



Burr Ridge CCSD 180

Where education and diversity meet to create real world success.

Burr Ridge C.C.S.D. 180
Thomas Schneider, Ed.D.
Superintendent
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Distance Learning Technology Agreement 2023-2024

Students will:

- use device to enhance learning and ensure the device is charged and in working condition, ready for use, if there is an Emergency Learning Day.
- keep the protective cover (if provided with district device) on the device at all times
- log in to the device using the account information that Burr Ridge CCSD 180 has provided
- protect personal information online, such as name or address
- make the device available at any time for inspection by a Burr Ridge CCSD 180 staff member upon request
- follow the Burr Ridge CCSD 180 Acceptable Use Policy and information related to technology in the student handbook at all times
- abide by copyright laws and all other laws
- access only your information and not other student's information
- follow the directions of the teacher or staff member at all times
- use only the hardware, programs, and installations provided by Burr Ridge CCSD 180
- use only appropriate language in all communications
- share work with parents on the device weekly
- inform your teacher immediately if a repair is needed

Parents will:

- discuss appropriate use of the Internet and the device at home
- assume responsibility for any family member's use of the device
- assume financial responsibility if the device is damaged, lost, or stolen
- file a Police Report within 24 hours if the device is lost or stolen
- supervise child's use of the wireless device at home
- use the device for educational purposes only not for personal use

Parents and students will:

- report any problems or damage immediately to the Main Office
- ensure that the students are taking the device home immediately following the school day and securing it until school the next day
- choose a secure location to store the device and charge the device at home
- charge the device so it is ready for the next school day
- keep the device on my person or in a secure, locked place at all times
- NOT download or attempt to install any unapproved programs, Apps, or files
- NOT attempt to repair or fix the device from anyone outside of Burr Ridge CCSD 180
- NOT change or attempt to change the configuration of hardware or software on the device or remove programs, documents, media, or web history



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- NOT sync the device to any other device that is not a Burr Ridge CCSD 180 device.

Care and Maintenance of the devices:

- Student devices are labeled by Burr Ridge CCSD 180 for identification and tracking. Students are prohibited from altering any identifying marks.
- Each device has the ability to be remotely located. Modifying, disabling or attempting to remove the locator is a violation of the Acceptable Use Policy.
- Neither parents nor students may add unapproved apps to the devices or alter the device in any way.
- Each device is to be used only by the student to whom it was issued. That student is responsible for its care and safety.
- Damage or loss should be reported immediately to the classroom teacher or building Principal.
- Devices and their cases must remain free of any writing, drawing, stickers, or labels that are not approved by the district.
- Cameras/video tools should only be used appropriately with teacher permission.
- The device screens can be easily damaged if treated roughly. Do not touch the iPad screen with anything other than your finger or a stylus. Do not lean on top of either the iPad or the Laptop.
- Only use a clean, soft cloth to clean the screen. Do not use cleansers or liquid (including water) of any type.
- The device must remain in the school-issued protective case at all times.
- When not in use, the device should be kept in secure environment whether at home or school.
- Avoid leaving the device in a vehicle. If you must leave the device in a vehicle for a short period of time make sure it is not visible.
- Care must be taken when inserting and removing cords and cables to and from the devices to prevent damage.
- Do not expose your device to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time. If your device has been in a cold environment for a long period of time, let it warm up before using it.



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The devices are to be returned to the school for updating each school year or prior to transferring out of district.

Burr Ridge CCSD 180 Process for Damage/Lost/Stolen Devices:

There is no additional fee for your child to be part of the CCSD 180 Distance Learning Initiative, however, should the device be damaged, lost, or stolen there will be fees/costs depending on the circumstances. CCSD180 will be seeking to collect repair/replacement costs on chromebooks that look to be intentionally damaged or purposefully neglected.



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Incidental Damages: (costs assessed per claim) <ul style="list-style-type: none">• Accidental Damage: caused by liquid spills, drops, or any other intentional event.• Electrical Surge: damage to the device due to an electrical surge.• Natural Disasters: Loss or damage caused by natural disasters.	Exclusions: <ul style="list-style-type: none">• Cosmetic damage: does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken ports or port covers.• Parts: Charger (\$15 Chromebook, \$35 iPad), case (\$17-30), Screen for Chromebook (\$35-\$200), Screen for iPad (\$125)• Software Damage: voiding manufacturer's warranty by altering the software• Dishonest/Negligent/Fraudulent (not locked/stored), intentional, criminal acts: The parents/guardians and students will be responsible for the full amount of repair or replacement. <p>Costs of repairs can vary depending on the damage and the device.</p> <p>Full Replacement of a device can range from \$250-\$550.</p>
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Payment per claim:

Claim	Damage/Repair Payment
1	\$10
2	\$25
3	\$50

Please fill out the claim form and submit immediately to the main office. Please call your child's school to leave a message immediately informing the school of the damage to the device.



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Student Name: _____ School: _____
Home Address: _____
Home Phone: _____ Date of Incident: _____
Time Discovered: _____ (am / pm) Discovered By: _____
Location of Incident: _____

☐ This is a claim for damage (skip remainder of this section)

☐ This is a claim of vandalism or theft (please fill out information below)

Did you notify the police? _____ Investigating Officer: _____ Case Number: _____

Describe, in detail, the circumstances of the incident:

Describe Damages

The Information Provided above is True and Correct to the Best of my Knowledge.

Student Signature

Date

Internal School Use Only:		<input type="checkbox"/> Device: Samsung 500c13	<input type="checkbox"/> Device: Dell 5190
<input type="checkbox"/> Level One Repair	<input type="checkbox"/> Level Two Repair - ELS	<input type="checkbox"/> Level Three- Samsung/Dell	
Device Exam Fee:	<input type="checkbox"/> Claim #1 (\$10)	<input type="checkbox"/> Claim #2 (\$25)	<input type="checkbox"/> Claim #3 (\$50) <input type="checkbox"/> Waived
___ Screen (\$35-\$200) ___ Motherboard (\$100-\$200) ___ Hinge (\$5-\$12) ___ Key (\$5) ___ Bezel (\$20)			
___ Battery (\$30-\$45) ___ Top/Bottom Casing (\$25) ___ Trackpad (\$20) ___ Label Replace (\$5)			
___ Charger (\$15) ___ Misc. Part: _____ (\$ _____) Total Payment Owed: \$ _____			

Please return this form with payment to begin repairs.

CCSD 180 Distance Learning FAQs

If my child's device is stolen or lost, can it be tracked?



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- Yes. It is very important to contact your child's building principal and teacher immediately, so that the District can begin trying to locate the device.

What is the expectation for parents/guardians as a part of the Burr Ridge CCSD 180 Distance Learning Agreement?

- The device will have to be checked in daily to the child's teacher.
- Parents/guardians will be expected to pay in full for any damage that occurs. Families will be notified of damages/costs immediately. If payment is not received, the district will follow the same procedure that the business department does to ensure other fees are paid.

What happens if the device is damaged?

- If the device is damaged an administrator will determine the level of neglect and whether a replacement device be provided while the original device is being repaired or replaced.
- The student will lose the privilege of using a device home until the original is repaired and payment is collected.
- Per the Burr Ridge CCSD 180 School Process for Damaged/Lost/Stolen Devices, charges/fees can range from \$10.00 to full replacement cost, \$250.00-\$750.00.

What if the device is lost or stolen?

- If the device is lost or stolen outside school boundaries, the student will be issued a replacement device to be used after payment is collected from family.
- If the lost device uses software to see previous times and locations where the device was used. Hopefully, this can help the student narrow the search for the misplaced device.
- If, after a concentrated search, it decided that the device is missing, the district can activate the Theft Recovery Protocol in the GoGuardian Dashboard and Find My Apple Device. Theft Recovery Protocol is pushed-out to the missing machine and, if the laptop is turned-on or activated in any way, screenshots, a photo using the camera and Geolocation information will be sent to the School.
- If a device is still unable to be located despite enlisting the above tools in coordination with a search of home and school, the student/parents are responsible for paying a full replacement cost.



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- Lost/stolen devices are not covered under the Burr Ridge CCSD 180 School District 180 Process for Damaged/Lost/Stolen Devices and full replacement payment is required (\$250.00-\$750.00).

What happens if the parent/guardian refuses to pay the required deductible for damaged/lost or stolen device?

- The child will receive a replacement device until the original device is repaired or replaced, but will only be able to use the replacement at school.



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Burr Ridge CCSD 180 Student Authorization for Electronic Network Access

Dear Parents/Guardians,

Our School District has the ability to enhance education through the use of 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 to sign this Authorization for Electronic Network Access this year and it will be kept on file for the time that 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 decision on 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 the actions of your child. If you agree to allow your child to have an Internet account, sign the Authorization form below and return it to your school.



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Authorization for Electronic Network Access Form

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

All use of the Internet shall be consistent with the Burr Ridge CCSD 180 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 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 Electronic Networks** with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

Parent Name

Parent Signature

Date



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Burr Ridge CCSD 180 Distance Learning Parent Agreement

Please read and initial each of the following:

_____ I understand the Burr Ridge CCSD 180 Acceptable Use Policy and have signed the Authorization for Electronic Network Access Form.

_____ I understand the expectations of the District, Students, and Parents/Guardians.

_____ I understand there is no additional fee for CCSD 180 Distance Learning unless my child damages the device, loses the device, or there is a theft of the device.

_____ I understand the details of the process for damaged, lost, or stolen devices.

Parent/Guardian (Print Name)

Parent/Guardian Signature

Date

Grade

Student Name (Print Name)