



**Mid-Valley Special Education Cooperative**

Dr. Carla Cumblad, Executive Director

1304 Ronzheimer Avenue

St. Charles, IL 60174

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Dear Parents/Guardians,

Attached you will find an Assistive Technology Lending Agreement. This agreement outlines your responsibility for the welfare of district- or MVSEC-owned technology when it is in your care. This document is sent home when a team agrees that the child will benefit from using the device at home as well as school, and it is signed annually. It states that the device must be returned when the agreement expires or if your family moves out of your current district.

By signing this agreement, you are taking responsibility for the device and all equipment (e.g. power cords) while it is at home. Normal wear and tear of the device can be expected. However, if a device is damaged due to neglect and/or lost, it is your responsibility to repair or replace the device.

In order to ensure the protection of the device, we suggest the following:

- Use a bag or case when traveling with the device
- Supervise the use of the device
- Do not leave the device in hot cars, rain, etc.

After reading the agreement, please sign and date on page 2 and return the agreement to your child's teacher or Speech-Language Pathologist. A signed copy will be returned to you. If you have any questions about this agreement or your child's device going home, please ask your child's teacher or Speech Pathologist.



## Mid-Valley Special Education Cooperative

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### Technology Lending Agreement

Student Name: \_\_\_\_\_ MVSEC Program: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

Technology Device(s), Software, and/or Equipment (include name, model and serial/asset tag numbers): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Student Use From: \_\_\_\_\_ to: \_\_\_\_\_

- I/we have read and agree to comply with the requirements of the Cooperative's policy regarding computer network and internet safety, access and use (Board Policy 6:235) and the related Student Handbook provisions. **Any failure to comply may result in termination of my child's possession, effective immediately, and the Cooperative or Home District may repossess the device/ software/equipment.**
- I/we agree that the device/software/equipment is the Cooperative's or Home District's property and is being loaned for use by my child. **The device/software/equipment will be used only by my child and exclusively for school/educational purposes in accordance with and contingent upon our full and complete compliance with this Agreement and the Cooperative's acceptable use policy and guidelines.**
- I/we agree to observe any hardware/software license agreements entered into by the Cooperative or Home District for this device/software/equipment.
- I/we agree that the device/software/equipment will be connected and synced to Cooperative or Home District computers and content management accounts (e.g., AirWatch) only; the device/software/equipment may not be connected to a personal computer or synced with a personal content management account. I/we have been informed of Internet security concerns inherent in the Windows software installed on the Cooperative's or Home District's computers, as applicable.
- I/we agree that the device/software/equipment must be turned over to Cooperative or Home District staff upon request for maintenance, data and file backups, application upgrades, profile changes, or other administrative or support actions.
- I/we agree that the Cooperative or Home District reserves the right to block application downloads, implement security measures, change user permissions, change device settings, or take any other administrative or security steps, as deemed necessary in the Cooperative's or Home District's sole discretion. **Any attempt to modify the device/software/equipment, including but not limited to changing Internet access settings, will be construed as a violation of the Cooperative's or Home District's policy regarding use of Cooperative or Home District provided computer and other technology.**

- I/we agree that the Cooperative or Home District is not responsible for Cooperative or Home District software loaded on home computers or the effect or interaction that the software may have on the home computer's other programs or systems.
- I/we agree to accept full responsibility for the proper care and treatment of the device/software/ equipment. I/we agree to properly notify the Cooperative if there are any problems with or malfunctions of the device/software/equipment. Additionally if the device/software/equipment is stolen, lost, or damaged, I/we will notify the Cooperative immediately. If it is determined by Cooperative or Home District officials that the device/software/equipment, or any component thereof, has been damaged through normal everyday use, wear, and tear, the Cooperative or Home District will repair or replace the device/software/equipment at no cost to me. However, **if Cooperative or Home District officials determine that the device/software/ equipment has been stolen, lost or damaged due to negligence or misuse, it will be my responsibility to pay for the cost of repair or pay for a replacement device/software/equipment.**
- I/we agree to return the device/software/equipment to the Cooperative or Home District immediately if my residency status changes and my child is no longer a student of the Cooperative or Home District.
- **I/we agree that our failure to return the device/software/equipment in a timely manner and/or the continued use of the device/software/equipment for non-school/educational purposes without the written consent of the Cooperative or Home District may be considered unlawful appropriation of the Cooperative's or Home District's property.**

**I/we have read, understand, and agree to the terms and conditions of this Technology Lending Agreement.**

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

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

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Technology Returned to: \_\_\_\_\_ Date: \_\_\_\_\_

Original to: Assistive Technology Facilitator, if applicable; otherwise to District Director of Special Education  
 Copy to: Parent, Case Manager, Speech Pathologist, MVSEC AT Facilitator, Temporary File

# MVSEC Board Policy 6:235 Access to Electronic Networks

## Access to Electronic Networks

Electronic networks, including the Internet, are a part of the Cooperative's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Executive Director shall develop an implementation plan for this policy and appoint system administrator(s).

The Cooperative is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the Cooperative will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

## Curriculum and Appropriate Online Behavior

The use of the Cooperative's electronic networks shall: (1) be consistent with the curriculum adopted by the Cooperative as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Executive Director's implementation plan, use the Internet throughout the curriculum.

The Cooperative's electronic network is part of the curriculum and is not a public forum for general use.

## Acceptable Use

All use of the Cooperative's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the Cooperative's electronic networks or Cooperative computers. General rules for behavior and communications apply when using electronic networks. The Cooperative's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

## Internet Safety

Technology protection measures shall be used on each Cooperative computer with. They shall include a filtering device that protects against Internet access by both adults and minors to visual Internet access depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by

federal law and as determined by the Executive Director or designee. The Executive Director or designee shall enforce the use of such filtering devices. The Executive Director or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

#### Authorization for Electronic Network Access

Each staff member must sign the Cooperative's *Authorization for Electronic Network Access* as a condition for using the Cooperative's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the Cooperative's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Staff members assigned to member district locations must adhere to the policies and procedure of both Mid-Valley and member districts.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.  
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).  
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.  
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.  
720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications)

ADOPTED: June 5, 2013

# MVSEC Student Handbook: Appropriate Use of Online Resources

## Introduction

Students in MVSEC Programs have the opportunity to use online resources such as the Internet. Students use online resources, just as any other reference material, to gather information. The use of the Internet should be consistent with education and the overall goals of MVSEC. MVSEC and their host schools have taken precautions to protect students from gaining access to inappropriate information. All computers with access to online resources have a filtering device installed. However, the filtering device may not block all inappropriate information, so a responsible adult will supervise students while they are using online resources. In addition, students will receive instruction in the appropriate use of online resources.

## Appropriate Use

Students are responsible for following the guidelines for appropriate use of online resources. In general, the guidelines are:

- Students will use online resources in pursuit of knowledge related to their instructional program. All other uses prohibited.
- There will be a purposeful inquiry behind any search for information.
- Students should not give out personal information while online.
- Students will use computer equipment responsibly.
- Students will learn and follow copyright laws and other ethical considerations.

*Safety:* Students should act in a safe manner while online. They should:

- not give out personal information while online.
- not give out personal information about other people.
- not agree to meet anyone they encounter online.
- tell a teacher, parent, or trusted adult if they come upon any information online that is mean, offensive, or makes them feel uncomfortable.

*Ethical use:* Students should act responsibly while online. They should:

- respect and follow copyright laws.
- respect the privacy of others. Students will not try to learn or use the passwords of others and will not read, copy, or change the files, or accounts of others.
- download or send only material that is accurate, inoffensive, non-threatening, and legal.

*Responsible equipment use:* Students should:

- handle equipment with care,
- report any damage to a staff member,
- not play games or use computer resources for non-academic activities, and
- not waste or take supplies such as paper or printer ink.

*Accuracy of information:* Students should:

- handle equipment with care and report any damage to a staff member.
- not play games or use computer resources for non-academic activities.
- not waste or take supplies such as paper or printer ink.

## Consequences

Students not following the appropriate use guidelines will have their access to online resources restricted. Students who repeatedly seek out inappropriate information will have their access revoked.

