

# ITAWAMBA COUNTY SCHOOL DISTRICT DEVICE USE AGREEMENT

## Property

The use of a school issued device, laptop, tablet or other personal computing device (hereinafter "device(s)" or "property") is a privilege and all users with that privilege have no expectation of privacy in email, data, including, but not limited to data on the Google Drive, network communications, Internet use, video recording, and all other technologies available on or through the device.

Devices remain property of the Itawamba County School District (ICSD) and all users understand that their use of this property can and may be strictly monitored electronically or otherwise by School District personnel at any time. Please refer to the Itawamba County School District Acceptable Use Policy. Devices are being loaned to students. This is not a 1:1 initiative.

## Lost, Damaged or Stolen Devices

Devices are the responsibility of the student; loss is not covered by ICSD. Repair and replacement costs for lost, damaged or stolen devices as a result of irresponsible behavior must be paid at full cost by the parent/guardian/student per incident. The parent/guardian/student shall pay a repair for devices that are lost, damaged or stolen as a result of behavior that was not irresponsible as follows:

### DAMAGED:

1st Incident: \$70.00  
2nd Incident: \$90.00  
3rd Incident: \$100.00  
4th Damage Occurrence:  
Actual cost to replace the device.

### LOST OR STOLEN:

1st Incident: \$70.00  
2nd Incident: \$100.00  
3rd Incident: \$200.00  
4th Damage Occurrence:  
Actual cost to replace the device.

The loss or damage of a charger must be reimbursed at full cost (approx \$25.00).

Devices that are missing, broken, or fail to work properly must be brought to the school office and a form must be filled out for the damaged or lost device. Parents/guardians/students will be required to sign the form and pay replacement or repair fees. If another device is requested, one may be issued to the student once any fees mentioned herein are paid and approval of the parent and principal.

## Device Return

Any student who transfers out of ICSD, graduates or is requested by a school employee to do so is required to return his or her device and charger (if issued). **If a student fails to return his or her device, the student/parent/guardian is responsible to pay for the replacement fees in order to receive a device for the next school year. The student's high school diploma, transcripts, and reports cards will be held until they return their device or pay replacement fees. A student will not be allowed to walk at graduation, attend fieldtrips or be exempt from exams until all fees are cleared.**

## General Precautions

- No food or drink is allowed next to your device.
- Cords, cables and removable storage devices must be inserted carefully into the device.
- Never carry the device while the screen is open unless directed to do so by a teacher.
- The device should be shut down when not in use to conserve battery life.
- Never shove device into a locker or wedge into a book bag; this may break the screen.
- Do not expose your device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your device to room temperature prior to turning it on.

The protective shell of the device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the device in a padded backpack or padded case is acceptable provided the backpack or case is handled with care. For example, you shouldn't toss the backpack or drop the backpack if your device is inside.

### **Screen Care**

- A device's screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen. Do not place anything in your carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid, e.g., pens, pencils, notebooks.
- Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the device. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### **Using Your Device**

#### **At School:**

The device is intended for use at school upon teacher approval. Devices must be brought to school each day in a fully charged condition. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the device.

Students must be responsible for bringing their device to all classes unless specifically advised not to do so by their teacher.

#### **At Home:**

Students may be required to take their device home throughout the school year. Students should charge their device while at home.

If students leave their device at home, they may have to work with pencil and paper and transfer work to the device at home. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

### **Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may also be instructed to use earbuds or headphones.

### **Managing Your Files and Saving Your Work**

Students should save all files and documents to their ICSD Google Drive. Saving to the Google Drive will allow students access to their files accessible from any computer with internet access logging in with their ICSD Google email account. It is the responsibility of the student to maintain the integrity of their files and keep proper backups if they are not using their Google Drive (such as saving directly on the device or to a different cloud storage account). Students will be trained on proper file management procedures.

## **Device Identification**

Devices will be labeled in the manner specified by the school.

**Under no circumstances are students to modify, remove, or destroy identification labels.**

If the device name identification label or asset tag is removed, they need to request new label from the school office. Students are asked NOT to personalize the device with stickers, ink, or other. Any student violating their device identification is subject to having their device use revoked.

## **Software on Devices**

### **Originally Installed Software:**

Device application software is delivered electronically via the ICSD's Technology Department to the device application section. Students do not have access to install applications.

As requested by teachers and administration, the technology department will add software applications for particular courses and testing requirements

The software process will be automatic with virtually no impact on students. Students may need to restart their device for immediate use of the applications.

All Chromebooks are supplied with the latest update of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

### **Inspection:**

Students may be selected at random to provide their device for inspection. The purpose for inspection will be to check for proper care and maintenance, as well as inappropriate material being carried into the school.

### **Restoring the Chrome OS**

In the case of a Google Chrome OS failure, ICSD's Technology Department will restore the device to the factory default state in which the user originally received it. All files saved on the Google Drive and ICSD email account will remain intact. All other data (music, photos, documents) stored on internal memory that has NOT been synced on Google Drive or email will not be restored.

### **Storing Your Device**

Students should know where his or her device is at all times. When students are not monitoring their device, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the device when stored in the locker. Students need to take their device home with them every night. The device is not to be stored in their lockers or anywhere else at school outside of school hours. The device should never be stored in a vehicle.

### **Device Left in Unsupervised / Unsecured Areas:**

Under no circumstances should a device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car or any other entity that is not securely locked or in which there is no supervision. Students must not loan their device out to other individuals at any time.

### **Device Undergoing Repair**

If a device needs repair, a device damaged form must be filled out at the school office along with the damaged device. Screen repairs fees will be required, see page 1.

It is important that students keep their school data synced to the Google Drive Cloud to ensure documents and class projects will not be lost. Personal data that cannot be replaced should be kept at home on an external storage device.

**Device Technical Support**

Students need to report any technical issues with their device to the school office and fill out a technical maintenance form. The school secretary will report the issue to ICSD’s Technology Department for the services of the following types of technical related issues including, but not limited to:

Password Identification, user account support, coordination of warranty repair, hardware maintenance and repair, operating system or software configuration support, restoring device to factory default, and system software update.

**Student/Parent Device Use Agreement**

1. I/We student and parent read and discussed the Itawamba County School District Device Use Agreement
2. I/We student and parent understand that we are financially responsible for damage to or loss of the device.
3. I/We student and parent understand that the student device remains the property of ICSD
4. I/We student and parent will follow the ICSD Acceptable Use Policy while using the device

**Student Responsibilities**

1. I will have my device at school fully charged every day.
2. I will not remove my device name label or asset tag and I will not place decorations (such as stickers, markers, etc.) on my device.
3. I will never loan my device to other individuals.
4. I will follow the general precautions to protect my device such as keep food, beverages, and direct sunlight away from my device.
5. I will handle my device with care, keeping the screen protected in my backpack or other padded case.
6. I will use my device in ways that are educational and appropriate upon my teacher’s and parent’s approval.

**I agree to the Student/Parent Device Use Agreement**

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Device Model _____	Serial Number _____
Asset Tag _____	Date Issued _____
Staff Sign of Return _____	Date Returned _____