

**Carbon School District 1:1 Device Initiative
Program Introduction and Agreement
for Parents/Guardians and Students
2017-2018**

1. Introduction and Mission

The mission of the 1:1 initiative in Carbon School District is to create a collaborative learning environment for all learners, enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Each student will be provided the tools to transition from consumers of information to creative producers of knowledge. The program will prepare students for an ever-changing world where technological advancements occur at a rapid rate. Technology will be seamlessly integrated throughout the educational curriculum. The program will facilitate resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of devices or other devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

2. Parents/Guardians/Student Orientation

All parents/guardians and students are required to attend an orientation before a device will be issued to their student. The orientation is a onetime requirement and will not be necessary if you have attended an orientation from a previous year.

3. Fees

- Carbon School District requires the payment of a \$20.00 insurance payment prior to the issuance of a device to your student. This fee will cover the cost of repair or replacement of the device in the event of accidental breakage. (Fee waivers may be discussed on an individual basis).
- **Intentional Misuse, Abuse or Loss is NOT covered by the insurance and the student will be charged the full repair or replacement cost of the device, and/or accessories.** The student will **not** be issued a replacement until this cost is paid in full to the school. Repeated or chronic instances of abuse/misuse/loss may be subject to further disciplinary actions at the discretion of school administration.
- In the event of a loss or theft, parents/guardians should file a police report. Parents/guardians are also encouraged to include coverage for the device under their homeowner's insurance policy.

4. Receiving your Device

- A signed Acceptable Use Policy (AUP) and a signed copy of this agreement must be on file prior issuance of the device.
- The district insurance fee must be paid prior to issuance of the device.
- Students will be issued a device, case and charger on an individual basis by school personnel.

- Devices will be tagged with a district asset number and student name for identification and asset tracking purposes. Students will retain the same device for the entire year; please take good care of it!
- The device, case and charger remain the property of Carbon School District.

5. Returning your Device

- End of Year: At the end of the school year, students will turn in their devices, chargers and cases. Devices will be inspected at that time for signs of abuse and misuse. Failure to turn in a device will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.
- Transferring/Withdrawing Students: Students who transfer out or withdraw must turn in their devices, chargers and cases to the school office on their last day of attendance. Devices will be inspected at that time for signs of abuse and misuse. Failure to turn in the device will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency. An unpaid insurance charge will also be due at that time.

6. Loaners

Students are expected to bring a fully charged device to school every day and bring their devices to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her device to school:

- A student may stop in the office and check out a loaner for the day. The school has a limited number of devices available to loan.
- A student must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- Students who obtain a loaner for the day will be responsible for returning the borrowed device to the office before 3:30 p.m.

b. Devices being repaired:

- Loaner devices may be issued to students if their device is being repaired.
- A student borrowing a device must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Devices on loan to students having their devices repaired may be taken home.
- Students will be notified when their devices are repaired and must return the loaner to the office at that time.

7. Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Students should notify their teacher or office if their device is broken or fails to work properly. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance. Students must never leave their devices unattended unless specifically instructed to do so.

a. General Precautions

- No food or drink must not be next to devices.
- Cords, cables, and removable storage devices must be inserted carefully into devices.
- Devices should not be used or stored near pets.

- Devices and cases must remain free of any writing, drawing, stickers, and labels.
- Heavy objects must never be placed on top of devices.

b. Cases

- Each student will be issued a protective case for his/her device that must be used whenever the device is being transported or not in use.
- Although the cases are reinforced to help protect the devices, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Devices

- Always transport devices with care and in the protective cases. Failure to do so may result in disciplinary action.
- Never lift devices by the screen.
- Never carry devices with the screen open.

d. Screen Care

The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All devices will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a device for tampering with a district asset tag or turning in a device without an asset tag.

8. Appropriate / Inappropriate use at school and at home:

- a. The use of your device is governed by all Carbon School District policies relating to the use of technology resources provided by the district, specifically the district Acceptable Use Policy (AUP) that has been signed by students and parents and is on file with the district. This policy governs the use of your device both at school and at home.
- b. Students will log into their devices using their school issued Google Apps for education account.
- c. Students will only save their work to the internet cloud unless specifically instructed not to do so by their teacher. The district will not be responsible for the loss of any student work saved directly to their device.
- d. The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or school administrators to request the

site be unblocked.

- e. Carbon School District retains ownership of all devices, chargers, and cases. Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Devices at any time for any reason related to the operation of the District. By using a device, students agree to such access, monitoring, and recording of their use.
- f. Teachers may enforce additional policies in their classrooms.
- h. Students are prohibited from removing, altering or defacing District asset tags.
- i. Students are prohibited from defacing the device in any manner. This includes writing on, etching on, or the application of stickers to the device.
- j. Devices are subject to physical inspection by the District at any time.
- k. Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the school administration to use judgment as to what is acceptable in any undefined instances that may arise.

Carbon School District Parent or Guardian/Student Device Agreement and Student Pledge

- Parents/guardians are encouraged to review and discuss this agreement with their student to ensure mutual understanding and agreement.
- This agreement and student pledge page must be signed by both the student and parent/guardian and returned to the school before the student will be issued a device.
- All device charges must be paid prior to the student receiving the device.

1. I will care for my device as directed in this agreement.
2. I will never leave the device unattended and know where it is at all times.
3. I will never loan out my device to other individuals.
5. I will charge my device's battery daily.
6. I will keep food and beverages away from my device.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device by only carrying it in the case provided.
10. I will not place decorations (such as stickers, markers, etc.) on the device.
11. I will not deface the serial number or asset tag on my device.
12. I understand that my device is subject to inspection at any time without notice and remains the property of Carbon School District.
13. I will follow all the rules outlined in the District's Acceptable Use Policy.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I understand my device is intended solely for educational use.
16. I am not permitted to download any applications not authorized by teachers or approved by administration
17. I understand that I may take my device home in the evenings for school related use, however I understand that I must have my device in school every day.
18. I understand that I must report any problems or damage to the device to my teacher or school staff.
19. I understand that the use of my device will be governed by all terms and conditions of Carbon School District policies and regulations.
20. I understand that if I lose my device, I will be responsible for the cost of a replacement device.
21. I understand that I must return my device at the end of the school year in the condition it was received less normal wear and tear.

Student Name* (last, first) _____

Student Signature _____ Date _____

Parent/Guardian Name* (last, first) _____

Parent/Guardian Signature _____ Date _____

*Please Print