

Vilas School District

Student Technology Use Agreement 2025-2026

Overview

Using school-issued technology, including Chromebooks and the Vilas School Network, is a privilege provided to support learning. This agreement outlines the expectations, responsibilities, and consequences associated with using these tools. All users have no expectation of privacy in email, data on Google Drive, network communications, Internet use, video recording, and all other technologies available on or through the Chromebook.

Equipment Received

The items below have been checked out to you for the school year and summer months:

- **Chromebook** (remains property of Vilas School District)
 - **Charging cord/cable**(remains property of Vilas School District)
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Technology Use Expectations

Responsible Use of School Technology

- **Purposeful Use:** Use your device primarily for school-approved educational purposes or when a trusted adult asks you to or says it's okay
- **Device Breaks:** Put your Chromebook away when a trusted adult says it's time for a break
- **Respect for Equipment:** Treat all devices with care and respect, recognizing that it is a tool for learning (keep clean, handle with care, take pride in it)
- **Daily Preparation:** Bring a fully charged Chromebook to school each day ready for use in your classes
- **Personal Use:** Only use your assigned Chromebook. Do not lend or borrow devices
- **Software Restrictions:** Do not download or install unauthorized software, applications, or files unless approved by school staff
- **Network Usage:** Use the school network responsibly and do not attempt to bypass security measures or access restricted content
- **Password Security:** Keep your passwords private and never log in using another person's credentials

- **Google Account:** Students must use only their school-provided Google account (@vilask12.org)

Digital Citizenship

- **Respectful Communication:** Communicate respectfully and responsibly online, avoiding cyberbullying, harassment, and any form of harmful or offensive behavior
- **Appropriate Language:** Use respectful and appropriate language without swearing, name-calling, or making others feel uncomfortable
- **Be a Good Digital Friend:** Be honest, kind, and supportive in all digital interactions
- **Personal Information:** Do not share personal information (yours or others') online, including home address, phone number, birthdate, or passwords
- **Online Interactions:** Exercise caution when interacting with individuals you do not know in person. Always ask a trusted adult before talking to someone online who you haven't met in person
- **Academic Integrity:** Give credit to sources and avoid plagiarism. If you use someone else's pictures or words, say where they came from
- **Fact-Checking:** Think critically about information you encounter online and verify information from multiple credible sources when necessary

Online Safety

- **Age-Appropriate Content:** Use only age-appropriate websites and content suitable for students your age
- **Digital Footprint:** Understand that your online actions leave a digital footprint—what you post online stays online and can have lasting consequences
- **Privacy Respect:** Respect the privacy of others and do not share their personal information without explicit consent
- **Social Media Awareness:** Use social media and other online platforms responsibly and in accordance with school policies

Chromebook Care and Responsibilities

General Precautions

- **Food and Drinks:** No food or drink is allowed next to your Chromebook while it is in use
- **Careful Handling:** Handle the Chromebook carefully. Close the lid gently, avoid screen pressure, and store properly
- **Transportation:** Never carry the Chromebook while the screen is open unless directed by a teacher
- **Storage:** Do not shove a Chromebook into a locker or wedge into a book bag
- **Temperature:** Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods

- **Battery Conservation:** The Chromebook should be shut down when not in use to conserve battery life
- **Cords and Cables:** Insert cords, cables, and removable storage devices carefully into the Chromebook

Screen Care

The Chromebook screen is particularly sensitive to damage from excessive pressure:

- Do not lean on top of the Chromebook
- Do not place anything near the Chromebook that could put pressure on the screen
- Do not place anything in your carrying case that will press against the cover
- Do not poke the screen
- Do not place anything on the keyboard before closing the lid (pens, pencils, notebooks)
- Clean the screen with a soft, dry anti-static or microfiber cloth only

Storage Guidelines

- **Secure Storage:** When not in use, store your Chromebook in a safe, secure location—never in vehicles or unsupervised areas
- **Locker Storage:** Store in your locker or classroom when not monitoring. Nothing should be placed on top of the Chromebook
- **Extracurricular Events:** Students are responsible for securely storing their Chromebook during extra-curricular events
- **End of Year Return:** Chromebooks must be returned at the end of the school year or if the student transfers out

Loss, Damage, and Replacement Fees

Students and parents are financially responsible for damage or loss of the Chromebook:

Issue	Fee
Lost or Missing Chromebook	\$250
Damaged Screen	\$75
Lost Charger	\$25

Important Notes:

- Report lost or damaged devices to the school office immediately and fill out a Chromebook Problem Form
- A loaner device may be issued at staff discretion after proper forms are completed

- For lost/stolen devices, parents may be asked to file a police report
 - **If a student fails to return their Chromebook, the student/parent is responsible to pay the replacement fee(s). The student's high school diploma, transcripts, and report cards will be held until they return their Chromebook or pay the replacement fee(s).**
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School Network, Software, and Technical Support

Network and Software Management

- All student activity on Vilas devices and networks may be monitored by school personnel
- The Technology Department manages all app/software installation
- Devices will automatically update the Chrome OS as needed
- All Chromebooks are supplied with the latest Google Chrome Operating System and educational applications
- Students do not have access to install applications from the Chrome Web Store

File Management

- Save all files and documents to your Vilas School Google Drive (@vilask12.org)
- Saving to Google Drive allows access from any computer with internet access
- Google Drive ensures automatic backups through Vilas School's Google Console
- Students are responsible for maintaining the integrity of their files

Technical Support

- Report any technical issues to the Vilas School office
- The school secretary will report issues
- Do not attempt to repair hardware yourself
- In case of Chrome OS failure, the team will restore the device to factory default
- Files saved on Google Drive and school email will remain intact during restoration

Sound and Printing

- Sound must be muted at all times unless permission is obtained from the teacher
 - Students may be instructed to use earbuds or headphones
 - Printing functionality will be available on a limited basis and subject to classroom requirements
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Chromebook Identification

Chromebooks will be labeled with:

- Student name
- Serial number and asset tag record
- Vilas School Google email address

Under no circumstances are students to modify, remove, or destroy identification labels.

Students should not personalize the Chromebook with stickers, ink, or other decorations. Any violations may result in Chromebook privileges being revoked.

Device Inspection and Monitoring

- Students may be selected at random to provide their Chromebook for inspection
 - The purpose of inspection is to check for proper care, maintenance, and inappropriate material
 - All use of school technology and networks is subject to monitoring by school personnel
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When Problems Occur

Reporting Issues

- If something goes wrong or you see something inappropriate online, tell a teacher or trusted adult right away
- If something online makes you feel sad, scared, confused, uncomfortable, or unsafe, tell a trusted adult immediately
- If you witness others engaging in irresponsible online behavior, report it to a trusted adult
- For technical problems, report to the school office

Learning from Mistakes

- When you do something that does not match this agreement, talk to a trusted adult who will help you figure out how to make it right
- Mistakes can happen, and when they do, work with trusted adults to understand the situation and learn how to make better choices

Consequences

- Misuse may result in disciplinary actions, including temporary or permanent loss of technology privileges
- Additional consequences may be applied as outlined in the school's student handbook
- If you can't consistently keep your part of this agreement, privileges may be revoked

Student Responsibilities Checklist

By signing this agreement, I commit to the following responsibilities:

- ✓ I will not remove my Chromebook name label or asset tag and will not place decorations on my Chromebook
- ✓ I will not loan my Chromebook to other individuals unless instructed to do so by school administrators
- ✓ I will follow general precautions to protect my Chromebook, keeping food, beverages, and direct sunlight away
- ✓ I will handle my Chromebook with care, keeping the screen protected in my backpack or other padded case
- ✓ I will use my Chromebook in ways that are educational and appropriate upon my teachers' and parents' approval
- ✓ I will use my device to learn new things, create, and collaborate appropriately for my age
- ✓ I will be a good digital citizen, communicating respectfully and avoiding harmful online behavior
- ✓ I will protect personal information and follow all safety guidelines when online

Agreement Signatures

Student Agreement: By signing this document, I understand that:

- I am responsible for using technology appropriately and safely
- I must care for my Chromebook and follow all guidelines
- Using any school technology is a privilege that I must earn through responsible use
- My parents/guardians and I are financially responsible for damage or loss
- Misuse may result in disciplinary actions, including loss of privileges
- I have read, understood, and agree to follow all expectations outlined in this agreement

Student Name (Print):

Student Signature:

Date: _____

Parent/Guardian Agreement: I have read and discussed this agreement with my child. I understand that we are financially responsible for damage or loss of the Chromebook and that my child must follow all guidelines for responsible technology use.

Parent Name (Print):

Parent Signature:

Date: _____
