

# Lake Superior School District Technology Agreement

## **PURPOSE:**

Lake Superior School District ISD 381 issues students in grades K-12 Chromebooks as a means to promote student achievement and provide equitable access to learning technology. This agreement outlines Lake Superior School District technology use expectations for students and families. In addition to this agreement, students are expected to abide by all other policies in the student handbook when using school issued technology.

Signatures to indicate you have read and will comply with the **Technology Use Agreement and Google for Education Parent Consent:**

For further detailed explanations, the Technology Expectations and Agreements are outlined starting on Page 2 and the Google for Education Parent Consent information starts on page 6.

A parent/guardian signature, indicating consent, is required annually before students can use any school issued Chromebooks, access online curriculum programs and/or use any digital instructional tools.

Note: **Chromebook Insurance** is optional. It can be paid through the Campus Parent Portal or by sending a check to school. Payments must be received by October 15th or within 30 days of a new student registration. There is a \$25 fee per student for “Chromebook Insurance” assigned to all students in the district. Insurance activates on the day it was signed and applies to the remaining school year. Insurance details are located on page 4 of this document.

## Technology Expectations and Agreements

The district will provide an initial device in good working order upon delivery to students in grades 9-12. Students in grades K-8 will also have technology available, but they are not using a 1:1 take-home device model. All chromebook policies apply to devices assigned 1:1 and for ones being used exclusively at school. In the event of loss or damage of any kind to the Chromebook, the district will, at its sole discretion, determine the cost and family's obligation associated with any damage to the Chromebook. These situations may result in a temporary loss of access to a district device until the student's assigned device is repaired or an alternate loaning device becomes available. The District reserves the right to repossess the device and accessories at any time if the student does not fully comply with the terms of this agreement. The District may also choose to limit and/or withdraw home use privileges for intentional vandalism or failure to comply with the agreements below.

### **FAMILY and STUDENT agreements:**

- Students in grades 9-12 must charge their 1:1 device at home every night and bring it to school each day with a full charge. If a device is repeatedly brought to school without a charge, the student may lose their take-home privileges.
- Communicate Responsibly. All electronic communication must be conducted in a respectful and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech. All student emails sent and received over District systems are archived and retained per MN state public record laws and monitoring software is in place and may be used at any time by the district. Follow copyright laws and fair use guidelines.
- Back up important files. Lake Superior School District maintains 1:1 devices with periodic updates. Students should save files in online storage (e.g. Google Drive) to avoid accidental loss of course work. Lake Superior School District cannot guarantee data loss will not occur and is not liable for such loss.
- Use technology for school-related purposes only; use for commercial or political purposes is prohibited. Do not use your device to store personal content. Only download/save music, videos, or other content related to specific assignments. Students must make their devices available for inspection by any administrator or teacher upon request at any time.
- Keep your device protected and clean. Bring the device to the school library / technology department if you have any questions or problems with the district Chromebook. Each device has an identifying Library Barcode and asset tag with a serial number, which must not be removed or altered. The device must remain free of all other writing, drawings, stickers or labels.
- The device may only be used by the student to whom it was assigned. The student may not loan it to another student unless directed by your school. It is the responsibility of the student to keep his/her information secure. Do not ever share passwords.
- Return the Chromebook at the end of the current school year or when unenrolling from the district or when instructed by the school. Agree to pay all replacement or repair costs. If the Chromebook is lost or stolen, report this to the District immediately.
- The device is, and at all times shall remain, the sole and exclusive property of the DISTRICT. The FAMILY shall hold harmless the DISTRICT and its agents against any and all claims,

actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees and costs arising out of, connected with or resulting from the device, use of the device, or this Agreement, including, without limitation, the manufacture, delivery, possession, use, operation, or return of the device.

**Examples of Prohibited Activities:**

- Do not mark or deface your device. Never leave your device unattended or loan it to anyone.
- Do not attempt to change or bypass the internet filtering, security, network/Wi-Fi settings, or any other device settings, including the installation of games or other unauthorized software. Do not attempt to access systems beyond your authorized access. This includes sharing passwords for any system with others, or using another person's account and/or password.
- Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.
- Hacking, including any type of intentional introduction of malicious software and attempts to gain unauthorized network or system access or to disrupt normal network traffic will result in District discipline and may lead to criminal charges.
- Do not place any objects in any computer ports, including power, USB, audio and other ports, other than the cable for which it is intended for it.

## **Addendum to Internet Use and Safety Policy 524 Section XV. Cell Phone Use Implementation**

Cell phones and other electronic communication devices (ie. smart watches, tablets, earbuds, headphones, etc.) must be away for the day. Away for the day means the device is left at home, in a personal vehicle, or academic locker from the start of the academic school day to the end of the day. If a device is brought to school, students are responsible for securing it in their academic locker with a lock. If a student needs to make a call during the day, they are to go to the main office. If a parent needs to get a hold of their student during the day they need to contact the main office.

Consequences of cell phone infractions-Students who forget and/or have a cellphone on their person or use a device during the school day are warned the first time. The second time we collect the phone for the student to pick-up from the main office at the end of the day and a parent is notified. The third offense, the parent/guardian will need to pick up the device and the phone is not to return to school for the remainder of the quarter or semester, based on previous infractions.

## **Technology / Chromebook Insurance Fee (\$25 per student)**

The Optional Chromebook Insurance Policy will protect the device against accidental damage, theft, fire, flood, all other natural disasters, power surges and vandalism. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off school grounds). The policy will be transferred to a replacement unit in the event that the school replaces the device during the school year. The policy must be renewed annually. Student Chromebooks will be covered under the optional policy.

With Purchased Chromebook Insurance:

- 1st incident (broken/damaged), Student receives a replacement Chromebook, No charge
- 2nd incident (broken/damaged), the student/parent pays a \$25 dollar deductible
- 3rd incident (broken/damaged), the student/parent pays the entire cost to fix the issue.

The Technology / Chromebook Insurance Fee must be paid by October 1st, or within 30 days of a new student registration for the insurance to be valid. If a student does not have insurance, the student/parent is responsible for the entire cost to repair or replace the Chromebook, whichever is lower. Payments can be made online through the Parent Portal using a credit card (these are assigned under Student Fees) or a check can be sent to school. If the lost or stolen device is later recovered in working condition, the restock fee will be refunded. If a student leaves the District, but does not return the device, they are responsible for the full replacement cost, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purposes of recovering District property.

Fees for lost, damaged and/or missing equipment outside of insurance:

Damaged charger: \$30

Damaged keyboard or keys: \$50

Damaged screen: \$70

Damaged USB/Power Ports \$100

Damaged Casing (still functional) \$30-\$70

Intentional removal of a barcode, serial number, or nametag \$5

Acer - full replacement \$300

Dell - full replacement \$100

Damages to the device casing or other repairs as determined by the District: Variable

Missing or damaged device: Variable cost depending on the age of the device (\$100-\$300)

\* Vandalism and intentionally damaging a device is not covered under insurance, and families will be responsible for the full amount of repair and/or replacement in the event of intentional destruction.

## Student Safety

Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means. Cyberbullying, including personal attacks or threats toward anyone using online resources is strictly prohibited and may lead to criminal charges. If you are aware of cyberbullying, please report it to responsible school personnel immediately. All student devices are configured to filter internet content and communications at school, at home, and on any other network. While internet filtering is intended to restrict access to inappropriate or non-educational content, Lake Superior School District cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately. All electronic communications, activities, and files created and/or accessed on District technology are not private and are subject to being viewed, monitored, and/or archived by the District at any time.

### **Programs and Laws to Protect Students:**

The District uses student monitoring and filtering software. All activity on student issued devices can be monitored, controlled and viewed by designated district personnel. The software is designed to assist with student safety, but the student must also comply with the acceptable use policies and follow online safety guidelines.

As we have a responsibility to protect our students' data, we closely follow laws to protect our students: FERPA (Family Educational Rights and Privacy Act), COPPA (Children's Online Privacy Protection Act), and CIPA (Children's Internet Protection Act)

FERPA: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.htm>

COPPA: <https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

CIPA: <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

MN's Safe and Supportive Schools Act: <https://www.revisor.mn.gov/statutes/cite/121A.031>

A list of the programs the district uses along with the privacy policies and terms of service can be found here:

<https://www.isd381.k12.mn.us/wp-content/uploads/2025/04/ISD381-Software-Terms-of-Service-Data-Security-and-Privacy-Policies-Privacy-Policies-and-Terms-of-Service-4.pdf>

## Google for Education: Parent Consent Requirement

At Lake Superior School District #381, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more. Please read the Google information below carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If a student does not obtain parental consent, the student will not be able to use or sign into any district Chromebooks. The student will not be able to use gmail to send and receive messages from teachers, advisors or the school office or turn in assignments electronically. The student will not be able to receive or complete assignments using Google Classroom, and the student will not be able to collaborate with their peers electronically to complete group assignments or do research.

By signing the Technology Use Agreement (this can be done through the Online Registration in the Campus Portal or by e-signing online, the parent gives permission for Lake Superior School District #381 to create and maintain a Google Workspace for Education account for their child and for Google to collect, use, and disclose information about their child only for the purposes described in the notice below.

### Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts. Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

|                |               |                     |
|----------------|---------------|---------------------|
| Assignments    | Google Chat   | Groups for Business |
| Calendar       | Google Chrome | Keep                |
| Classroom      | Sync          | Migrate             |
| Cloud Search   | Google Meet   | Sites               |
| Drive and Docs | Google Vault  | Tasks               |
| Gmail          |               |                     |

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services"

|                     |                    |                    |
|---------------------|--------------------|--------------------|
| Google Ad Manager   | Google Cloud       | Google Photos      |
| Google Alerts       | Platform           | Google Play        |
| Google Arts&Culture | Google EarthGoogle | Google Public Data |
| Google Bookmarks    | Groups             | Google Search      |
| Google Books        | Google Maps        | Console            |
| YouTube             | Google News        | Google Translate   |

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available at:

[Lake Superior School District #381 Software Terms of Service List](#)

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

### What personal information does Google collect?

When creating a student account, [insert name of school/district] may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery, or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes: Account information, which includes things like name and email address. Activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services. Settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request. Location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS. Direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

Activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features. Google collects purchase activity, and activity on third-party sites and apps that use Google services, apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section. Google collects info about your student's location as determined by various technologies including: GPS, IP address,

sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data collected depends in part on your student's device and account settings

## How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information. In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

## Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes. Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

## Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

## Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases: With our school: Our school administrators and technical team will have access to your student's information. For example, they may be able to: view account information, activity and statistics; change your student's account password; suspend or terminate your student's account access; access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request; restrict your student's ability to delete or edit their information or privacy settings.

Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures. For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

### What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice. If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the district office. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

### What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](#) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](#) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](#) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](#) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](#) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>)