

North County Joint Union School District

1:1 Device Loan Agreement

Policies and Procedures

At Spring Grove School, we believe a rigorous education includes engaging environments and research based instructional practice that strives to personalize learning for all students. While creating a meaningful learning experience through direct instruction and student engagement is critical, using the tools and resources of the 21st century is also a key component to learning and access.

Spring Grove School is proud to offer our 6th-8th grade students a device for use at school and at home for academic purposes. The following information is provided to help all involved understand the expectations, responsibilities, care and use related to receiving a device.

1 - PURPOSE

1. Using the tools of the 21st century is essential to rigorous learning experiences that enhance modern literacy, college and career readiness.
2. Accessing valid information and content in real time is a reasonable expectation in our modern world. Providing tools to staff and students to allow such access is essential.
3. Providing tools to complement our learning management system (Google Classroom) will continue to enhance learning experiences for all students.

2 - PARENT / GUARDIAN ASSISTANCE

1. The District asks for parents'/guardians' support in communicating with their students about the standards of appropriate content and helping to monitor the use of technology devices at home.
2. Parents/Guardians are responsible for filling out and signing the **1:1 Device Loan Agreement** (page 5 of this document) before a student can take home a District provided device.
3. If necessary, parents/guardians are expected to assist their student in filling out any forms needed to report loss, theft, or damage.

Parents/Guardians are encouraged to become familiar with their student's District provided device and help ensure the use of the technology to track their student's progress through Google Classroom.

3 - STUDENT RESPONSIBILITIES

1. The device is an important learning tool and is to be used for educational purposes only. Students are to follow all **Student Acceptable Use Policies** (signed when student Google account is assigned) and **Device Code of Conduct** (signed annually) when using the device at school or outside of school. Students are expected to adhere to all local, state, and federal laws as well as common decency when using their District provided device.

3 - STUDENT RESPONSIBILITIES (CONTINUED)

2. STUDENTS WILL:

- treat the device with care by keeping it clean and dry, keeping it away from food and drink, and not dropping it;
- bring the device to school every day, fully charged;
- transport the device with proper carrying techniques and with proper protection;
- not lend the device to anyone, not even friends or siblings;
- not load software, apps, or extensions on the device that are not school approved;
- not remove software, apps, files, or extensions from the device;
- not give out personal information when using the device;
- keep all accounts and passwords assigned to the student secure, and will not share these with other students;
- not attempt to repair the device without Tech Support;
- return the device when requested and upon withdrawal (if applicable).

Further, students agree that all digital communication (i.e., email, chats, messages, discussions, posts, photos) will be academically appropriate, legitimate, and responsible.

4 - GENERAL CARE INSTRUCTIONS

1. Students should treat the device as a valuable piece of equipment. The device is school property. All users will follow these expectations, **the Device Code of Conduct, and all Acceptable Use Policies**.
2. The device must remain free of any writing, drawing, stickers, or labels that are not the property of the District.
3. Devices should never be left unsupervised.
4. Students are responsible for charging devices prior to each school day.
5. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plug and NOT the cable. The charging cord should be plugged into the wall outlet before connecting the device. When disconnecting, remove the cable from the device before pulling the cord from the wall outlet.
6. Students should never put weight on devices, stack items on top of them or wedge them tightly into a backpack. Students should never insert papers, writing utensils, etc. into the device when closed.
7. Liquids, food, and other debris can damage devices. District provided devices should be closed and away from food and liquids while students are eating.
8. Devices should not be exposed to temperature or humidity extremes.

5 - TERMS OF DISTRICT PROVIDED DEVICE LOAN AGREEMENT

1. The device will be provided by the District to students on a “loan-for-use basis” for academic purposes for the duration of the school year. The device and accompanying equipment are, and always remain, the property of NCJUSD.
2. Students will be able to take the device home during the school year once the student and parent/guardian have signed the **1:1 Device Loan Agreement, the Student Acceptable Use Policies**, and paid the Technology Fee.
3. It is the student’s responsibility to care for the device and ensure that it is transported and kept in safe environments.

5 - TERMS OF DISTRICT PROVIDED DEVICE LOAN AGREEMENT (CONTINUED)

4. The device may be used at home and be connected to home networks and Internet services for out-of-school hours. The student MAY NOT install or use any software, apps or extensions other than that which is approved by the District.
5. The student may not make any attempt to add, delete, access, or modify other users' accounts on the device or any other school-owned computer.
6. Legal ownership of the District provided device remains with the District. The use of a District device is a privilege extended to students and is conditioned upon compliance with the requirements of this Agreement, the Student/Parent Handbook, the District's Acceptable Use Agreement, and all other district policies.
7. District provided devices and accessories will be checked in at the end of each school year at a date and time determined by the administration. Students who transfer, withdraw, or are expelled will return the District provided device and accessories at the time of withdrawal. Students returning to school the following year will be issued the same District provided device that was previously assigned to them.
8. Students will receive a device and charger. It is their responsibility to keep track of the charger. If a charger is damaged or lost, it is the student's responsibility to replace it. Students will NOT get a new charger each year. A replacement charger is \$45.
9. Since the device is the property of the District, school officials have the right to review all material stored on or accessed by any device. Violations of this agreement will be reviewed on a case-by-case basis. School administrators have the right to suspend or revoke a student's device use privileges.
10. The District assumes no responsibility for fiscal obligations for any purchase of goods or services by the student or family members while using the District provided device. This type of activity is not permissible during school hours.
11. Willful damage or destruction, violations of law, or failure to return the device will be reported to local law enforcement and may result in criminal prosecution.
12. Students are not allowed to use the District provided devices for non-academic purposes.
13. Students attempting to hack or jailbreak a District provided device will be subject to disciplinary action.
14. Students are encouraged to use email and cloud-sharing solutions as an alternative to printing.
15. NCJUSD makes no guarantee, written or implied, that materials on the District provided device, including student work, will be safe from deletion or corruption, accidental or otherwise. Storing data on Google Drive and a second location is the sole responsibility of the student.
16. The District provided device comes equipped with a camera and video capabilities. As with all recording devices, it is necessary to ask permission before recording an individual or group. Due to privacy laws, students must obtain school permission to publish a photograph or video of any school related activity.
17. The District reserves the right to repossess the District provided device and accessories at any time if the student does not fully comply with the terms of **the Student/Parent Handbook, Acceptable Use Agreement, Device Code of Conduct, or this Agreement.**
18. Software, apps, accounts, and extensions will be managed by the District for the safety and security of the student and due to the need to comply with licensing agreements and student privacy rights.
19. District provided devices will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users should have no expectation of privacy when using District-owned equipment or technology systems and should expect that their network traffic will be monitored and logged.
20. Each District provided device had identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the device in any way.

6 – TECHNOLOGY FEE

1. To receive a District provided device, the Parent/Guardian/Student is responsible for making a non-refundable annual payment of a Technology Fee to the North County Joint Union School District:
 - a. Full Cost: \$40 per year
 - b. REDUCED lunch: \$20 per year
 - c. FREE lunch: \$10 per year
2. **Accidental damages** may occur while a student is enrolled in Spring Grove School. In the event of damage, the Parent/Guardian/Student will be required to pay a Repair Fee of \$25. This Repair Fee includes:
 - a. Accidental damage. **Each student is allowed one (1) accidental damage per year.** If additional damage or loss occurs, the student will be responsible for the full cost of repairs or replacement of the device. One-time repair includes broken screens, keyboard repair, broken hinges, and internal ports for power.
 - b. **Charging cords are not covered under the Technology Fee or Repair Fee.** Lost cords must be purchased from NCJUSD by the Parent/Guardian for a \$45 fee.
 - c. If the District provided device is lost, stolen, or intentionally damaged, it will need to be replaced at the actual new cost of the device (approximately \$350).

7 – SECURITY, THEFT, DAMAGE PREVENTION & REPAIR

1. The District provided device may ONLY be used by the student to whom it was assigned except for project work in class. The student MAY NOT loan it to another student to take away from campus.
2. The student is responsible for the security of their District provided device at all times. The District provided device should never be left unsecured. When not with the student, the District provided device should be secured or stored in a locked location out of view.
3. Students should keep personal information about themselves and others off their District provided device (banking access information, social security numbers, etc.) It is the responsibility of the student to keep his or her information secure. If a student shares their password, and the device is used to obtain classwork, it will be considered cheating by both parties.
4. Damage or hardware issues must be reported immediately to the School Office. In these cases, a loaner will be provided to the student throughout the repair/replacement process.
5. Students/Parents/Guardians are responsible for the full cost of any willful negligent, or intentional damage to the District provided device. Failure to pay for willful negligent, or intentional damage may result in legal consequences.
6. Theft must be reported immediately to the appropriate school personnel. Students/Parents/Guardians will be required to fill out a theft report and pay for the device.

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8 - DISTRICT 1: 1 DEVICE LOAN AGREEMENT

My student/s and I have read the North County Joint Union School District’s Device Loan Policies and Procedures

- I understand that I am responsible for paying the annual Technology Fee and any applicable Repair or Replacement Fees as explained on page 4.
- I understand the procedures and requirements to which my student must comply, including the Student Acceptable Use Policy and the Device Code of Conduct.
- I accept responsibility for any damage or loss that may result and/or incur financial fees resulting from inappropriate behavior, damage, neglect, or loss to any District provided device.
- I understand my student must return the District provided device and power adapter when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.
- I understand that to be successful, my student will likely need 21st century skills that relate to caring for, maintaining, and utilizing technological devices.
- I will fully support my student in appropriate and balanced use of technology.
- I will model good digital citizenship for my student and encourage them to make good choice when online.
- I will work with NCJUSD to create a positive, productive, and safe digital learning environment for my student to achieve their academic goals.

By signing below, I am stating that I have read and agree to all the terms of this agreement:

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: _____

PARENT NAME: _____

PARENT SIGNATURE: _____

DATE: _____

No device, I wish to opt-out of the 1:1 program. Please initial here: _____