

Rockwell Charter School
Electronic Device User Agreement - Volunteer

Summary

School-owned electronic devices (including, but not limited to Chromebooks, iMacs, and phones) are provided to Rockwell Charter School volunteers for use both on and off school property to facilitate their volunteer service to the school. They are to be used for school related use only.

Guidelines

The following guidelines are provided to help manage the use of this equipment. These guidelines apply to any digital device owned by Rockwell Charter School.

1. Electronic devices that are purchased with any school funds and are used by school volunteers remain the legal property of Rockwell Charter School.
2. Before an electronic device is issued, the volunteer must read and sign the Rockwell Charter School Electronic Device User Agreement, as well as read and understand the Rockwell Charter School Responsible Technology Use Policy. The signature page of the Electronic Device User Agreement will remain on file with the issuing administrative authority or administrator designee.
3. Work produced and/or information stored or resident in the memory of electronic devices is property of Rockwell Charter School, and there is no expectation of privacy.
4. In the event of problems with the electronic device, the user will submit a ticket which will be handled in the same manner as all helpdesk tickets.
5. At any point when there is a separation from volunteer work at Rockwell Charter School, the volunteer must return the electronic device. Failure to return the device will result in the volunteer being charged full retail price of the device. It is the volunteer's responsibility to keep their assigned electronic device(s) and all of its accessories secure and protected at all times. Failing to follow these guidelines that lead to theft and/or render the computer unusable will be considered negligence on the part of the volunteer.
 - a. Use protected storage bags and/or carrying cases.
 - b. Lock electronic devices in cabinets or desks when possible.
 - c. Secure the electronic device anytime you are temporarily leaving it unattended in a classroom or conference room.
 - d. Avoid creating trip hazards when plugging in the electronic device to power outlets, projectors, monitors and/or speakers.

- e. Use car trunks or other means to keep the electronic device out of plain sight. Always keep car doors locked.
- f. Be aware of extreme (hot or cold) temperatures in an enclosed vehicle. Extreme temperatures can cause harm to components in the electronic device, causing it to fail.
- g. Keep drinks, food, lotions, liquids of any kind and other harmful materials away from the electronic device.
- h. Do not affix stickers to the device or vandalize, mark, or deface the device in any manner.

Agreement to Use School Owned Device Appropriately

Volunteer agrees that the volunteer will not knowingly use a school owned device and user account for non-educational or inappropriate uses including, but not limited to:

- Accessing or distributing inappropriate materials or materials objectionable in a public school environment;
- Communicating vulgar, defamatory, or threatening language, graphics, or artwork;
- Downloading, uploading, installing, or executing software without prior approval from authorized school personnel;
- Violating copyright or intellectual rights by knowingly downloading or distributing copyrighted material;
- Engaging in illegal activities (defined as any violation of local, state, and/or federal laws). These include, but are not limited to, corrupting, destroying, or manipulating system data;
- Operating an unauthorized business, lobbying for political purposes, or executing or running non-educational gaming;
- Customizing settings for personal use or erasing, expiring, or resetting memory cache, web page links, or internet browser history without prior consent of authorized school personnel;
- Copying system or curricular programs or files from a school owned device or the school's network without permission;
- Sending mass emails for non-educational purposes.

Warranty Repairs

Warranty repairs are defined as defects in materials and workmanship under normal use. The electronic device warranty only covers failure due to defects of the components. This does not include any damage due to accident or negligence. It does not cover loss or theft.

Insurance for Damage/Vandalism/Loss/Theft

If damage, vandalism, loss or thefts occur, a deductible will be paid to Rockwell Charter School by the volunteer and before the electronic device is returned to the volunteer.

The administrator of the school will make the decision on payment of deductibles.

Anytime there is damage, loss or theft of the electronic device, a helpdesk ticket will be filled out by the volunteer.

1. In the event of damage to the electronic device and the item is turned in, a one-hundred-dollar deductible (\$100) will be charged to the volunteer. This will cover repair of the electronic device. All subsequent damages to the electronic device will incur a charge for the cost of the part up to two hundred dollars (\$200).
2. In the event the electronic device is stolen or lost and cannot be turned in, a two-hundred fifty-dollar (\$250) deductible will be charged to the volunteer or school for the first incident, and a five-hundred-dollar (\$500) deductible for the second incident. If there are further incidents, they will be reviewed by the administrator.
 - a. The deductible will be refunded if the electronic device is found and turned in within 30 days after the deductible was paid.
 - b. The deductible will NOT be refunded if the electronic device is found and turned in more than 30 days after the deductible was paid.
 - c. The device remains the property of Rockwell Charter School and must be returned if found no matter how much time has passed.
3. Procedures for reporting damage, loss, theft or vandalism of electronic devices are as follows.
 - a. Immediately notify the IT Director.
 - b. The IT Director will enter a helpdesk ticket to begin tracking notes on damages and theft.
 - c. In cases of suspected theft or loss, on school property, the IT Director will notify administration, and a police report will be filed by Rockwell Charter School.
 - d. In the event of suspected theft or loss, not on school property, volunteers must notify law enforcement authorities.
4. In any instances of insurance claims paperwork will need to be filed and all instances will need to be investigated.

Note: Damage to the electronic device due to negligence will not be covered by Rockwell Charter School and could result in the full cost of the electronic device.

Applicability

This agreement only applies to a device deemed as the volunteer's device. The guidelines in this agreement do not apply to devices used primarily by students. While the volunteer should take the necessary steps to keep all devices safe and in good working order in the course of their volunteer work, these devices are repaired, monitored, and maintained by the school in general.

Volunteer Signature of Agreement
Rockwell Charter School
Electronic Device User Agreement

I have read the Rockwell Charter School Responsible Technology Use Policy, and agree to abide by its terms and conditions. I understand that violation of the use provisions stated in the policy may result in limitation, suspension or revocation of network privileges, and potential reimbursement for the cost of damage to the device or replacement of the device.

Volunteer Name _____

Volunteer Signature _____

Date _____