



Device Responsibility Notice

As a student at Rice Lake High School, your child is being issued an electronic device to facilitate their participation in the district's educational programs while at school and at home. This device is being provided at no cost to you, however by accepting this device you also assume responsibility for the use and proper care of the device. Specifically, you acknowledge:

1. That the device will be used only by your child and only for educational purposes in accordance with the Guidelines for Responsible Use of Information Technology Resources by Students (Board of Education Policy 363 RULE).
2. That you are responsible for any damage to or loss of the device due to deliberate action, misuse, or neglect.
3. That you will report any incident resulting in damage to or loss of the device according to the "Incident Reporting Procedures" described below.
4. That no repair, alteration, or modification of the device will be made by any party other than the Rice Lake Area School District or its authorized agent.
5. That you will return the device to the school office or contact a school administrator to arrange pick-up when withdrawing from the school or when requested by a school administrator.
 - a. Failure to return the device within 10 working days of the withdrawal or request will result in the device being reported as lost/stolen and a charge assessed for the full replacement cost of the device (not more than \$300).
6. That student access to and use of district electronic devices is a privilege, not a right and, as such, may be restricted or revoked.

Incident Reporting Procedures

- In School/At Home Damage
 - When damage occurs in school or at home the student or parent should report the problem immediately to the school office. A district technician will evaluate the damage. If the damage requires repair the issue will be recorded and the repair or replacement will be initiated. Parent notification will be made as an alert to the future charges and student use of the device. Continued or frequent damage may result in restriction or revocation of access as noted above.
- Theft/Fire
 - A family must file a police or fire report in the event of theft or fire. A copy of the report must be delivered to the school office within ten (10) business days of the incident or discovery of the theft. Failure to comply with the reporting requirement will result in a charge for the full replacement cost of the device (not more than \$300).
- Misuse/Neglect
 - The assigned student, parent, or a district employee will report damage resulting from negligence or intentional misuse to the principal's office--whether the damage was during or outside of the school day. A parent conference will be held to review the incident and the resulting discipline and charges will be assessed.
 - Negligent damage should be the remote exception. This type of damage is not limited to the screen, but impacts multiple internal and external areas of the device. Examples of negligent damage may include but is not limited to, writing on the screen, scratches/etching on the screen or casing, and obvious signs of heavy impact from throwing the device. The disciplinary action includes the repair or retail replacement cost (not more than \$300) of the device.