



KIRKWOOD  
SCHOOL DISTRICT

# Kirkwood School District

## Digital Citizenship Contract for Students

Please read carefully each of the eight facets of good digital citizenship. By signing this contract, you are committing to utilizing electronic media in a manner that is ethical and respectful to yourself and others.

- 1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will demonstrate respect for myself and for others when posting information and images online, including personal information about my life, experiences or relationships. I will not communicate using obscene language or images.
- 2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact information or a schedule of my activities. I will share my iCloud and security pass codes **only with my parents and teachers**. I will report any attacks or inappropriate behavior directed at me.
- 3. **Respect Others.** I will show respect to others. I will not use electronic media to bully or harass other people. I will show respect for others through my choice of websites and will not visit sites that are inappropriate or degrading to any persons or groups. I will not take or share pictures of others without their permission. I will not access other people’s private spaces or areas.
- 4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are inappropriate or degrading to any persons or group. I will protect others’ learning space by muting the sound on my laptop in the classroom unless directed to do otherwise by a teacher.
- 5. **Respect Property.** I understand that I am responsible for the device assigned to me and that I am expected to return the laptop, cord and charger upon request, in the same condition it was received. If my laptop is found to have insufficient storage space for school needs, I will delete any non-educational content to make space for necessary contents or apps.
- 6. **Protect Property.** I will not modify the laptop in any way that will permanently alter the device physically or electronically. I will keep the district asset tags in place on the device. I will not delete any security configuration from my laptop. I will not loan my laptop to others or borrow a laptop from another student.
- 7. **Respect Ideas.** I will request permission to use resources or content produced by others. I will suitably cite any and all use of content not produced by me, including website, books, media, etc. I will research the accuracy of information I find online.
- 8. **Protect Ideas.** If I purchase music or other media, I will refrain from distributing these in a manner that violates their licenses. I will act with integrity.

I agree to follow the principles of digital citizenship outlined in this contract and accept that failing to follow these tenets will have consequences.

Student name (print) \_\_\_\_\_ Signature & Date \_\_\_\_\_

Parent/Guardian name (print) \_\_\_\_\_ Signature & Date \_\_\_\_\_



## Agreement for Student Use of District-Issued Laptops

The Kirkwood School District provides a MacBook Air laptop to KHS students as a tool for learning. The use of district-issued devices while on and off campus is subject to all restrictions and guidelines contained in District Policies EHB and JG and student behavior guides. Parents must complete and sign this agreement. In addition, students and parents/guardians must sign the Kirkwood Digital Citizenship Contract before a device can be taken home. The District reserves the right to withdraw or limit use or possession of the laptop at its discretion.

**Parent: Please initial the box(es) below:**

- I understand that the laptop issued to my child provides access to coursework and curriculum at school and at home. I understand that this device is an essential tool for learning in our 1:1 environment. My child will be expected to take the laptop home during off-school hours, and return it to school fully charged each day. In the event that the laptop is damaged or lost **due to misuse or neglect by my child**, I understand I am responsible for its repair or replacement. The full replacement cost of the laptop will be \$779.

**Parent: Please indicate your preference by initialing ONE of the boxes below:**

- I agree to participate in the self-funded insurance program (see separate form), which will cover the cost of **accidental damage** of the device. The power cord, charger, and case are not covered by insurance.
- I do not agree to participate in the district-provided insurance program. In the event of **damage or loss** I understand I am responsible for the **full** cost of repair or replacement of the laptop, charger, power cord and/or case.

Student's Name \_\_\_\_\_

Student's ID# \_\_\_\_\_

School attending: KHS

Grade Level \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR DISTRICT USE

PAYMENT MADE VIA : [ ] INFINITE CAMPUS PORTAL [ ] CASH OR CHECK



**K I R K W O O D  
S C H O O L D I S T R I C T**

# The Laptop Self-Funded Insurance Program

*The Kirkwood School District offers an opportunity to families who wish to enroll in a self-funded insurance pool that will cover the cost of accidental damage or theft of a district-provided device.*

You will be responsible for protecting your assigned device from loss or damage. If an accident should occur, the Kirkwood School District will waive their responsibility for the financial loss, subject to a deductible for multiple occurrences. In exchange for this damage waiver, the Kirkwood School District requires payment into a self-funded insurance program.

**The cost for the self-funded insurance is \$40 (\$20 for students receiving free or reduced lunch), with a coverage period of June 1, 2023 - August 22, 2024.**

## Payment

Payment may be made through a My School Bucks account using Visa, MasterCard, American Express, Discover or checking and savings accounts. Please visit [www.myschoolbucks.com](http://www.myschoolbucks.com) to create and/or log into an account. While not preferred, payment via cash or check may be made in person in a school's main office.

## Self-Funded Insurance Structure

There is no deductible for the first and second covered claims per year if families have paid for the self-funded insurance program. Families who do not opt into the self-funded insurance program are asked to pay repair fees according to the table below.

Incident With Insurance	Deductible	Incident Without Insurance	Repair Fee
1st occurrence	\$0	1st occurrence	\$100
2nd occurrence	\$0	2nd occurrence	\$200
3rd and subsequent occurrence	\$300	3rd and subsequent occurrence	\$300

## Excluded Losses

Certain conditions not covered by this damage waiver include: 1) any dishonest, fraudulent, malicious or criminal acts, 2) any loss to software, data, documents, music, videos, recordings or other personal information that the student has placed on the device, 3) additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged, 4) disappearance of the device without submitting a copy of a formal police report to school authorities and 5) any use not in accordance with District policies and procedures.