PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

-Student Authorization for Access to the District's Electronic Networks and Device Use Agreement-

Update: Spring 2026

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STUDENT AUTHORIZATION FOR ACCESS TO THE DISTRICT'S ELECTRONIC NETWORKS

Our School District has the ability to enhance your child's education through the use of its electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Access to the District's Electronic Networks* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have a network account, sign the *Authorization* form below and return it to your school.

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of the District's Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of the District's Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic networks, including the Internet.

_____

Student Name (*please print*)

_____ _____

Parent/Guardian Signature Date

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the *Acceptable Use of the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, my email, and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

_____ _____

Student Signature Date

ONLINE PRIVACY STATEMENT

Online Privacy Statement

The School District respects the privacy of all website visitors to the extent permitted by law. This Online Privacy Statement is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

Network Traffic Logs

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Website Visit Logs

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies

Cookies are pieces of information stored by your web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one webpage to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or you may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

Information Voluntarily Provided by You

In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each webpage requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or listed below, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Communication Preferences

You can stop the delivery of informational emails from the District by following the specific instructions in the email you receive. Depending on the respective service, you may also have the option of proactively making choices about the receipt of email, telephone calls, and postal mail for particular District information and activities.

Links to Non-District Websites

District websites provide links to other websites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this Online Privacy Statement; they may have their own policies or none at all. Often, you can tell you are leaving a District website by noting the URL of the destination site. Links to external websites open a new browser window.

Please email your questions or concerns to the System Administrator [*Jeff Rundle – rundlej@pcschools535.org*].

DEVICE USE AGREEMENT

In this agreement, "Device" means any model of Chromebook, laptop, or iPad that Putnam County CUSD #535 provides, and all its components, software, battery, charger, and carrying case or protective enclosure.

Terms
Student will comply at all times with the Putnam County CUSD #535 (PC #535) Device Use Agreement and its guidelines as well as the PC #535 Technology Acceptable Use Policy. Any failure to comply may terminate student's rights of possession effective immediately and PC #535 may repossess the property. Devices are assigned to a single individual and are not to be shared.

Title
Legal title to the Device is in the District and it shall remain in the District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Device Use Agreement.

Loss or Damage
If the property is accidentally damaged or incurs loss due to an act of nature, PC #535 will assess the damage and repair or replace the device as stated in this Agreement. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the District by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

Repossession
Students not complying with all terms of this Agreement, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the device to take possession.

Term of Agreement
Student's right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the District or upon student withdrawal from the District.

Appropriation
Student's failure to timely return the property and the continued use of it for non-school purposes without the District's consent will be considered unlawful appropriation of District property.

Student Use Requirements

Collection and Return

- Student Devices will be distributed each Fall during the registration period and/or first week of school.
- Agreement must be signed by student and parent/guardian each year prior to distribution.
- Devices will be returned at the end of each school year for maintenance.
    - Students may keep Chromebooks over the summer for academic purposes with approval by Administration and/or Director of Technology.
- Student transferring out of PC #535 is required to return their Device and all accessories. If the Device or accessories are not returned, the parent/guardian will be responsible for payment in full. Failure to provide payment by the indicated time will result in the case being turned over to a collection agency.
- Devices are labeled by barcode and assigned using a cataloging system. Students are not allowed to modify, remove, or destroy this barcode or other District assigned identification labels.

General Care/Maintenance

- Student will not loan Device to other people.
- Student will not use or possess any other student's Device.
- Student will not leave the Device unsupervised, in an unsecured location, or in a vehicle overnight or for a long duration of time.
- Student will not consume or have food or beverage around while using district issued Devices.
- Student will keep the battery charged for use during the school day.
- Student will not decorate the Device or accessories, including the use of stickers or other adhesives.
- Student will seek District staff for assistance with maintenance of the Device.
- Student will not disassemble the Device.
- Student will not lean objects on the Device, store objects on its screen when closed, place objects on the case, or place items on the keyboard before closing it.
- Student will carry the Device with care by the base or side with device being closed.
- Student will keep the device in its protective case or enclosure.

Use

- Student Device will only be used for academic and school purposes.
- Students are responsible for bringing their Device to school and all classes, unless specifically directed by a teacher or staff member to not do so.
- Printing will be available on a limited basis and subject to school and/or classroom requirements.

Software, Applications, and Other District Features

- Students may save their files or other work to Google Drive.
- Originally installed software must remain on the Device.
- GoGuardian - See Attached Page regarding GoGuardian

Chromebook Repair and Replacement

Repair

Students must seek a teacher or other staff to address Device repairs. During the period of repair, a loaner device may be issued. This loaned device is subject to all portions of the Agreement.

Devices may be restored to original factory settings. Students must save all files to Google Drive to prevent losing data or school work.

Loss, Negligent Care, Intentional Damage, and Uninsured Chromebooks

If damage is found to be due to negligence, abusive handling, or purposeful treatment/misuse, Administration may issue discipline, including but not limited to responsibility for costs of repair/replacement, discipline according to Student and Parent Handbook, and loss of Chromebook privileges.

Replacement/repair costs are as follows and is paid to the school:

Power Adapter	$20.00		Battery	$50.00
Keyboard	$22.00		Motherboard	$120.00
Plastics/Enclosure	$40.00		Replacement	$299.00

*Student qualifying for free-reduced lunch eligibility are responsible for indicated costs.

Student Chromebook Insurance (Optional)

Student Chromebook Insurance covers accidental damage or loss protection for the District-issued device; this insurance does not cover damage or loss due to negligent care, intentional damage.

Damage determined to be intentional or the result of misuse will negate purchased insurance. Student will be charged for the cost to repair or replace the Device or its accessories. Any attempt at self-repair will negate any purchased insurance.

Insurance is offered at an annual cost of $30.00. Insurance claims cover a percentage of the repair, declining in percentage for each claim. The first claim will cover 100% of accidental damage, the second claim will cover 50% of accidental damage, and the third claim will cover 25% of accidental damage. Insurance offers a **one-time** device replacement reduction of 50%. Students may only make three claims per school year.

A student who withdraws or transfers from the District will not be refunded the insurance cost. A student who withdraws or transfers from the District and re-enrolls in the same school year will have the insurance reinstated and continue with the number of claims made prior to withdrawal or transfer.

Part	NO INSURANCE	CLAIM 1 - 100% Repair / 50% Replacement	CLAIM 2 - 50% Repair only	CLAIM 3 - 25% Repair only
Power Adapter	$20.00	$0.00	$10.00	$15.00
Keyboard	$22.00	$0.00	$11.00	$16.00
Screen	$40.00	$0.00	$20.00	$30.00
Plastics/Enclosure	$40.00	$0.00	$20.00	$30.00
Battery	$50.00	$0.00	$25.00	$35.00
Motherboard	$120.00	$0.00	$60.00	$90.00
Replacement	$299.00	$150.00	$299.00	$299.00

By signing below, I agree to purchase optional Chromebook insurance through Putnam County CUSD #535 at the rate listed above. Payment due upon signing.

Student Name (Printed): _____

Parent/Guardian Name (Printed): _____ Date: _____

Parent/Guardian Signature: _____

GOGUARDIAN

To help keep your child safer and more focused online, Putnam County CUSD #535 has adopted online services provided by GoGuardian. Over 14,000 other schools use GoGuardian to protect 25 million students across the world.

How are we using GoGuardian?
We have chosen GoGuardian and GoGuardian Teacher services to:

- Help protect students against harmful and inappropriate online material
- Help students stay more focused when learning online
- Help assess students' progress towards class assignments
- Facilitate communication between teachers and students during class time

When and how does GoGuardian operate?
GoGuardian's web-based services operate when a student is signed in to their school managed account while using a supported device (i.e., when a student is logged into their school email address). Putnam County CUSD# 535 will be utilizing GoGuardian on all Student Devices, including all Chromebooks, iPads, and shared Windows PC devices.

What are the school's responsibilities?
Putnam County CUSD #535 selected GoGuardian services to help our students stay safer and more focused online. We will work with students during class time to help teach them digital responsibility and safety. Additionally, we will train teachers about how to operate GoGuardian and about our policies and procedures to help protect student privacy.

What are my parental/guardian and child's responsibilities?
We ask that students use their school-managed accounts and devices for educational purposes within the boundaries of Putnam County CUSD #535's Student Authorization for Access to the District's Electronic Networks and Device Use Agreements.

When a student is off campus, parents are responsible for supervising internet access and usage. We encourage you to discuss rules for appropriate internet usage with your child, and reinforce lessons of digital citizenship and safety with him or her.

How does GoGuardian help protect my child's privacy?
To help your child remain focused and safe online, GoGuardian collects certain personally identifiable information about your child. GoGuardian has consulted with privacy experts, participates in privacy organizations, is a proud signatory of the 2020 Student Privacy Pledge, and has been awarded certifications by iKeepSafe for complying with both Family Education Rights and Privacy Act and California student privacy laws (which have served as a model for many other states' student privacy laws). For more detailed information about GoGuardian, you may visit GoGuardian's website, Trust & Privacy Center, GoGuardian's Product Privacy Policy, and GoGuardian's COPPA Notice and Disclosure Form. (If reviewing a paper copy of this form, please contact Mr. Jeff Rundle, Director of Technology, for access to these sites and documents.)