



Riverside's 1 to 1 Technology Loan Agreement For STUDENTS/PARENTS/GUARDIANS

Under the Riverside 1 to 1 Technology Loan program, students enrolled in grades K-12 at Riverside Jr-Sr High School, or a student in any other grade that is assigned a device to take home, will receive the following equipment for educational use both in school and at home: a Technology Device (with preinstalled software), charger, and protective carrying case. This equipment is the property of The Riverside School District and is on loan to the student for the current academic school year. In order to receive this equipment, the following conditions must be met:

1. The student will complete the technology orientation program provided by Riverside School District. The parent/guardian of the student should complete the technology orientation program provided by Riverside School District.
2. The student and parent/guardian must read the terms and conditions outlined in this Acceptable Use of Technology and the Technology Loan Agreement, and sign the forms.
3. The parent/guardian will submit a \$25 check or money order, payable to Riverside School District, to cover any Accidental Damage to the device during the current school year.

Terms and Conditions

All students and other participants (including parents/guardians and other immediate family members) should comply with the terms and conditions of this agreement. The use of this technology is primarily for educational purposes. Students, parents/guardians, and all other participants are responsible for using the technology and all related programs, files, accounts, and equipment in an ethical and legal manner.

General Conditions of Use

- In accordance with RSD Policy No. 708, "The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of use and shall be responsible for its safe return.... School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from school or job responsibilities. Removal of school equipment from school property for personal use is prohibited by staff or students."
- Do not install or use any other software other than that which has already been installed on the device by the School District's IT Department.
- Do not alter or modify the pre-installed software in any way.



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- The equipment is the property of The Riverside School District and is on loan to the student for educational purposes for the current academic school year. The student should not deface or destroy this property in any way.
- The Riverside School District is not responsible for any electronic viruses that may be transferred to or from the device, student storage media (i.e. jump drives, etc.), or other technological tool or resource used with the District equipment.
- When the device is required for class work, the student must have his/her device at school and in class ready to work. This includes a responsibility to have the device battery charged and ready to go.
- Be sure to return any and all equipment when requested by The Riverside School District.
- In accordance with RSD Policy No. 208 (Withdrawal From School), if a student withdraws from The Riverside School District before the end of the school year, all equipment must be returned to the District in a timely manner. If the equipment is not returned within a reasonable timeframe, RSD has the right to charge the student for the full replacement cost of the equipment.
- In accordance with RSD No. 814 (Copyright Material), improperly documented use of copyrighted material in any format will be deemed as plagiarism and punished accordingly. Policy 814 states: “the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission...severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the ‘fair use’ doctrine. Under the ‘fair use’ doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.” For more information on the District’s Copyright Material policy, consult Policy No. 814.
- Each device has been identified with a barcode label for inventory and repair issues. Do not remove or damage this label. If the label is damaged or removed, contact The Riverside Jr-Sr School Technology Department for a replacement.
- Do not lend the equipment to anyone. The equipment should remain in the student’s possession at all times.
- Students are required to make the device, messages, files, etc. sent or received available for inspection by a teacher or administrator upon request. The District has the right to view these items for appropriateness and for evidence in cases requiring disciplinary action.
- Students must not conceal screens or close the device lid to hide their activity from any staff member while using the device on campus. Staff members must always be able to view the activity of students on their school owned technology devices.
- Transmitting or creating any material in violation of Federal, State, or local laws and ordinances is strictly prohibited.



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- Use of technology for commercial activities (including, but not limited to activities requiring the exchange of money/credit card information, charging the school for fees, purchases or sales of any kind, solicitations/donations, advertising, and/or political lobbying) is strictly prohibited.
- Communication methods such as instant messaging, chat rooms, wikis, social networking, and e-mail that is not sanctioned or moderated by a teacher or administrator is prohibited during the school day.
- Computers should be taken home each night. Storage of the device in a student locker is not recommended.

Using the Internet and Email

- All use of Internet resources should be in accordance with the school's Acceptable Use of the Internet (RSD Policy No. 815), including access and entries made using District equipment outside of school. For more information, consult RSD Policy No. 815.
- In order to participate in some of the Internet resources, an e-mail account will be provided to the student. This account will allow the student to register and access materials online.
- All school provided email is archived and available to District officials for inspection provided reasonable suspicion is available.
- While on the school's wireless network, attempts to circumvent the Internet content filtering system by proxy or other means is strictly prohibited.
- Do not delete the Internet History on the computer. Doing so may be automatically considered an admission of guilt. Please note that all activity is logged on our network systems.
- In compliance with the Children's Internet Protection Act (CIPA), RSD filters Internet content accessed using the school network. To increase the usefulness of the equipment, there will be Internet content filtering on the device when it is used at home. Parental supervision is encouraged while the District equipment is being used at home in adherence of RSD Acceptable Use of the Internet (Policy No. 815). Individuals may also be held accountable for content accessed and downloaded at home and brought into the school network.

Files and File Management:

- Backup files regularly onto your RSD remote file access account, on a jump drive, or other portable media. The Riverside School District is not responsible for the loss of any data or files while using this equipment or during the time when the device is checked, repaired or serviced.
- Do not remove programs or files from the laptop unless they are your own created files and you have created a backup.
- Images, sounds, music, video, or other materials that depict or imply elements that are obscene, violent, vulgar, pornographic, or depicting the use of illegal drugs,



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alcohol, tobacco, or other illegal behavior may not be downloaded, uploaded, imported, viewed, or used on the District equipment and network.

- File sharing is prohibited unless sanctioned or moderated by a teacher or administrator.
- Copying, altering, reading, or using files in another's storage area (such as hard disk space, portable media/storage devices, network accounts, personal/shared folders, etc.) without the user's permission and/or for the purpose of academic cheating is prohibited.
- Storing non-school related material (i.e. music, video, and other files) on the school's network/server or the hard drive of the device is prohibited.

Safety and Security:

- No student or other participant may include any information or images on school-related websites that could compromise the safety of him/herself or others.
- All students will receive a login and password to be used only by the student. If a student suspects that a password has been compromised, he/she must notify the teacher or technology department immediately.
- No student may share his/her log-in information or protected information with anyone other than District Staff members for the purpose of troubleshooting tech issues. This includes adding trackbacks or other means by which outsiders can access the sites and information without permission. Any student who is aware of violations of this agreement by others must report these violations to the teacher or technology department immediately.
- Students and participants are not permitted to add, delete, or modify other user accounts in any way.
- Students must not knowingly upload or introduce an electronic virus to any District equipment, network, server, or other technology.

Interactions with Other Participants:

- Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.
- All participants will be respectful in their postings and edits. No trash-talk, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Harassment and Cyber-bullying will not be tolerated.

Care, Service, and Repair:

- In accordance with RSD Policy No. 224 (Care of School Property), "The Board charges each student in the schools of this district with the responsibility for the proper care of school supplies and equipment entrusted to his/her use. Students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be



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prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions.”

- Do not eat or drink when using the equipment. Crumbs, spills, and other messes can damage the equipment.
- Clean the equipment regularly. Use only a clean, damp, lint-free cloth to clean the computer’s exterior. If you need to clean the screen, use only a clean, soft, damp lint-free cloth with water only. DO NOT spray liquid directly onto the screen. Avoid getting moisture in any openings.
- If you or your student experience technical difficulties with the equipment supplied by the School District, there will be a number of support systems in place to assist you. For example, the District website is enabled with a call ticket system that will help track equipment repairs, ensuring efficient support and service. In addition, students will have access to the Districts Technology Department located in the Jr-Sr High School, Email Support (support@riversidesd.com), or Telephone Support (570-562-2121X1000 or X1503 from 8 AM to 4 PM)
- Additional stickers, labels, tags, or other markings should not be added to the equipment.
- Avoid getting the equipment wet or damp.
- Do not leave the equipment outdoors or inside a car in extreme temperatures.
- The device must be placed inside a district provided protective carrying case when not in use.
- The device should go home every night with the student. In the event that a student chooses not to take the device home, he/she should make arrangements to store and charge the device in a storage cart located in the High School Library or the Technology Department. Time allowances will have to be made for securing the device at the end of the day and/or at the beginning of the next day.
- Students and parents may be held responsible for damages and repairs to the equipment regardless of circumstances or cause.

Consequences of Violating This Agreement:

- A violation of the above terms and conditions may subject the violator to denial of or restriction in the use of technological resources and/or other discipline under the school code of conduct and otherwise.
- At the teacher’s discretion, a warning may be given in the case of minor infractions.
- In cases of extreme or illegal violations, legal action may be taken against the student and/or other participants under the law.



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Technology Equipment Loan Form

Student Name _____

YOG : _____

School email address _____

Student ID# _____

Equipment	Serial Number	SD ID#	Replacement Cost
_____	_____	_____	<u>As per 1:1 Cost Plan</u>
Power Adaptor	_____	_____	\$30
Case	_____	_____	\$10

As the Parent(s) or Legal Guardian(s), and Student, We acknowledge that we have read, understand and agree to everything set forth in the "Riverside Technology Loan Agreement," and will abide by everything set forth in that document. We understand and agree that students and parents/guardians may be held liable for violations, damaged or missing equipment, and misuse of the technology. We further understand and agree that any violation of these regulations may result in the loss of technology privileges and school disciplinary action or legal action. We accept responsibility for guidance of technology use.

We hereby understand that the pieces of technology listed above are the property of the RIVERSIDE SCHOOL DISTRICT. It is the responsibility of the school district to maintain this equipment. However, if the equipment has been damaged due to misuse, it will be my responsibility to pay for the appropriate repair or replacement of the equipment.

This agreement will remain in effect while attending Riverside School District until canceled in writing by the parent/legal guardian

Parent/Guardian Signature: _____ **Date:** _____

STUDENT Signature: _____ **Date:** _____

Riverside Technology Dept Signature: _____ Date: _____

Office Technology Department Use Only:

Date Assigned	Date Returned	Remarks
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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I have enclosed a **\$25 check or money order** made out to **Riverside School District**

for Accidental Damage Coverage on the technology device assigned to

_____ YOG _____
(Please print your child's name)

for the current school year _____.

Student ID _____.

Please send in payment before October 1st of the current school year.

Please put your child's name in the Memo field of the check to help assure credit goes to your child.

Homeroom teachers will be collecting payments.



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USERNAME:

PASSWORD: