

## Digital Device User Agreement SY20-21

Meriwether County School District will assign a Chromebook to students in K-12<sup>th</sup> grades for use during the academic year (SY 2020-2021). Chromebooks remain the property of DCSD and must be returned upon withdrawal from District and/or end of year collection process.

Parents and students are required to read, sign, and follow the guidelines within this document, as well as all school, classroom, and School District policies and procedures regarding behavior and technology use.

Contact Person: If you have questions or concerns please contact your school administration.

### Chromebook Agreement

#### Receiving the Device

Parents and students must sign and return this agreement before a device can be issued.

#### Returning the Device

Devices will be returned to the school at the end of the 1<sup>st</sup> 9 weeks for elementary/middle and 1<sup>st</sup> semester of high school. The use of devices provided by DCSD is not transferable to anyone and terminates when a student is no longer enrolled at the issuing school.

Students who transfer, withdraw, are expelled, or terminate enrollment at the school for any reason must return their device on the date of withdrawal/termination.

Any student who fails to return the device will be subject to paying up to the full replacement cost of the device any accessories \$298.79.

#### Damage and Loss

If a device is damaged, lost, or stolen during the time that it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian will be responsible for paying the fines outlined in this document.

#### Negligence

The District administration will determine course of action including full replacement of the Chromebook at \$298.79, if a device has been damaged multiple times in the same school year.

#### Responsible Device Use

All users of District-issued devices must follow the expectations outlined in District Policy and Operating Guidelines *IFBGA: Responsible use of the Enterprise Network*, *JD: Student Discipline/Student Code of Conduct*, and *JS: Student Fines, Fees and Charges*. Failure to follow these expectations will lead to applicable student disciplinary consequences. All District policies can be found at [www.Meriwethercountyschools.org](http://www.Meriwethercountyschools.org).

While off school grounds parents/guardians are solely responsible for monitoring student's use of the device. Students may not exhibit inappropriate behaviors, or access prohibited materials with the device, at any time, at any location. Students will be subject to disciplinary and/or legal action if they use the device for inappropriate activities, whether on or off school grounds.

**Privacy**

District-issued devices remain the property of MCSS. As such, anything done on the device is not private. This means DCSD staff may, at any point, confiscate and search the contents of any District-issued electronic device. In the event of lost or theft, the Chromebook will be de-activated.

Meriwether County School District recognizes all aspects of the Children’s Online Privacy Protection Act (COPPA), the Children’s Internet Protection Act (CIPA), and the Family Education Rights and Privacy Act (FERPA).

Meriwether County School District does not monitor student’s home networks, devices or internet connection. The District does monitor the use of District-issued devices. In addition, DCSD tracks the location of District-issued devices in the event of loss or theft of the device.

**Applications**

Meriwether County School District has researched key applications which will be preinstalled on each device. Throughout the year, additional applications may be added to support learning. Meriwether County School District will be responsible for the purchasing and installing of applications.

No one other than an authorized school official may add or delete applications from a District-issued device. “Jail breaking” and hacking of devices is not permitted.

**Fines for Device Damage, Loss or Theft**

If for any reason the device and or accessories are lost or stolen during the time it is issued to the student, whether intentionally or due to negligence, the student and parent/guardian are responsible for the following fees:

Chromebook/ Accessory Replacement for Acer R 11 Chromebook Device

Lost/Stolen/Damaged beyond Repair	<ul style="list-style-type: none"> <li>• \$298.79 full replacement fee</li> </ul>
Damaged- Repairable	<ul style="list-style-type: none"> <li>• Damaged devices will be assessed by the DCSD team to determine if in-house repair is an option. If damaged beyond repair the full replacement fee will be required. See above.</li> </ul>
Accessories Only	<ul style="list-style-type: none"> <li>• Acer R11 Power Adapter: \$21.00</li> <li>• Acer R11 Chromebook Bag: \$7.79</li> </ul>

*\*Full replacement cost for devices includes the device, all accessories, software licenses and setup.*

**Theft:**

If the device is stolen during the time that it is issued to the student, the student and parent/guardian will be held responsible for:

- Notifying School Administration
- Filing a police report
- Pay full replacement fee

**Failure to Return a Device or Accessories upon Transfer/ Withdrawal from the School:**

A student who transfers or withdraws and fails to return a device or any accessories will be responsible for payment of a \$298.79 (full replacement fee) for the Chromebook.

**PARENT PERMISSION AND RELEASE**

By signing this agreement, you indicate that you have read and understand the guidelines in this document and accept the issuance of a device to your student. You understand Chromebooks remain the property of DCSD and must be returned upon withdrawal from District and/or end of year collection process. You understand that your student is responsible for damage, loss or theft of the device and accessories while in his/her care and agree to the fines outlined in this document.

You understand and agree that, while off school grounds, you are solely responsible for monitoring the student's use of the device and the content that is accessible through any wireless network. You understand that students will be subject to disciplinary action if they use the device for inappropriate or prohibited activities, whether on or off school grounds.

You and your student agree that the Meriwether County School District is not responsible for intentional or nonintentional damage due to misuse, abuse, tampering, hacking or defacing of equipment. Any student user not complying with the Meriwether County School District's Internet Acceptable Use Agreement, shall be subject to disciplinary measures imposed by local school administration. Student infractions may also result in appropriate disciplinary action in addition to suspension or termination of access privileges.

Parent/ Guardian Name (Please Print):

---

Parent/Guardian Signature:

---

Date: \_\_\_\_\_

**STUDENT AGREEMENT & SIGNATURE**

1. I will take care of my school issued device.
  - a. Cords and cables must be inserted carefully into the device to prevent damage.
  - b. Devices must never be left in an unlocked locker, car or any unsupervised area.
  - c. Report any software/hardware issues via Incident IQ- the Student Helpdesk Portal.
  - d. Keep the device in a well-protected, temperature-controlled environment when not in use.
2. I will never loan out my school-issued device to other individuals.
3. I will keep food and beverages away from my device.
4. I will not disassemble, jail break or hack into any part of my or any school-issued device.
5. I WILL NOT attempt to make any repairs to my device.
6. I will protect my school-issued device.
7. I will use my school-issued device in ways that appropriate and meet the school's expectations- whether at school, home, or anywhere else. If I use my device in an inappropriate way, I will be subject to disciplinary actions by my school.
8. I WILL NOT place decorations (such as stickers, markers, etc.) on the school-issued device. I will not deface the serial number sticker on any school-issued device.
9. I understand that my school-issued device is subject to inspection and auditing any time without notice. NOTHING I do to or on the device is private.
10. I will not share my password(s) with anyone other than a teacher or adult from my school or my parent/guardian.
11. I understand Chromebooks remain the property of DCSD and must be returned upon withdrawal from the District and/or end of academic school year during the collection process.
12. I understand that if I damage or lose my device, or it is stolen, I am subject to cost of replacing the device.

I agree to the rules set forth in the Device User Agreement and the Student Agreement.

Student Name (Please Print):

---

Student Signature :

---

Date: \_\_\_\_\_