

Dumas ISD

Device Usage Agreement

1. LEGAL INFORMATION

Section one covers student account privacy on both school devices, network, and any school provided accounts. This section also includes Dumas ISD requirements to maintain [CIPA compliance](#) for student devices.

1.1 STUDENT ACCOUNT PRIVACY

Dumas Technology and Administrative Staff have FULL access to every student's email, Google Drive folder, Internet web and search history on school networks, and files saved in Network folders and on school devices, as well as all other district owned or managed resources. These systems are scanned frequently throughout every 24-hour period for dangerous, inappropriate, or offensive material. Students should not assume ANY measure of privacy regarding their email or other District owned or managed accounts. The campus administrator, who will determine appropriate punishment, will address violations of the District Device Agreement or the Acceptable Use Policy (AUP).

Student Device Conduct

- A. The student and parent/guardian understand that documents, files, or communications sent, received, viewed, or stored on a device or anywhere on Dumas ISD owned or managed resources for that matter are available for review by any authorized Dumas ISD staff member for any reason at any time
- B. The student will not modify or allow any other persons to modify or change device settings and/or internal or external configurations without the appropriate written permissions.
- C. The student understands that their personal information or personal information of other persons such as, but not limited to, last name, home address, phone numbers, email addresses, or birth dates must not be placed on the device or shared online.
- D. The student will not use or allow others to use obscene, threatening, or disrespectful language in any electronic communication tool.

Disclaimer: While Dumas /SD utilizes technology protection measures to limit the access to harmful or inappropriate material, it may not be possible for the district to absolutely prevent such access. Devices will remain filtered at home through the district's filtering system. However, no filter is 100% foolproof. If a student inadvertently accesses a website that contains obscene, pornographic, or otherwise

offensive material, the student should notify a teacher or administrator immediately. Student's reporting will not be disciplined for violating the Acceptable Use Policy.

1.2 CHILDREN'S INTERNET PROTECTION ACT (CIPA) COMPLIANCE

Dumas ISD Technology must be compliant with [CIPA regulation](#) which requires K-12 schools use Internet filters and implement appropriate safety measures to protect children from harmful online content.

2. AGREEMENTS

Section 2 covers the Acceptable Use Policy (AUP) that students must adhere to when using school devices and accounts. It also covers the random District Device Inspections that the district is authorized to perform.

2.1 Acceptable Use Policy

The District AUP can be found online [Acceptable Use Policy](#)

2.2 DISTRICT DEVICE INSPECTIONS

Dumas ISD reserves the right to inspect devices, as deemed appropriate. Student devices may be examined without cause and without warning at any time to check for damage and/or inappropriate content.

3. DEVICE DISTRIBUTION AND RETURN

Section 3 covers the distribution and return process of school owned devices.

3.1 RECEIVING

District Devices will be distributed to all students during the first few weeks of the school year. Parents and students will need to agree to the terms of this Agreement prior to the student being allowed to take a district device home. If there are any outstanding repair or usage fees from previous years, a district device will not be issued until all fees are paid in full.

NOTE: This Agreement is considered complementary to, and does not replace, the District's AUP that is required for ALL students and staff.

3.2 CARE

Students are responsible for the general care of the device they have been issued. Students should report damage to the IT staff as soon as possible without disrupting their classroom instruction

- A. The student and parent/guardian agree to all district regulations governing the use of devices, both at school and at home, as well as State and Federal laws including copyright and intellectual property laws pertaining to software and information.
- B. The student understands that any issued device and accessories are the property of Dumas ISD and must be returned to Dumas ISD when a student withdraws from the district, at the end of the school year, or immediately upon request from a school district administrator.
- C. The student agrees to immediately deliver the issued device and/or accessories to Dumas ISD staff for technical inspection upon request.
- D. The student agrees to make available for inspection by any district administrator or teacher any messages, communication, document, or files sent or received on all Dumas ISD issued devices.
- E. The student will ensure the device is charged and ready for instructional use, whether at school or off school grounds.
- F. The student is responsible for the care and appropriate use of the issued device and/or accessories.
- G. The student agrees to ensure the device and accessories are safe and secure. They agree to handle the device carefully and protect it from potential sources of damage.
- H. The student shall not remove or alter any district identification labels attached to or displayed on the device.
- I. The student will not deface the device, adhere stickers to the device, or make other markings on the device.
- J. The student agrees to never leave the device unattended, including leaving the device in an unlocked vehicle.
- K. The student is aware that this program may be revoked for students who fail to act in accordance with the guidelines stated in district regulations.

3.3 RETURNING

Students will be required to return their device at the end of the school year. Devices are expected to be in the SAME condition, both internally & externally, as when issued. Students will be charged for devices that are damaged or defaced, based on the severity of the damage or defacement. Students are also required to return or replace any peripherals that were issued with the device (e.g., chargers). Students who withdraw, are expelled, or otherwise terminate their enrollment at Dumas ISD will be required to return their device on the date of termination.

4. USING YOUR ISSUED DEVICE

Section 4 covers device requirements, school networks and filtering.

4.1 CHARGED FOR SCHOOL DAILY

Students are required to bring their school device every day fully charged. School administration reserves the right to discipline students as necessary for non-charged devices. To avoid disciplinary measures due to devices not holding a charge, incidents should be reported to Technology by the beginning of the instructional day.

4.2 SCHOOL NETWORK and RESOURCES

- A. All school devices are required to remain on the schools' wireless network (Dumas ISD) while at school during the instructional day.
- B. Cellular Devices are not allowed on the DISD network at any time.
- C. Cellular Hotspots are not allowed to be used at the school during school instructional hours. Students caught using hotspots during school hours will be sent to administration for disciplinary action.
- D. Dumas ISD will not be responsible for lost or stolen personal devices.
- E. Dumas ISD will not repair any damaged or malfunctioning personal devices.
- F. Dumas ISD will not be responsible for or replace any stolen personal devices.

4.3 HOME NETWORKS AND FILTERING

Students are encouraged to connect to home networks and wireless hotspots outside school hours. All school devices will continue to filter content off the schools' wireless network to comply with CIPA. District technical support staff are not responsible for supporting or troubleshooting connectivity to home networks or personal hotspots. Contact your Internet service provider for troubleshooting and assistance while at home.

4.4 SCREENSAVER AND BACKGROUNDS

Students are allowed to customize their school devices' background with appropriate content. No adult content, blood or gore, nudity, racist content, or other graphic content. If a student is found to have an inappropriate background, the student will be required to change it immediately. If a student is found more than once to have inappropriate content set as a background, administration has the right to remove from them the ability to change the background.

4.5 MANAGING YOUR FILES

Students should not save data on their device because this data is not backed up. Dumas ISD uses Google Apps for Education which allows for cloud-based storage and document creation. While Google is a secure system, the district strongly encourages students not to store sensitive information such as social security numbers, bank information, credit card information or other personal details in their Google Drive. Our system is only as secure as the person with the account. Never give your password to anyone for any reason, including at home, and do not share files and/or folders that might contain such information with other Dumas ISD users. [Google's Privacy & Security Center](#)

4.6 DEVICE IDENTIFICATION

All School devices have two sets of Identification Tags. The first is a white sticker with the students' name, barcode, and device asset tag. This tag is added by the Dumas ISD Technology Department. The second is the asset tag that is added to the device by the manufacturer. It contains the asset number and a barcode for that number. Students are not allowed to remove either of these tags. If a student removes an Identification Tag disciplinary action may be taken. If an Identification Tag is peeling off, take the device to the Technology office as soon as possible

5. DEVICE ISSUES

Section 5 covers types of damage and the responsibility for repair or replacement costs

5.1 MANUFACTURER ISSUES

Any damage to a school device that is due to manufacturer defect (e.g., faulty wiring, recalls, bad soldering, etc.) will not be the responsibility of the student. Students will be issued a Loaner Device until repairs have been made.

5.2 DAMAGE

5.2.1 Accidental or Intentional

Dumas ISD realizes accidents happen and with take home devices damages may occur. Any school device that is damaged whether accidental or intentional will be the responsibility of the student. If another student or other third party inflicts damage it is still the responsibility of the student to which the device was checked out to pay for repair. (See section 6.2 Repair Rates)

5.2.2 Liquid Damage

School devices that are deemed damaged by any type of liquid will require a full Device replacement. Dumas ISD Technology cannot ensure the quality and performance of the internal electronics after a liquid spill. Due to this and for the protection of the student we are required to dispose of liquid damaged Devices.

5.3 LOST

Students that have lost their school issued device

- A. The student will be allowed to check out a temporary Loaner Device from the technology department while they search for their device.
- B. The student is given 30 days to search for the missing device without payment.
- C. After 30 days, the student will be required to pay for a full device replacement.
- D. The student will then have an additional 30 days to turn in the original device for a replacement payment refund.
- E. After the refund period (the additional 30-day period described above) no refunds will be given.
- F. The Dumas ISD Technology office is open during the summer if the refund period falls within that time frame.

6. Repair or Replacement

Section 6 covers the repair process, repair rates, and how payments are handled.

6.1 Process for Damaged Devices

- A. Students are required to bring the device to the technology office as soon as damage occurs.
- B. Dumas ISD Technology office staff will check out a loaner device to the student while damages are assessed
- C. Repairs will be made, and a ticket showing repairs will be written out for the student.
- D. Loaner devices will be locked, students must come to the Technology office to pick up their original device.
- E. A ticket showing repairs and cost will be given to the student and the front office secretaries.
- F. Students will be required to pay their campus front office secretaries for the repairs. Within how many days?

6.2 Repair Rates

The following table is a guideline for students to understand expectations of device repair. These are **only projected rates** for damage based on current market costs for replacement parts. Final charges to the student will be based on the cost of parts at the time Dumas ISD Technology Department orders them.

Final prices may vary

Palm Rest w/keyboard \$89 - Palm Rest \$80	Hinge Cover 1 cover \$9 - 2 both \$18
Touchpad - \$25	Bezel - \$35
Keyboard - \$40	Bottom Cover - \$50
Screen - \$42	Too Cover - \$40
Chargers - \$45 (3100)	Full Replacement - \$257

(DISD does not up charge for parts and does not charge for labor)

6.3 PAYMENT OF SERVICE

If a Student / Family is responsible for payment, due to loss, theft or damage, a notice with a brief explanation and amount due will be sent home. Payments are to be made to the student's campus front office. In the event of non-payment please see item 6.4 below. All checks should be payable to Dumas ISD

6.4 STUDENT /GUARDIAN PAYMENT OBLIGATIONS

Students who fail to pay fees for loss, damage, abuse, or neglect will receive disciplinary action. This may include, but is not limited to, loss of special privileges, inability to purchase graduation tickets, and referral to the Dumas ISD Police Department for collection. All devices are Dumas ISD property and are subject to State and Federal Law regarding theft and vandalism. Dumas ISD will pursue any device that is not appropriately returned to the district as theft.

Device Usage Agreement

Students are responsible for the general care of the device that is issued to them by Dumas Independent School District {ISD}. These devices are placed in the care of the student and the student will be held accountable for any damages during the time they are checked out to the student. Students are required to pay for any damages caused to their device, whether it be intentional or accidental, their fault or the fault of another.

I have read, understand, and agree to the district guidelines and responsibilities and agree to abide by all Dumas ISD policies and regulations relating to the use of devices including the Acceptable Use Policy as well as the Student Code of Conduct.

Student: I have read, understand, and agree to honor all terms of the Dumas ISD Device Usage Agreement. I understand that I may be denied access to the Internet and other electronic media if I do not abide by the terms in this Agreement, the Acceptable Use Policy, and the Student Code of Conduct. I understand that my failure to abide by these terms may result in the confiscation of the device, disciplinary action, and/or legal action.

Please use legal names on this form.

Student Printed Name: _____

ID# _____

Student Signature _____

Parent/Guardian: I have read, understand, and agree to honor all terms of this Agreement. I give my permission for the school to allow my student to use the Dumas ISD issued device under the terms and responsibilities set forth in this Agreement, the Acceptable Use Policy, and the student Code of Conduct.

Parent Name: _____

Date: _____

Parent Signature _____

The stated guidelines are important to protect not only the students, but also the devices, and the district. They must be followed to ensure this technology is an effective instructional tool. Any student that fails to comply with the guidelines outlined in this Device Usage Agreement may be subject to disciplinary action, legal action, or both.