

Jordan School District Technology User Guidelines
Special Education Services

Technology devices and support are provided to Jordan School District students for use on and off the school grounds in order to enhance, enrich and facilitate learning and school communications. These devices are to be used for school-related curriculum, research, communication and other instructional purposes.

The following guidelines are provided to help manage the use of this equipment. Technology devices and support are defined as, but not limited to, items such as computers, laptops, electronic tablets, mobile devices, and other items of a technological nature owned by the Jordan School District Special Education Department.

1. These devices are provided on a short-term loan basis. They are for the specific use of school district students, and remain the legal property of Jordan School District.
2. Asset tracking and management of this equipment shall be the responsibility of the Jordan School District UATT team.
3. Before the family or student is issued any of the above equipment, a legal guardian must sign the Jordan School District Assistive Technology User Agreement. This agreement should remain on file in the school in which the student is enrolled.
4. The Jordan School District Acceptable Use Policy applies to the use of technology both on and off school grounds. A signed, "Acceptable Use Agreement" must be on file before the equipment is issued.
5. Only legally licensed software/applications shall be installed onto district-owned equipment.
6. The family/student is not to download personal software/applications to devices or permit family members other than the student to use equipment.
7. All items such as (including, but not limited to) computers, laptops, electronic tablets, mobile devices, and other items of a technological nature should have appropriate and current virus protection software installed.
8. It is the family/student's responsibility to maintain a backup of data/documents.
9. In the case of any technical problems, the family shall contact the school team immediately. The device may need to be returned temporarily while troubleshooting the equipment.
10. The school special education team shall serve as the first level of support for troubleshooting and maintaining equipment at student's home-based school.

11. When the special education team is unable to troubleshoot problems, they will contact the district UATT team for support at (801) 567-8650.

12. When equipment is taken off school or district premises, the family/student must bring the equipment back each time they return to the school.

13. Families/students who take equipment off school or district premises are fully responsible for any damage to or loss of the equipment. The family/student is responsible for the cost of repair or the fair market value of the damaged or lost equipment regardless of the circumstances.

14. It is the family/student's responsibility to keep their assigned equipment secure and protected at all times. The following suggestions include:

- a. Use protected storage bags or carrying cases specifically designed for each device.
- b. Lock equipment in cabinets or desks where possible.
- c. Secure the equipment if you are temporarily leaving it unattended in a classroom or area in the school
- d. Avoid creating a trip hazard when plugging equipment in for power (if applicable).
- e. Use car trunks or other means to keep equipment out of plain sight; keep car doors locked at all times.
- f. Be aware of extreme (hot or cold) temperatures in an enclosed vehicle that can harm the electronics of the equipment.
- g. Keep drinks, food, lotions and other harmful materials away from equipment.

Damage/Vandalism/Loss/Theft

15. Damage, vandalism, loss or theft of equipment while being used on-site during the course of a regular school day should be reported to school staff immediately. If necessary under this circumstance, replacement is the responsibility of the school, except in the case of established negligence.

16. Procedures for reporting damage to equipment:

- a. Immediately notify school staff.
- b. For laptops and netbooks phone Jordan School District's User support line (801) 567-USER (8737) for repair. For all other equipment contact a member of the UATT team at (801) 567-8650.

*(A laptop is declared beyond repair if the cost of repair is 50% or greater than the replacement cost.)

17. Procedures for reporting loss, theft, or vandalism of equipment:

- a. Immediately notify school staff.
- b. In cases of suspected theft, a police report shall be filed.
- c. File a Jordan School District "Lost/Stolen/Vandalized Fixed Asset Report" and/or "Vandalism and Burglary Report" as appropriate.

18. If the damage, vandalism, loss or theft of equipment occurs off-site while under the direct responsibility of the families/students or in cases of established student negligence while used on-site, the issuing administrative authority shall arrange to collect payment from the families/students to cover the cost of repair or the fair market value of the equipment; whichever is less. Student grades or privileges may be withheld until payment is received.

19. The fair market value of a laptop will be determined as follows:

Years of District Ownership	Fair Market Value as a Percent of Purchase Price
5 years or more	10%
3 to 5 years	25%
2 to 3 years	50%
1 to 2 years	75%
Less than 1 year	100%

20. Under unique and extraordinary circumstances, a family/student's responsibility to cover the cost of repair or fair market value may be reduced if documentation is submitted to and approved by the Deputy Superintendent of Business Services.

Jordan School District Assistive Technology User Agreement

Name: _____

School: _____

Equipment: _____

Asset Number: _____

Serial Number: _____

I acknowledge this equipment belongs to Jordan School District and is intended only for my individual school-related use. I have read the Jordan School District Technology User Guidelines and agree to abide by the terms and conditions of those guidelines.

I understand that violation of the provisions stated in the guidelines may result in monetary or disciplinary action by the issuing administrative authority.

Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

School Staff Signature: _____ Date: _____

