

Hyde County School System

Digital Device Usage Agreement Contract

Terms and Conditions of the Loan:

Students are required to pay a **nonrefundable technology fee of \$35.00 annually** and abide by the terms of this agreement. It is imperative that the device the student is issued be maintained and handled in a responsible way. Students in the following grades sixth through thirteenth will be issued a digital device that they will carry with them at all times. The digital device, case and power cord remain the property of Hyde County Schools and are loaned to you as an added privilege of your enrollment at Hyde County Schools. Special care is to be taken while the digital device is in your possession.

Routine Maintenance and Updates:

Student digital device will be checked periodically (by the Chief Technology Officer, Instructional Technology Facilitator or designee) and at the end of the school year for routine maintenance and updates. Digital devices must be turned in at all requested times. If inappropriate material is found on the digital device, it will be restored to its original settings. Student information may be lost if this happens.

Loss or Damage:

If a digital device is stolen, a police report must be filed for insurance to cover the lost machine. The filed police report must be turned into the school immediately. A lost digital device that is not stolen is **not** covered by the insurance policy. The current replacement cost for the digital device will have to be paid for by the student. Students must **immediately** complete an incident report for any damages or problems concerning their digital device or power cords to the Mattamuskeet Media Coordinator or Ocracoke School Principal. (Note: Students or parents will be responsible for replacement cost.)

The following fees apply to students and parents for damages to or loss of a Chromebook:	
1 st Offense: Accidental Damage	No Fee Accessed
2 nd Offense: Accidental Damage	\$50.00 Damage Repair Fee
3 rd Offense: Accidental Damage	\$100.00 Damage Repair Fee
4 th Offense: Accidental Damage	Full Cost of Repair or Replacement of Device (see Device Cost Sheet)
1 st Offense: Theft of mobile device with accompanying police or Sheriff's report	No Fee Accessed
Anytime Offense: Theft of mobile device without police or Sheriff's Report	Full Cost of Replacement of Device (see Device Cost Sheet)
Anytime Offense: Lost/stolen charger or case (not included with insurance coverage)	\$40 Chromebook Charger/ \$90 Dell Laptop Charger Replacement Fee or student may purchase exact replacement and turn in at the end of the school year to the Technology Department.
Anytime Offense: Damage due to misuse or neglect, intentional damage, serious damage or loss of digital device	Full Cost of Replacement of Device (see Device Cost Sheet)
<i>Note: At any time deemed necessary, the Hyde County Schools Administration has the right to suspend the digital device use privileges of any student determined to be abusive or negligent to the equipment loaned to them or may restrict them to classroom use only.</i>	

Internet and E-mail Rules:

While teachers and staff make every attempt to monitor Internet access, students are ultimately responsible for appropriate behavior. The Internet is to be used for academic purposes and as a means of obtaining needed educational information. Students are responsible for all content that is on or accessed through their assigned digital device, including media accessed via the Internet at home.

A Wi-Fi connection is required for Internet access outside the school. Students and parents are responsible for their own Wi-Fi setups at home; Hyde County Schools will not be able to provide technical support for this setup. Parents are responsible for monitoring their child's use and care of the digital device outside of school and are encouraged to monitor Internet access at home. At all times, you must comply with the Hyde County Schools Responsible Use Policy, found online at <http://www.hyde.k12.nc.us>. E-mail is to be used for legitimate and responsible communication between students and other instructional staff for educational purposes. Inappropriate use of email will be dealt with through the school's discipline policy.

Security:

Each digital device has a unique serial number and identification tag. Students are responsible for the digital device and power chord assigned to them. They should keep their assigned digital device with them at all times or in a secured area such as their locker. Students should refrain from loaning their digital device to anyone. Students are responsible for reporting any damage or issues concerning the digital device by completing an Incident Report Form.

Technical Support:

Teachers and staff will be available to assist students with in-class technical support; however, off-hour technical support from Hyde County School staff will not be available.

Proper Care and Expectations:

Please take special care of your digital device. The better students treat them, the more we will get out of them.

- Please avoid eating or drinking around the digital device .
- Please do not lay digital device on the floor or throw it down.
- Digital device should be kept in their cases at all times to reduce chance of damage.
- Please do not carry it inside your backpack or bookbag with other books.
- Students may customize their issued digital device background after receiving it as long the picture meets the school expectation of appropriateness reflected in the student code of conduct and dress code.
- Please do not use any cleaner such as Windex or water to clean the screen.
- Do not put stickers on any part of your digital device.
- Digital devices must never be left in any areas where they can be exposed to extreme temperatures, such as a vehicle.
- Digital devices should not be left in a damp environment, as condensation inside the digital device will severely damage the components.

Storage of Information:

Students should save files in the Cloud via his/her digital device using Google Drive. Students are encouraged to use their Google drive and/or flash drive, etc. to create a personal backup of any files created on his/her digital device.

Loss of Privileges:

Please be mindful that digital devices are to be used for *educational purposes*. If you are attempting to find a way around security measures or trying to access something that is blocked, you are violating this agreement and will be subject to consequences.

Violation of procedures outlined in this manual or misuse of the digital device will result in the following disciplinary actions:

1st Offense: Loss of digital device take home privileges for 5 school days

2nd Offense: Loss of digital device take home privileges for 10 school days

3rd Offense: Loss of digital device take home privileges for 30 school days

4th Offense: Loss of digital device take home privileges for the remainder of the school year.

Device Cost Sheet

ITEM	REPLACEMENT COST
Lenovo e100	\$200
Lenovo N21 Chromebook	\$200
Chromebook Screen	\$43
Chromebook Keyboard	\$75
Chromebook Camera	\$27
Chromebook Charger	\$40
Chromebook Case	\$40
Lenovo N22 Chromebook	\$200
Lenovo N23 Chromebook	\$200
Nook	\$250
Nook Charger	\$20
Nook Case	\$45
Ipad 2	\$430
Ipad 3	\$530
Ipad 4	\$530
Ipad Screens (All)	\$260
Ipad mini	\$300
Ipad Charger	\$38
Ipad AIR 2	\$479
Dell 5570 laptop	\$1017
Dell Laptop Bag	\$60
Dell Charger	\$90
TI Calculator	\$100

Costs are subject to change

Hyde County School System
Digital Device Agreement Contract Release Form
for
Parent/Guardian and Student

Please **detach** from packet, **sign and date** that you have read and agree to the digital device procedures, expectations and policies in the **Digital Device Usage Agreement Contract** for Hyde County Schools, as well as, paid the **nonrefundable** technology fee of \$35.00

I understand that intentional or excessive damage, loss or theft without a police report of my assigned digital device is not covered by the insurance policy. I will be responsible for the current replacement cost to the school if this happens. I also understand that any violation of the procedures outlined in the Digital Device Usage Agreement Contract will lead to loss of digital device take home privileges. I agree the Chromebook and power cord will be returned to the school when requested.

Please check the type of digital device you are being issued:

_____ Chromebook (grades 6th through 12th)

_____ Laptop (students enrolled in Beaufort Community College Courses Fall of 2019)

Student's Full Name (Print): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

_____ I have paid the nonrefundable technology fee of \$35.00 to Hyde County Schools on the above date.