

East Grand Forks Public Schools Personal Student Learning Devices - Chromebooks Parent-Student Contract

East Grand Forks Public Schools is in the 2nd year of a Personal Student Learning Device initiative also known as PSLD or 1:1. The PSLD initiative directly supports 21st century learning goals set forth by the East Grand Forks Public Schools Strategic Plan. All students in grades 5, 6, 8 & 9 will be assigned a Chromebook. The Chromebook is another educational tool, like a textbook or notebook, intended to support the individual learning needs of every student. Please review the important information in this document before considering the Device Projection Plan option on page 8 signing the contract on page 9.

1.0 GENERAL INFORMATION

The policies, procedures and information within this document apply to all students who are issued an electronic device owned by East Grand Forks Public Schools. Classroom teachers may set additional requirements for use in their classroom

1.1 Receiving your device: Chromebooks will be distributed to all students in grades 5, 6, 8 & 9. Parents and students must sign this contract before the device is issued for use. A device protection plan must be purchased in order for students to take their individual device home.

1.2 Returning your device: Devices and power supplies will be turned in at the end of the school year. If a student transfers out of the district before the end of the school year, the device will be returned at that time. Students who withdraw, are expelled, or terminate enrollment at an East Grand Forks public school for any other reason must return their individual school device with accessories on the date of termination.

1.3 School Internet Access: Wireless network access is available throughout the school. East Grand Forks Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

1.4 Home Internet Access: Students are encouraged to connect to home networks and wireless hotspots. School and district technical support staff are not responsible for supporting or troubleshooting connectivity to home networks. Contact your Internet service provider for troubleshooting and assistance.

2.0 CARE OF THE DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to their teacher as soon as possible.

2.1 General Precautions:

- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left in an unlocked locker, unlocked car or in an unattended area. **DO NOT leave in a car when it is extremely cold or hot outside. This will cause severely shortened life of the device.**

2.2 Carrying devices: The device will be issued in a protective case, which is required to carry the device at all times so should not be removed at any time.

2.3 Screen Care: The device screens 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 the top of the device when it is closed.

Clean the screen with a soft, dry cloth or anti-static cloth. . Do not "bump" the device against lockers, walls, car doors, floors, etc., as it will break the screen.

2.4 Device Identification: The serial number and East Grand Forks Public Schools asset tag number identify student devices. Students should not remove any school identification labels from their device.

2.5 Inspection: East Grand Forks Public Schools reserves the right to inspect devices as necessary.

3.0 USING YOUR DEVICE AT SCHOOL

Devices are intended for academic use. Classroom teachers have the authority to manage use during class time and may choose to have students put devices away if it is a distraction or students exhibit off-task behavior. Students are responsible to bring their device to all classes unless specifically instructed not to do so by the classroom teacher.

3.1 Devices Left at Home: If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. For students who repeatedly leave their device at home, loss of home use privileges will be left to the discretion of the school personnel.

3.2 Device Undergoing Repair: Loaner devices may be issued to students if the device is in need of repair.

3.3 Charging your Device's Battery: Devices must be brought to school each day in a fully charged condition. Repeat violations of this policy may result in students losing at home privileges.

3.4 Screensavers/Background Photos: Inappropriate media may not be used as a

screensaver or background photo. Inappropriate media include but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and may result in disciplinary actions.

3.5 Managing Your Files and Saving Your Work: Students should not save data on their device because this data is not backed up. East Grand Forks Public Schools uses Google Apps for Education, which allows for cloud-based storage and document creation.

4.0 Google Apps For Education (GAFE):

Over the past few years, many EGFPS students and staff have been using Google Apps for Education (GAFE) to enhance the way we use technology and share information within our school community. Essentially, GAFE is a cloud based learning platform allowing teachers and students to create a range of documents online, email, share calendars and drive storage to be accessed at home and school on any device. GAFE allows us to collaborate and learn more effectively through the use of technology, and offer a range of learning opportunities for teachers and students.

Further information about GAFE can be found here:

<https://www.google.com/edu/products/productivity-tools/>

Google Apps for Education (GAFE):

allows teachers and students the ability to collaborate on documents simultaneously. works on any device. This allows our students to continue learning beyond the classroom and the ability to access their content at any time.

allows students to communicate and store information in both public and private spaces online.

acknowledges its users as the owners of content they produce and store.

does not share any data or user information with any other party.

5.0 ACCEPTABLE USE & SAFETY POLICY - EGF PUBLIC SCHOOLS

6.0 DIGITAL CITIZENSHIP AND RESPONSIBLE USE

6.1 Statement of Responsibility

- The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy; therefore it is important for the user to stop and think before communicating and to show respect for other people and for their ideas. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school

administration.

6.2 Parent/Guardian Responsibilities

- Talk to your child about values and the standards that they should follow on the use of the Internet just as you would on the use of all media information sources. Each student device contains an Internet filter that works at both home and school. Please talk with your child about your expectations for appropriate and responsible use in your home.

6.3 Students Responsibilities

- Use computers/devices in a responsible and ethical manner.

Obey general school rules concerning behavior and communication that apply to network use and according to the East Grand Forks Public School's Acceptable Use Policy (see 5.0). Use all technology resources in an appropriate manner so as to not damage school equipment. Help East Grand Forks Public Schools protect our computer system/device by contacting an administrator about any security problems they may encounter. Keep passwords private. Students should always turn off and secure their device after they are done working to protect their work and information. If a student should receive an email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, he/she should contact a teacher.

6.4 Student Discipline

- Depending on the seriousness of the offense, students may lose the device and/or network privileges. They may also receive detention, suspension, or in extreme cases expulsion.

7.0 DEVICE LOSS, DAMAGE, OR MALFUNCTION

East Grand Forks Public Schools realizes that normal use and accidents happen, and when they do, damage can be done to a student's school issued Chromebook. Devices that malfunction or are damaged must be reported to the student's classroom teacher (Grade 5) or advisor hour teacher (Grade 8). The school district will be responsible for repairing devices that malfunction.

7.1 What to do if damage happens to the device.

1. Report the damage and complete an incident report with your teacher.
2. Technology department will assess the damage. If the damage does not need immediate repair the student may be allowed to continue to use the device. If the damage does require repair a loaner device may be available, if inventory allows.
3. If repair is necessary (and not due to negligence) the device protection plan (if purchased) will cover the cost of repair. If no device protection plan has been

purchased, the student (family) will be charged for the repairs based on the rates below.

7.2 Repair Rates: The following are projected repair rates for damage based on current market repair costs for repair.

These rates may change at any time depending on the cost of parts and potential repair charges charged by the repair company.

Battery \$20-\$70	Display \$40-\$60	Power adapter \$20-\$35
Power in port \$5-\$20	System board \$60-\$125	Hinge/Hinge Cover (each) \$5-\$15
Trackpad \$25-\$88	Daughter board \$40-\$60	Keyboard/middle housing \$35-\$77
Display bezel \$20-\$30	Protective Case \$50	

Replacement \$200 (intentional or severely damaged, lost, stolen)

EGFPS technology department will not return the original part, if it is being replaced. This may result in the loss of data, as for example, if your hard drive needs to be replaced. EGFPS technology department reserves the right to use refurbished parts in the repair, Replacement units may be EGFPS recertified and/or remanufactured.

7.3 Loss / Damage Payment In the event that a family is responsible for payment, due to loss, theft or damage, a notice will be sent with a brief explanation and amount due. Payments should be made at the student's school office.

******* If the student has purchased the Device Protection Plan on the damaged device, no charge will be assessed to the family.**

8.0 DEVICE (CHROMEBOOK) PROTECTION PLAN

The Device Protection Plan is completely optional and available to families that wish to protect themselves from damage or replacement costs for their student's school issued Chromebook. The protection plan can be purchased at the students orientation or Smart Start. Students will not be allowed to bring the device home if the protection plan has not been purchased. If you choose not to purchase the device protection plan and damage occurs to your child's school issued Chromebook, it will be the parent's responsibility to pay for all repair costs as outlined in 7.2.

Coverage The Device Protection Plan covers 100% of all accidental damage, and power surge, to your child's school issued Chromebook with a \$0 deductible. The Device Protection Plan will provide coverage on school grounds, at home, on the bus, and anywhere your child may travel. If damage would be incurred to a school issued Chromebook with Device Protection Plan, there would be no additional fees charged for repair. The device protection plan does not cover negligent or intentional damage.

Cost The Device Protection Plan provides pricing depending on your family's hot lunch free and reduced meals status. Indicate which option you choose by checking the appropriate box. (Make checks payable to EGF ISD #595) If you believe you qualify for free/reduced price meals but have not applied, please visit your school office to learn how to apply.

If you are interested in the device protection plan, please complete this form and submit to the school office along with a check.

**East Grand Forks Public Schools Personal Student Learning Devices -
Chromebooks Parent-Student Contract**

I understand and agree to the stipulations set forth in the attached

“Personal Student Learning Device Parent-Student Contract.”

Student Name: _____

Student Signature: _____ Date: _____

School: _____ Grade: _____

Classroom Teacher (Grade 5) / Advisor (Grade 6 & 8) _____

Ramp Up Teacher (Grade 9) _____

Parent Name _____

Parent Signature: _____ Date: _____

DEVICE (CHROMEBOOK) PROTECTION PLAN

Check One:

	<p>\$20 per device/per year (8th & 9th Grade Students will be allowed to take devices home; 5th & 6th Grade Student devices will be kept in school.)</p>
	<p>8th & 9th Grade Option Only - \$20 paid to cover the cost of any repairs, if needed, but I do <u>not</u> want my student to bring their device home.</p>
	<p>I decline the Device Protection Plan, <u>with the understanding that my student will not be allowed to take their device home (regardless of grade).</u> I understand that I will be responsible for the cost of any repairs needed on the device if broken/damaged at school (as listed in the Parent-Student Contract, item 7.2)</p>