



District Issued Portable Device Permission/Responsibility Acknowledgement

Self Insurance Acceptance

(Signature indicates you have read and agree to information on the back page)

Student Name _____ School Year _____

_____ iPad (MS Students) _____ Laptop (HS Students)_

Asset Number _____

___ Yes, I opt to select the district's self-insurance for this device. **COST: \$20**

_____ CASH (Receipt #) _____

_____ CHECK # _____

DATE PAID _____

___ No, I do not want the district's self-insurance for this device. I know I am liable for replacement or any repair costs if necessary.

Condition of Device: _____ Brand new (first issue) _____ Used (previously issued)

Indicate any signs of wear on device at time of issue (scratches, dents, marks, etc.) if used:

Student/parent assumes responsibility for any damage to equipment other than that indicated above within the self-insurance guidelines.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Principal or Designee Signature _____

Date _____

-----Guidelines on Back – Please Read-----

- The use of this district issued device is a privilege. Students are expected to utilize their good judgment in being a good digital citizen while online and while using the device. These devices are ‘filtered’ while at school. Outside networks may/may not be ‘filtered’.
- The device remains at all times the property of the district and the student’s possession and use of the device does not in any way change ownership.
- The device is provided for the use of the student and for school purposes. The student and anyone using the device is subject to district policies/rules and federal/state laws regulating online content and communication such as cyber bullying, copyright, unlawful practices, etc.
- The district’s acceptable use policy IABA governs the use of the device. Copies of the district policy can be found on the district website – www.lacrosseschools.org under Administrative Policies. The school’s student handbook contains usage guidelines.
- The student is limited to the use of the account provided on the device. Passwords and usernames are not to be shared with anyone except district staff or parents/guardians when asked; accounts should not be added or modified/changed. The district provides the accounts and maintains full access to the account and password if needed.
- Students will be using their district provided email account to create and use other online services such as cloud storage, blogs, wikis, basic social collaboration spaces, web presentation tools, etc. By signing this document, parents/guardians give permission for students to use any accounts deemed necessary by the school district as part of a comprehensive curriculum.
- No software may be loaded, modified or removed on the device without express prior approval of the district technology services department or its designee.
- Student may not ‘sync’ the device to home or personal equipment.
- Students should bring their device charged each day to school.
- Students should notify the classroom teacher, school resource officer, or building principal immediately if it is believed the device to be lost, stolen, or damaged.
- Students can maintain the device by using a clean, soft cloth only to clean the screen; can keep it safe in locked spaces and/or never leaving the device out of their sight; not drinking or eating near the device; and using the covers/cases to prevent damage.
- Voluntary ‘Insurance’ Option. Yearly, parents/guardians have the option of purchasing ‘self-insurance’ from the district for a nominal fee. This will cover the cost of fixing the device such as broken screen, device stolen, or device lost. Each type of repair or replacement will be done one time. Subsequent damage/loss of the device will be the responsibility of the student/parent/guardian. If the device is intentionally harmed, the student/parent/guardian is responsible for the full cost of replacement less the self-insurance fee (if paid). Power bricks, cases, and cords are not covered by insurance. Replacement items must be purchased at the school (store or office).
- It is understood that the device will be returned to the school building on a designated date at the end of the school year unless this agreement is terminated earlier by the district/school or upon the student’s withdrawal from the district.
- Failure to return the device at the end of the school year or at time of withdrawal from the district may result in legal action for return of the device. If these proceedings are initiated, all legal costs will be the responsibility of the parent/guardian.