any time if the student does not comply with the terms of this Agreement.

## **D. Appropriation**

Failure to return the property (Device and accessories) in a timely manner will be referred to law enforcement and unless and until the Device is returned or paid for, will result in a hold being placed on the student's records. Replacement item price lists are available from the technology support team.

## **E. Modification to the Program**

Knowledge Quest Academy reserves the right to modify the program or the terms of use at any time.

## **F. Device Cases**

KQA will issue each student a school-approved Device case, which the Student will return to KQA upon return of the Device in accordance with this Agreement.

Failure to use the approved case will result in the Device not being covered by insurance. Any incidents of breakage will default to the \$125 fee.

## **G. General Care of the Device**

- Do not do anything to the Device that will permanently alter it in any way. This includes modifying, "jail breaking" and engraving.
- Student Devices in need of repair must be reported to the Computer Lab. The technology support team will determine whether the Device can be repaired on-site.

- Devices are assigned to individual students and the responsibility for the care of the Device solely rests with that individual general guidelines to follow:
  - Minimizing the number of photos and movies on the Device will increase performance.
  - Clean up your Device files/photos on a regular basis.
  - Do not write, draw, paint, place stickers or labels or otherwise deface your Device or case. Remember, the Device is the property of Knowledge Quest Academy.
  - Never put weight, such as a pile of books, on a Device.
  - Liquids, food and other debris can damage the Device. Avoid eating or drinking while using the Device.
  - Take care when inserting and removing cords or external memory drives to avoid damage to the ports and cables.
  - When charging the Device, first plug your power supply into the electrical outlet. Second, plug your power cord into your Device. When disconnecting, reverse this process.
  - Do not expose your Device to extreme temperatures, direct sunlight, or ultraviolet light for long or extended periods of time. Extreme heat or cold may cause damage to the Device and/or battery. If your Device has been in a cold or hot environment for a long period of time, let it reach room temperature before using it.
  - NEVER leave your Device in a vehicle!
  - Virus protection is unnecessary on the Device due to the unique nature of its design.
  - Sound must be muted at all times, while at school, unless permission is obtained from the teacher for instructional purposes. Headphones may be used with teacher permission.
  - Streaming music or videos is not permitted at KQA unless it is assigned as part of a lesson.
  - Students should not lend their Device to another person for any reason.
  - Students should not sign in to a personal account, on their KQA assigned Device, for any reason.
  - Changing the settings on the Device is not allowed. Devices are pre-set with the tools needed to get their work done.
  - Do not attempt to remove or change the physical structure of the Device, including keys, screen cover, or casing.
  - Cords, cables, headphones, and removable storage Devices must be inserted and removed carefully.
  - While the Device is considered scratch resistant, they can scratch. Avoid using any sharp object(s) on the Device.
  - Never leave a Device in an unsecured location. Unsupervised Devices will be confiscated by staff and taken to administration and disciplinary action may be taken.
  - When students take a Device off-campus, they are expected to:
    - Carry the Device in a case. Students will be provided with a case by Knowledge Quest Academy. Be aware that pressure on the screen, even in a case, can damage the screen.
    - Put it in their backpack to help protect the Device.
    - Bring their Device to school fully charged every day.
    - Repeated violations of this procedure will result in students being required to “checkout” their Device from the Computer Lab.
    - If the battery is not staying charged, the Knowledge Quest Academy technology department needs to evaluate it. Please bring it to the Computer Lab for evaluation.
    - Do not attempt to install or run any operating system, or software, other than the Device’s OS and software installed and supported by Knowledge Quest Academy.
    - Students are responsible for anything done using their assigned Device or their login. Students must keep their login information secure and not share it with their friends or siblings.
    - Avoid getting moisture in the openings when cleaning Devices. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean it. Using an electronic wipe or cloth is best to keep the screen clean.
    - Device screens are particularly sensitive to damage from excessive pressure on the screen.
    - Never walk with the Device screen open.

Do not wedge them into a bag. Devices should be placed in a case and stored vertically in the bottom of their backpack.

- Do not lean or stack things on top of the Device.
- Avoid placing anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Do not touch the screen with anything (e.g., your finger, pen, pencil).
- Never put a piece of paper over the screen and ‘trace’ on the paper with a pencil.
- Printing
  - Printing at home requires a wireless Google compatible printer. Knowledge Quest Academy will not be able to assist in setting this up or troubleshooting a home printer connection.
- Using the Device
  - ▪ The Device comes equipped with a camera and video capacities. As with all recording Devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a restroom per state statute. The Camera can be accessed within apps like, Google Docs, Slides, Meet, etc. The camera will only allow one app to use it at a time. The camera is set to ask permission to use it. ALWAYS click ALLOW.
- Accessing the Internet
  - Students can connect to wireless networks when their Devices are at home, or in other venues where connectivity is offered (such as the public Library). Be aware, the public network you are connecting to might not be secure and/or someone may be watching for personal identifiable information on public WiFi. It is advisable to not use wifi at coffee shops or restaurants because of their lack of security to protect your information. Do not use passwords or other personal identifiable information on public networks. Note: Knowledge Quest Academy can not provide any assistance, troubleshooting, or advice on such off site connectivity. When connecting from home, students and parents/guardians should be aware that their school account is still being used and website monitoring and filtering is still being done.

## **H. Cleaning Your Device**

Routine maintenance on the Devices will be completed by the Knowledge Quest Academy technology support team. Students are encouraged to perform simple cleaning procedures as outlined below:

- ▪ Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or other parts of the Device.
- ▪ You may use individually packaged pre-moistened eyeglass lens cleaning tissues.
- ▪ Wash your hands often to avoid any oil or debris build-up on the glass.

## **I. General Use of the Device**

1. Students are required to bring the Device to school each day with a fully charged battery. Students who do not have the assigned Device at school, will still be responsible for turning in the day’s assignments. The student’s teacher will determine an alternate way to turn in the assignment.
2. The student is fully responsible for the contents on the Device.
3. Do not delete any profiles, folders, files or apps that you did not create or that you do not recognize. Deletion of files could result in Device failure and may interfere with your ability to complete classwork. Deletion of files and profiles will lead to the Device being re-imaged by the technology support team and may result in the loss of all installed media and any school assignments that the student did not back up.
4. Student Devices are subject to routine monitoring by teachers, administrators and members of the technology support team. Users shall have no expectation of privacy while using the school’s electronic information resources or district-owned equipment.

## **J. General Security**

1. Never leave the Device unsecured. Devices should be secured in a designated area or secured in your back pack when not in use.

2. Students are expected to maintain the security of the Device even during after-school activities. Unsupervised Devices will be confiscated by staff, and disciplinary actions may be taken.
3. Each Device has several identifying labels. The Knowledge Quest Academy identification label and a label identifying the Device. Under no circumstances are you to modify, remove or destroy these labels.
4. Knowledge Quest Academy Technology Devices are each labeled with an identification label and a label identifying the device ID. Under no circumstances are students to modify, remove, or destroy identification labels. If removed, students are to bring their device to the Computer Lab for a replacement label immediately. The student may need to leave the device until a label can be made. Labels will have the student's name and Device numbers.

#### **K. Device Repairs**

Devices that are broken or are failing to run properly need to be brought to the Knowledge Quest Academy Computer Lab for an evaluation. See the **Troubleshooting Flowchart** below if the computer is not powering on prior to bringing it in to the Computer Lab for an evaluation. All repairs to Knowledge Quest Academy Devices **MUST** be made by Knowledge Quest Academy.

- Students with failing Devices will need to bring it to the Computer Lab.
- If the repair is a general malfunction issue, repair will be made with no charge.
- If the repair is not deemed malicious, or there is not an outstanding debt from a prior repair, the student can checkout a loaner Device.
  - There are a limited number of loaner Devices and a loaner is not guaranteed.
  - If the repair will take longer than the day and the student needs a Device at home, a loaner Device will be issued, if available, for longer than the day with a charger (it is not guaranteed that the same model Device will be assigned to the student).
  - The signed Knowledge Quest Academy [Responsible Use Agreement Form](#) applies to the loaner Device and charger that need to be returned in the same working condition as when they were checked out.
- Once the repair is made, the student will be notified to pick up their Device.
  - Students need to return the loaner Device and charger (if applicable).
  - The invoice will be in the computer and payment is due within two weeks of repair completion. Payment can be made to the front office.
- If the Device is damaged, lost or stolen, parents/guardians are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the Knowledge Quest Academy Technology Director as soon as possible.

When a Device is damaged beyond repair, families will be billed for the cost of a new Device.

#### **L. End of the Year Collection Procedure**

Devices will be checked in during the final week of school. Parents and students will be notified with the information on the check in process and times/dates. If a student knows in advance that they will miss the last week of school, it is their responsibility to make arrangements for Device check in. If the original charger is not returned or damage is discovered either during check-in or when the Device is turned on for summer maintenance, the family will be contacted and an invoice will be generated. If a student fails to return a Device, the student/parent/guardian will be charged the replacement cost of the Device and a police report will be filed with the Milliken Police Department.

#### **M. Internet Access/Filtering in School**

1. Knowledge Quest Academy networks are equipped with a technology protection measure to help ensure students are protected as reasonably as possible from inappropriate online content while they are at school.
2. The school cannot guarantee that access to all inappropriate sites will be blocked. Students may accidentally or purposefully circumvent these precautions and restrictions.
3. Any Device application that accesses the Internet poses a risk, though small, of exposure to graphic, highly controversial, or potentially dangerous content.

## **N. Internet Access/Filtering at Home**

1. Knowledge Quest Academy will not provide internet access at the student's home.
2. To promote internet safety for students at locations outside of the school, the school-issued Device includes internet protection measures that are designed to block sites deemed inappropriate by KQA. However, the school cannot guarantee that these measures will effectively block access to all inappropriate sites. Therefore, parents assume responsibility for monitoring student use of the Device at all times from any location away from the school.
3. The school strongly encourages parents/ guardians to secure their home network.

*Many of our students are carrying a personal web-enabled Device, such as a smartphone or iPod Touch. Parents and guardians are probably aware of the risks. Access to the Internet, from anywhere in the world, comes with the possibility of retrieving inappropriate content; therefore, adults must do their best to educate children on the proper uses of technology.*

## **O. Opt-In/ Opt-Out Policy**

By election below, parents/ guardians may choose whether or not their child may bring a Device home.

- **By opting in**, parents/guardians agree to grant permission for their child to bring the Device home. Parents acknowledge that students may be able to access undesirable content if not supervised. Parents agree to assume responsibility for student use of the Device from any location and at all times while away from school.
- **By opting out**, parents/ guardians choose not to grant permission for their child to bring a Device home.

*Whether or not parents/ guardians decide to have their student bring the Device home, students will benefit from exciting, interactive and rich learning experiences using the Device at school. If your personal, family decision is to opt out of bringing the Device home, students will check the Device in to the Computer Lab at the end of the day and check out the same Device when they return to school in the morning.*

## **P. End User License Agreement**

Knowledge Quest Academy and parents/ guardians are considered to be the end users for all applications installed on the student Device.

Acknowledgement: The Knowledge Quest Academy Device Student Agreement is adopted and adapted from that of the WeldRe5j School District. 7

## Appendix A, Chrome book specific information

### Securly

The Device content filter that Knowledge Quest Academy is using is through Securly, and will work off-campus. It is also important for parents and/or guardians to be aware of potential Internet dangers. Securly has a well-developed list of websites, based on content categories, that it will block students. Please refer to the following resources for topics on digital citizenship and online safety for students.

[Safety, Privacy, Security](#)

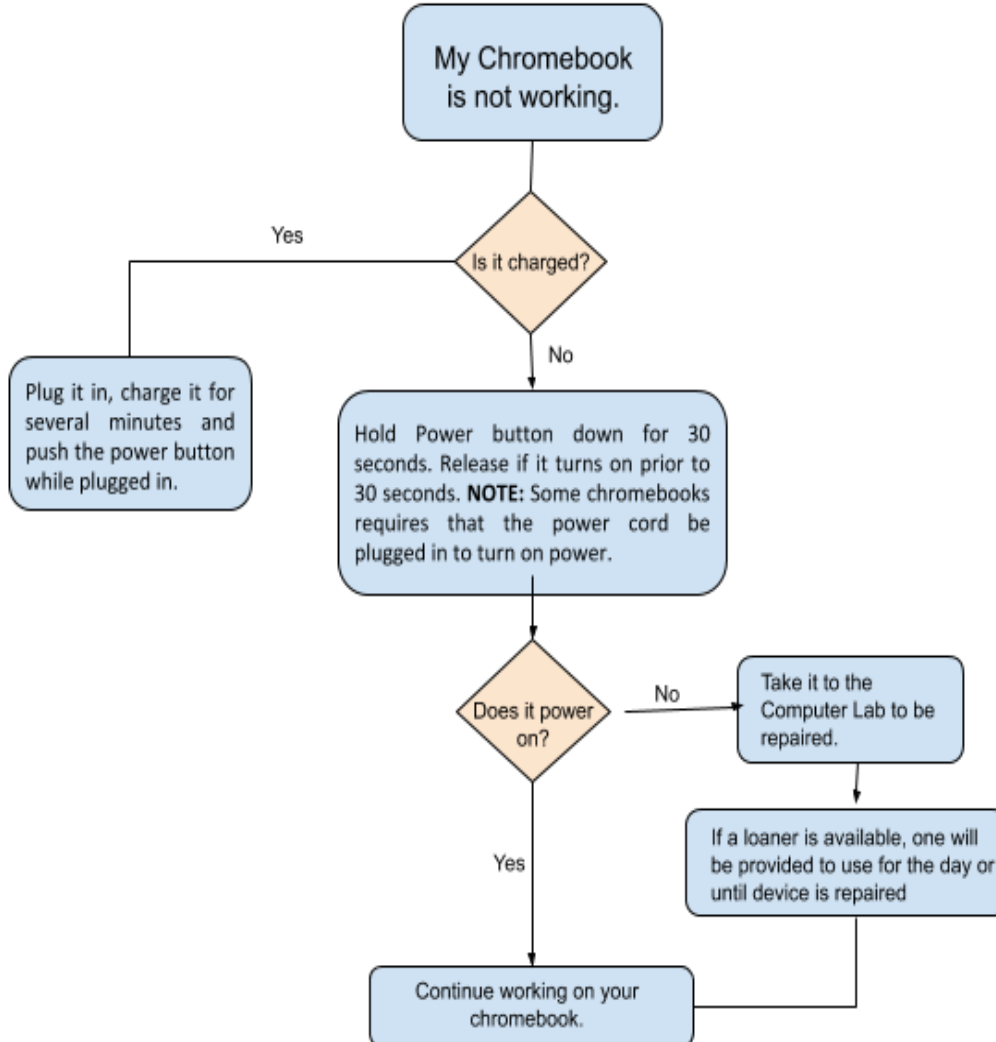
[Post and Comment Responsibly](#)

[Cyberbullying and other online Behavior](#)

When Securly blocks a student on a site they will get a message on their screen from Securly letting them know that they have been blocked. They need to redo their search and look at the short description of the search they did to see which sites are appropriate for the information they are looking for. Using a search engine designed for kids is also helpful to get information that is safe for kids to view. Some examples are <https://www.safesearchkids.com/> or [www.kiddle.co](http://www.kiddle.co).

### Troubleshooting Flowchart 8

If you cannot power on your chromebook, follow this flowchart prior to bringing it in for repair



**Knowledge Quest Academy**

**Student and Parent/Guardian Responsible Use Agreement for Devices**

**Electronic Submission of this form, [Click Here](#)**

Please Print All Information I have read, understand and agree to follow all responsibilities as outlined in the Device Responsible Use agreement.

Student's Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_



**Knowledge Quest Academy  
Opt In / Opt Out Form**

Electronic Submission of this form, [Click Here](#)

Please choose one of the two options, sign and return the form to school.

**Opt In:**

I want my child to have access to his/her school-issued Device beyond normal school hours, and I grant my permission for my child to bring the Device home.

- I acknowledge that my child, accidentally or purposely, might gain access to unfiltered, inappropriate, or non-educational material when using the Device away from school.
- I take responsibility for my child's use of the Device while he/she is away from school.
- I have read and understand the Knowledge Quest Academy Device Responsible Use Agreement.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Opt out:**

- I do not grant permission for my child to bring a Device home.
- I have read and understand the Knowledge Quest Academy Device Responsible Use Agreement.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_