Lewisburg Area School District
One-to-One Computing Initiative
Guidelines, Fees, and User Agreement Information
2023-2024 School Year

Introduction

The Lewisburg Area School District is pleased to provide each student with a computing device as an important and useful educational tool/resource. The Lewisburg Area School District has adopted policy to help students and parents understand our expectations for using these devices (Acceptable Use of Internet, Computers, and Network Resources - #815). This policy lets our family and students know what the devices and our network may be used for – both in-school and away from school – and what they may not be used for.

The District owns these devices and allows students to use them while they are enrolled at the LASD. Students are responsible for taking care of their devices and any accessories that go along with the device (case, charger, cord). We do expect some normal wear and tear.

We also know that accidents happen from time to time. We will offset the cost of accidental damage to a device the first time it happens (See Below). Further incidents will likely have a cost of repair associated with the additional damage. All devices are cleaned, set-up, and inspected to be in full working condition before they are handed to a student. Our expectation is that the device will be returned at the end of the school year (or if a student withdraws before the end of the year) in the same condition (less wear and tear). Any damage or anything not properly working on a device should be reported to the building tech office as soon as possible after it is discovered.

While using a district device, networks, and/or accounts provided on district-hosted or third party services maintained by Lewisburg Area School District, there is no expectation of privacy. Files, web history, messaging, and other actions performed on district devices and/or accounts can be logged and discoverable, and may provide automated alerts to district administrators regarding compliance with this policy and for student safety.

Internet and Software Guidelines

The Lewisburg Area School District Acceptable Use Policy (Policy #815) must be followed at all times. Students should have no expectation of privacy as related to computing devices and can expect staff and administrators to conduct random spot checks of their internet history, logs, and other records of usage. Inappropriate web activity (including, but not limited to, the viewing of inappropriate sites, installing a VPN, posting or sending inappropriate messages, or attempting to bypass the filter) may result in the loss of the privilege to use a district provided device and network and/or other school assigned consequences. If a student accidentally accesses an inappropriate website, he/she should close the site, note the date and time of the incident, and report it to a staff member or administrator as soon as possible.

General Rules / Guidelines

- Students are responsible for their device, protective case, charger, and charging cable at all times. Devices should never be left unattended.
- Devices, along with the charger and other accessories must remain in the school issued protective case when being transported or not in use.
- Should a student's device get lost/stolen, the student must report the loss to the building administrator and/or technology staff immediately. In the event of theft, parents/guardians are required to file a police report and share the report with the building administrator
- School identification and name tags must remain on the device, charger, and case
- Students must not use their devices on or in transportation equipment, such as buses, automobiles, trains, watercraft, and airplanes
- If a student is unable to carry and supervise his/her device, (ie. PE Class) it is to be locked in the student's assigned locker or a location designated by administration

- Students are not authorized to use other students' or employee devices
- Students must keep their passwords confidential
- Students are responsible for backing up school documents on their district-assigned cloud storage account or server
- Students are only allowed to copy pictures, music, or video to the server if given permission to do so by a teacher or administrator. Such files must be related to a school project.
- Students may use headphones during class if permission is obtained from the instructor.
- Student use of devices during school hours is restricted to instructional use.
- Obscene language and/or inappropriate materials, including screensavers, backdrops, and or pictures are strictly prohibited. Inappropriate use of the device camera is also strictly prohibited.
- Illegal use of copyrighted materials is prohibited.
- Food and drink should not be used near the devices. The spilling of liquids and onto the computer is one of the major sources of damage and is a substantial expense to repair.
- Devices should be used and placed on a flat, stable surface, and not placed in situations where it could get stepped on, sat on, or chewed by pets.
- Students should report any technical issues affecting the performance of the device to the technical staff.

Charging Guidelines

- Students should enter school each day with a fully charged device. Power outlets are available throughout the school.
- Align the power cord carefully when connecting it to or removing it from the device, and remove the cord by the plug, not by the cord.
- If the battery is not charging, remove the power cord and carefully reconnect it to the device. If applicable, try another jack. If it still does not charge, bring the device, charger, and cable (if applicable) to a technician for assistance.

Device Fee Information

- Please refer to the fee schedule below for the yearly amount to opt-in.
- Payment of fees can be made by following the instructions on the online enrollment form.

Device	Grade Level	Full Pay Lunch Status	Reduced Price Lunch Status	Federal Free Lunch Status
Chromebook	6, 7, 8	$25.^{00}	$15.^{00}	$10.^{00}
MacBook	9, 10, 11, 12	$50.^{00}	$25.^{00}	$15.^{00}

- If a family has more than one child in Grades 6-12, the family is expected to pay the full cost of the fee for the oldest child. For each subsequent child, parents are asked to pay a discounted fee based on the following table:

Devices for Each Additional Child	Grade Level	Full Pay Lunch Status	Reduced Price Lunch Status	Federal Free Lunch Status
Chromebook	6, 7, 8	$15.^{00}	$10.^{00}	$5.^{00}
MacBook	9, 10, 11, 12	$25.^{00}	$15.^{00}	$10.^{00}

Device Repair Information

- Lewisburg Area School District provides repairs of devices, cases, and chargers that fail from normal use at no cost to families.
- Damage from accidental situations are covered per the fee schedule below.
- Repair and replacement parts will be from the Original Equipment Manufacturer (OEM) unless unavailable.
- Parts are not returned from repair providers. Core charges may apply to some parts and may require us to ship out the part and or device for repair.

- Damages found to be due to intentional or negligent actions are not covered by manufacturer warranties, and repair costs will be billed to families. Cases of intentional and negligent damages will be investigated by the administration before bills are sent home. Fees for non-covered repairs and losses will be assessed per the fee schedule below:

	Paid Lunch Status	Reduced Lunch Status	Free Lunch Status
1st Accidental Incident	No Charge	No Charge	No Charge
2nd Accidental Incident	Cost of Initial Fee	Cost of Initial Fee	Cost of Initial Fee
Intentional, Negligent, 3rd or Additional Incident, Without Insurance enrollment	100% of repair cost	50% of repair cost	25% of repair cost
Protective Case, Charger, Charge Cable	100% of repair cost	50% of repair cost	25% of repair cost

Restrictions for device use may be enforced after the second incident. Restrictions will be determined on a case-by-case basis.

Other Situations

- Theft: $0.00 loss or damage of device due to theft. The District will replace the device at no charge, but the family must file a Police Report and provide the District an official copy of the Police Report.
- Fire: $0.00 when loss or damage of device is due to fire. The District will replace the device at no charge, but the family must file a report with the fire department and provide the District an official copy of the investigator's report.
- Natural Disaster: $0.00 when loss or damage of device claim includes a report from applicable insurance company
- Vandalism: When vandalized by another student, the situation will be investigated. The party found to be responsible will be billed for repair. If it cannot be definitely determined who was responsible for the damage, the bill for the repair will be given to the person responsible for the computer, unless otherwise decided by the building administration.

Disclaimers

- The Lewisburg Area School District reserves the right for final determination of damage claims or loss.
- The Lewisburg Area School District will not be responsible for any unauthorized financial obligations incurred through the use of the computing device.
- Repair costs vary for many reasons, including model of device, parts needed, and availability of parts.
- Bills for payment of damages and items not returned will be sent from the Lewisburg Area School District Information Technology Supervisor with instructions for remittance.

Estimated Repair & Replacement Costs

Listing of items below are estimates for reference and may vary by model and market conditions.

MacBook Repairs
MacBook Screen	$429.00
MacBook Chassis Damage	$519.00
MacBook Keyboard/Trackpad	$378.00
MacBook Logic Board (Liquid Damage)	$699.00
MacBook Full Unit Repair	$899.00

Chromebook Repairs
*Prices depend on the model, but are typically half price of those above.

Chargers
MacBook Air 30W USB-C Charger $. 49.00
MacBook MagSafe2 60W Charger $. 20.00
Chromebook 45W USB-C Charger $ 40.00
iPad 10-12W USB Charger $. 19.00

Cables
iPad Lightning to USB Cable 1M $ 18.00
iPad Lightning to USB-C Cable 1M $ 19.00
USB-C to USB-C Charger Cord 2M $ 19.00

Replacement Unit (Lost, Destroyed, and/or Not Turned In)
Apple iPad $329.00
Apple MacBook Air $999.00
Lenovo Chromebook 300e G2 $403.47

The most current list of repair and replacement prices is available at the following link:
https://docs.google.com/document/d/1nyViNgFl-iCwlSwoyRx8FmzHcQn602Fru1TAlpsmbx0/
Fees may increase or decrease throughout the year due to availability, and market conditions.

LASD Acceptable Use Agreement
2023-2024

- **Fee Structure and Information**

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Please submit payment and this form below to the school office your student attends or to the address below. When paying by check or money order, please include the names of students you are paying for in the memo line.

Lewisburg Area School District
ATTN: IT Supervisor
545 Newman Rd.
Lewisburg, PA 17837

Payments can also be made on the web by going to www.lasd.us and District → Business Office → Online

☒ I have read, understand, and agree to the LASD Acceptable Use of Internet, Computer, and Network Resources Policy (#815), as set forth above in this document.

Parent Signature: _____ **Date:** _____

Printed Name of Oldest Student: _____ Grade: _____

Printed Name of Additional Student: _____ Grade: _____

Printed Name of Additional Student: _____ Grade: _____

Printed Name of Additional Student: _____ Grade: _____

Total: _____