

North Union Local School District

1:1 Program Device Packet

What's in the packet?

- I. 1:1 Device Loan Agreement**
- II. 1:1 Device Student Responsibilities**
- III. 1:1 Device Parent Responsibilities**
- IV. Acceptable Use and Internet Safety Policy**
- V. Taking Care of Your 1:1 Device**

North Union Local Schools

1:1 Device Loan Agreement

Overview

As part of the North Union Local School District 1:1 Device initiative, your student is being provided with a device, case, and charger to use for educational purposes both at school and at home. **In order for your student to receive his/ her assigned device, both the student and his/her parent/guardian must agree to the 1:1 Device Loan Agreement.** Students and parents/guardians must carefully read this agreement. Any questions can be addressed to the North Union Local Schools Technology Department at NUTech@nu-district.org

Device and Accessories

- The student will receive one device, charger, and case for use at school and at home. This equipment is, and at all times remains, the property of the North Union Local School District. It is loaned to the student for educational purposes only during the academic school year.
- The student may not deface or destroy this property in any way. While the device may be covered under warranty, **the student can be held liable for a lost device and/or a device that has been damaged due to neglect, abuse or malicious act.**
- All material on the laptop is subject to review by school staff. If there is a police request, North Union Local Schools will provide access to the device and network accounts associated with the student's use of the laptop.
- If the device is stolen while in the student's possession, a police report must be made by the family and a copy of the incident report provided to North Union Local Schools.
- If the device is accidentally lost or damaged while in the student's possession and outside of the school building the student attends, the parent/guardian will submit a signed and witnessed report of the event.
- The device, charger and case will be returned at any time when requested by North Union Local Schools. If the student withdraws from North Union Local Schools, the student must turn in the device, charger, and case before his/her last day of school at North Union. If the student withdraws from North Union Local Schools and does not return the device, charger and case, the incident will be turned over to the Union County Prosecutor's office and/or the student's parent/guardian will be billed for the current value of the device, charger and case.
- Identification labels have been placed on the device and charger. These labels are not to be removed or modified. If they become damaged or missing, the student should contact the North Union Technology Department for replacements.
- **Additional stickers, labels, tags or markings of any kind are not to be added to the device or the device case** unless prior approval is granted by the North Union Technology Department.
- The student acknowledges and agrees that his or her use of the device is a privilege and that by the student's agreement to the terms hereof, the student acknowledges his or her own responsibility to protect and safeguard the District property and to return the same in good condition upon request by the North Union Local School District.

Software/ Networking

- The student may not install or use any software other than software owned and approved by the District and made available to the student in accordance with this agreement.
- The student will not be able to add printers or other accessories to the device.
- The student will not change the default network settings (Wireless password, SSID) on the device. (This will not prohibit them from connecting to their home Wi-Fi environment).
- The student understands that the North Union Local School District will not provide individual technical assistance with home Wi-Fi connections.
- The student will not use the device to connect to the North Union Local Schools guest wireless network.
- The North Union Local School District school network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

Use

- The device is to be used only for non-commercial, **educational purposes**, in accordance with the district's policies and rules, the North Union Local School District Acceptable Use and Internet Safety policy, as well as local, state, and federal statutes.
- This device has been set up for and is intended to be used by only the student it has been assigned to. The student agrees to let no other person use this device. (NOTE: Parents are permitted to monitor their student's activity on the device and to provide supervision.)
- The student will make sure he/she locks the device when not using it to minimize the chance of any non authorized individual having access to the student's device or account.
- Inappropriate use of the device may result in the student losing his or her privilege to use the device.

Daily Responsibilities

- The student is responsible for **bringing the fully charged device** and the charger in the district provided case to class every day.
- The student must take their device and charger home every day in the district provided case. Devices should not be left in lockers or other potentially non-safe areas.

North Union Local Schools

1:1 Device Student Responsibilities

Your device is an important learning tool and is to be used for educational purposes only. In order to take your device home each day, you must be willing to accept the following responsibilities:

At School

- I will bring my fully charged device and its charger in the school provided case to class every day.
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- I understand that the device will be collected prior to the end of the current school year (prior to summer) so that it can be cleaned up and prepared for the next school year.
- I will return the device when requested and/ or upon my withdrawal from North Union Local Schools.

All The Time

- I will treat the device with care. I will not drop it, bang it into lockers, leave it outdoors, or eat and drink around it.
- I will keep my device in the district provided case at all times.
- I will keep my device charger in the district provided case at all times when not in use.
- I will carry the device securely when moving from one location to the other.
- I will always close the lid when carrying the device.
- I will not use my device to access **personal** (non school provided) email accounts such as Gmail or Yahoo.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not give out personal information when using the device.
- I will not lend the device to anyone (including friends, siblings or parents). (NOTE: Parents are permitted to monitor their student's activity on the device and to provide supervision.)
- I will not alter the device physically in any way, nor will I add or remove any software from the device.
- I will not attempt to repair the device.
- I will notify my teacher (or the North Union Technology Department) immediately if the device is physically damaged.
- I will notify my teacher (or the North Union Technology Department) immediately if the device becomes non-operational.
- I will notify the North Union Technology Department immediately if the device is lost or stolen.
- I will always follow the policies of North Union Local Schools, especially the Student Code of Conduct and the Acceptable Use and Internet Safety policy, and abide by all local, state, and federal laws whenever and wherever I use the device.

North Union Local Schools

1:1 Device Parent Responsibilities

Your son/daughter has been issued a portable device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe and efficient operation of this device:

- I will supervise my child's use of the device at home.
- I will discuss our expectations regarding the use of this device for educational purposes only (including the use of the Internet and email).
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- **I will report to the school any problems with the device and I understand that if the device is lost or damaged due to negligence, abuse or malicious intent, I may be held liable.**
- I will not load or delete any software from the device.
- I will make sure my child recharges the device battery nightly.
- I will make sure my child brings the device and charger to school every day.
- I understand that if my child comes to school without the device, I may be called to bring it to school.
- I agree to make sure that the device, bag and charger are returned to school when requested and upon my child's withdrawal from North Union Local Schools. **I understand that if my student withdraws from North Union Local Schools and fails to return the device, bag and charger, the incident will be turned over to the Union County Prosecutor's office and/or the student's parent/guardian will be billed for the current value of the device, charger and case.**
- I understand that the device will be collected prior to the end of the current school year (prior to summer) so that it can be cleaned up and prepared for the next school year.
- I understand that if the device is stolen while in my student's possession, a police report must be made and a copy of the incident report provided to North Union Local Schools.



Book	Policy Manual
Section	Section E: Support Services
Title	Computer/Online Services (Acceptable Use and Internet Safety)
Code	EDE
Status	Active
Adopted	April 21, 1997
Last Revised	November 18, 2024
Prior Revised Dates	04/17/2000, 04/18/2011, 04/16/2012, 11/19/2012, 02/22/2021, 05/16/2022

Computer/Online Services
(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. The District may also use monitoring devices that to the extent permitted by law, maintain a running log of internet activity, and record which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

Monitoring of School-Issued Devices

For the following provisions, "school-issued device" means hardware, software, devices and accounts that a school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. "Technology provider" means a person who contracts with a school district to provide a school-issued device for student use and creates, receives or maintains educational records pursuant or incidental to its contract with the District.

In compliance with State law, the District and technology providers in contract with the District are prohibited from electronically accessing or monitoring the following except when otherwise authorized by law:

1. location-tracking features of a school-issued device;
2. audio or visual receiving, transmitting or recording features of a school-issued device;
3. student interactions with a school-issued device, including, but not limited to, keystrokes and web-browsing activity.

These prohibitions on electronic access and monitoring of school-issued devices do not apply to the following circumstances:

1. where limited to a noncommercial educational purpose for instruction, technical support or exam-proctoring by District employees, student teachers, staff, a vendor or the Ohio Department of Education and Workforce (ODEW),

and advance notice is provided;

2. the activity is permitted under a judicial warrant;
3. the District or provider is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to prevent or respond to a threat to life or safety and access is limited to that purpose;
5. the activity is necessary to comply with Federal or State law;
6. the activity is necessary to participate in federal or state funding programs.

In any year the District or a technology provider elects to generally monitor a school-issued device under any of these circumstances, the District must provide notice to all parents of enrolled students. If monitoring of a student's school-issued device occurs due to any of the circumstances listed, the District must notify the parent of the student within 72 hours of access and provide a written description of the triggering circumstance, including which features of the device were accessed and a description of the threat, if any. This notice is not required when the notice itself would pose a threat to life or safety, but notice must be given within 72 hours after the threat has ceased.

Maintenance of Educational Records by Technology Providers

Technology providers in contract with the District must comply with State law provisions related to the collection, use and protection of data as if it were a school district. Educational records created, received, maintained or disseminated by technology providers are solely the property of the District. Technology providers in contract with the District must comply with the following:

1. if educational records maintained by the technology provider are subject to a breach, the technology provider will disclose to the District all information necessary to comply with State law following discovery of the breach;
2. unless renewal of a contract with the District is reasonably anticipated, the technology provider will destroy or return all educational records created, received or maintained to the District within 90 days of the expiration of the contract;
3. the technology provider cannot sell, share or disseminate educational records, except as part of a valid delegation or assignment under the contract with the District, unless otherwise allowed by State law;
4. the technology provider cannot use educational records for any commercial purpose other than the services contracted for by the District.

A contract between technology providers and the District must ensure appropriate security safeguards for educational records, including, but not limited to:

1. a restriction on unauthorized access by the technology provider's employees or contractors;
2. a requirement that the technology provider's employees or contractors may be authorized to access educational records only as necessary to fulfill the official duties of the employee or contractor.

Notice and Inspection of Technology Provider Contracts

The District must provide parents and students annual notice by August 1 of any curriculum, testing or assessment technology provider contract affecting a student's educational records. The notice can be by mail, electronic mail or other direct form of communication and must do all of the following:

1. identify each curriculum, testing or assessment technology provider with access to educational records;
2. identify the educational records affected by the curriculum, testing or assessment technology provider contract;
3. include information about the contract inspection;
4. provide contact information for a school department that can answer parent and student questions or concerns regarding programs or activities that allow a technology provider access to educational records.

The District must also provide parents and students an opportunity to inspect a complete copy of any technology provider contract.

CROSS REFS.: Staff Handbooks
Student Handbooks

Legal

[U.S. Constitution Art. I, Section 8](#)

[Family Educational Rights and Privacy Act; 20 USC 1232g et seq.](#)

[Children's Internet Protection Act; 47 USC 254 \(h\)\(5\)\(b\)\(iii\); \(P.L. 106-554, HR 4577, 2000, 114 Stat 2763\).](#)

[ORC 3313.20](#)

[ORC 3319.321](#)

[ORC 3319.325 through 3319.327](#)

Cross References

[AC - Nondiscrimination](#)

[ACA/ACAA - Nondiscrimination on the Basis of Sex/Sexual Harassment](#)

[EDEB - Bring Your Own Technology \(BYOT\) Program](#)

[GBCB - Staff Conduct](#)

[GBH \(Also JM\) - Staff-Student Relations](#)

[IB - Academic Freedom](#)

[IIA - Instructional Materials](#)

[IIBH - District Websites](#)

[JFC - Student Conduct \(Zero Tolerance\)](#)

[JFCF - Hazing and Bullying \(Harassment, Intimidation and Dating Violence\)](#)

North Union Local Schools

Taking Care of Your 1:1 Device

Cleaning

- Use only a clean, soft cloth to clean the screen of the device. Do not use cleansers of any type –no window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasive material.

Daily Use

- Students are responsible for bringing a charged device to school every day.
- Devices can be damaged by rough or inappropriate handling.
- Always handle the device with care when preparing it for use, using it, and putting it away.
- Do not carry the device in a way that increases the chance of dropping it.
- Do not leave the device sitting in a position that increases the chance of it falling.
- Do not handle the device roughly even when stored in the case (for example do not drop or throw the device in the case).
- Do not set things on top of the device.
- Do not place anything in the device case that will press on the device and possibly damage the screen.
- Do not place anything in or on the device case that can spill or leak on the case and the device inside.
- Do not “bump” the device case into anything including lockers, walls, car doors or floors.
- Do not press on the device screen with your fingers, pencils, pens, etc.
- Do not use any sharp objects with the device.
- Do not lean on or sit on the device.
- Do not use the device around food or liquids.
- Keep the power adapter wrapped neatly in the case with the device.

Appearance

- Devices must remain free of writing, drawing, stickers, or labels that are not the property of the school.
- Devices should always be kept in their case.
- Each device and charger is identifiable. Do not remove any school ID tags or labels.

Safe Keeping

- Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- When not in your personal possession, the device should be in a secure, locked environment.
- Unattended devices that are found at school will be collected and given to the North Union Technology Department.
- Each device and charger has a unique identification number and at no time should the numbers or labels be modified or removed.
- Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device solely rests with that individual.
- Never expose a device to long-term temperature extremes or direct sunlight. An automobile is not a good place to store a device.

Repair

- This is an electronic device and care must be exercised when handling it.
- Do not attempt to gain access to the internal electronics or repair your device.
- If your device fails to work or is damaged, report the problem to the Technology Department as soon as possible.
- While the device may be covered under warranty, the student can be held liable for a lost device and/or a device that has been damaged due to neglect, abuse or malicious act.