

## IJNDB-E

### EXHIBIT

## USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

### (Responsible Use of Electronic Resources Grand Canyon Unified School District Device Acceptance and Liability Agreement)

#### **Chromebooks/Laptops/iPads**

Grand Canyon Unified School District (GCUSD) provides devices to staff members to support job responsibilities and the District's mission and goals. Use of these devices and all District electronic resources must be in compliance with Grand Canyon Unified School District policies and procedures, and federal, state, and local laws. District-owned devices and electronic resources are not intended for personal business. All staff who are directly issued a District-owned device will sign a user agreement indicating understanding of the information in this Acceptance and Liability Agreement.

#### ***Guidelines for Appropriate Use:***

- A. Resources must be primarily used for educational and administrative purposes to meet job responsibilities and in support of the School District's mission and goals.
- B. Minimal incidental personal use is acceptable, but at no time shall District-owned devices and resources be used for personal financial gain or for inappropriate or unlawful activities.
- C. Staff can contact the Technology Department to request help or information related to any technology-related topics or contact their school administrator.

#### ***Ownership of the Chromebook/Laptop/iPad and Digitally Created or Stored Information:***

A. Ownership of the device will reside with the Grand Canyon Unified School District and must be returned as directed or when employment changes or ends.

B. Any information created with or stored on District electronic resources may be subject to public records requests or searches as requested by the Superintendent or designee.

C. Employees must immediately surrender the device and its contents upon request of the Grand Canyon Unified School District.

**Computer Configuration and Software Licensing:**

A. The device will be configured to a standard established by the Technology Department.

B. Some departments, schools, or grade levels may have some unique needs. Staff may add applications to the device according to the licensing of the application and in accordance with District policies and procedures. Changes a staff member makes to the standard may not be supported by the Technology Department.

C. Grand Canyon Unified School District has policies and expectations for appropriate use of software, including the requirement to demonstrate legal license to a program. Users are responsible for appropriate licensing.

**Support and Service:**

A. In general, District technical support will only be provided to District-owned devices used on the District network.

B. Staff experiencing technical problems should contact the help desk at the Technology Department and may need to return the device to the Technology Department for problem diagnosis. Servicing and diagnosis may require restoring the standard configuration to the device. The user will be responsible for reinstalling any non-standard apps or configurations.

C. Chromebooks have very few repairable parts. The Technology Department will attempt to repair the Chromebook should its

operation be impaired by a component failure or normal wear and tear.

D. If the Chromebook becomes unusable, the Technology Department will attempt to find a replacement based on Instructional Support Services resources.

***Security of Systems and Information:***

A. Attempts to alter system software, bypass security protocols, introduce viruses, worms, or other malicious or destructive programs, or otherwise "hack" are expressly forbidden.

B. All confidential data must be stored on the District's network server (the "Common" drive) or on the Google Drive account associated with the staff member's GCUSD email. Users should never store confidential data on their computer. Confidential data includes personal information of the user or other employees or students and any information that may compromise the personal safety of students or employees (e.g., addresses, personal details). In the event of data loss due to not following District policy and procedures, the cost of service, hardware, or equipment for retrieval may be borne by the staff member, or their department or school.

***Liability for Loss, Theft, or Damage:***

A. It is the staff member's responsibility to take appropriate precautions to prevent damage to or loss/theft of the device.

B. Staff will not be held responsible for device problems resulting from regular, normal use in accordance with this agreement and District policies and procedures.

C. The staff member may be responsible for costs to repair or replace a device if the damage or loss is due to negligence, intentional misconduct or noncompliance with this agreement.

D. In the case of theft or loss, the user must:

1. Report the loss to the District's Technology Department and the staff member's supervisor.

2. File a report with the Park and Federal Marshal.
3. Staff are encouraged to check their homeowner's and/or automotive insurance policies regarding coverage. The burden of proof resides with the user and said user agrees to assume full responsibility to show proof of due diligence. For example, a device is stolen from a locked and secure car trunk establishes a due diligence, whereas a device stolen from a front seat of a car does not.
4. The District's Director of Business Services will evaluate the circumstances of the theft or loss to determine if reimbursement should be waived.

***Consequences of Inappropriate Use:***

- A. Staff are responsible and accountable for their use of the District's electronic resources.
- B. The District reserves the right to deny access to, or request return of, its resources from those who violate the District policies and procedures.
- C. There is no expectation of privacy when using the District's electronic resources.
- D. Staff who use District technology inappropriately will be subject to disciplinary or legal action including possible termination of employment.

**GCUSD Student/Teacher District-Owned Device Agreement**

*Please complete and return to your child's teacher or technology director.*

**User Information**

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Print User's Legal Last Name

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User's Legal First Name

## Terms of Agreement

In this agreement, "you" and "your" mean the Student/Teacher enrolled or working in the Grand Canyon Unified School District. "GCUSD" means the Grand Canyon Unified School District.

**Terms:** You will be issued a District-owned device with a power supply and a protective sleeve. The use of this equipment is a privilege and can be revoked for inappropriate use or violations of School District policies or procedures.

**Legal Title of Ownership:** Legal title of equipment is in the District and at all times remains the property of the District. Your right to possess and use the equipment is limited to and conditioned upon your full compliance with this Agreement and GCUSD policies and procedures. Your permission to use the equipment terminates on the equipment check-in date set by the school unless terminated earlier or upon withdrawal of permission by the District.

**Damaged, Lost, or Stolen Equipment:** You must report damaged, lost or stolen equipment immediately to your child's teacher and the school office. For stolen equipment, you must also file a report with park officials and provide a copy to the school office. Students/parents are completely responsible for the full replacement cost if the device is damaged, lost, stolen, or unusable.

**Sanctions for Violations:** Any activity that violates School Board Policy IJNDB or the Network and Electronic Resources User Agreement for Students must be reported to your child's principal. Disciplinary action, if warranted, will be in accordance with District policy and procedures. Violations of policies or agreements may result in restrictions or revocation of privileges for the the District's electronic resources and/or may result in legal or criminal action including restitution if appropriate.

Please check which device(s) you are assigned.

Laptop

Chromebook

iPad

By signing this form you acknowledge that you understand and agree to the terms in this agreement, the GCUSD Acceptable Use of Electronic Resources Agreement, GCUSD Policy IJNDB.

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Student/Teacher Signature as Printed Above

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Date