

# Board Policy

Code No. 605.6E4

## STUDENT TAKE HOME DEVICE AGREEMENT

### **Terms:**

Students may be issued a district-owned device at no cost to the student/parent/guardian. Financial obligation will not be issued to the student/parent/guardian unless loss or damage of the borrowed device occurs as the result of handling, storage, transport, or inappropriate use.

By taking possession of a borrowed device, the student agrees to assume full responsibility for the safety, security, and care of the loaned device. Any loss, theft, or damage to the device should be reported to the administration or technology department within two school days.

### **Loss/Theft:**

In the case of a lost or stolen device, the student agrees to pay full replacement cost. Any future lost or theft of a student's device will result in the student paying another full replacement cost of the replacement device and associated accessories. The student should report the incident to a school administrator or police liaison within one school day of the occurrence. A police report shall be filed in the case of a theft.

### **Repair Costs:**

In the case of damage:

Students will pay:

- New Chromebook – Up to \$250
- Screen - \$50
- Keyboard - \$50
- Track Pad - \$35
- Top or Bottom Cover - \$35
- Any Bezel Piece - \$15
- Charging Port - \$50
- Charger - \$60
- Case - \$25

### **Device Damage:**

A student/parent/guardian is responsible for the cost of repair of a damaged device if the damage is the result of deliberate abuse or neglect in the security, storage, transport, or use of the device.

Should a student need to pay full replacement cost for a device, the cost will be based on the current cost of replacement at the time of incident up to \$250.

### **Summer Collection of Devices:**

Students will return their assigned device at the end of each school year to allow technology staff time to clean and update the devices. Failure to return the assigned device will be considered loss of device and the student will be charged full cost for replacement of the device.

**Handling, Care, and Use:**

- A student may add their own apps and extensions providing they are appropriate for school. Inappropriate apps may be removed by the school administration/technology department staff.
- The student is responsible for all media, internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve the use of the device. Do NOT allow other users to use the device assigned to you.
- The device is only for creation of, storage of, access to, and consumption of school-related and school-appropriate content. Do NOT access, store, create, consume, or share unauthorized or inappropriate content on your device.
- The student shall start each school day with a fully charged battery.
- Make sure nothing is ever connected to, or inserted into, any of the ports and/or connectors on the device that are not intended for that particular port or connector.
- Make sure the device is never exposed to liquids or other foreign substances, including drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (lotion, nail polish, perfume, soap, shampoo, etc).
- Never turn on a device that has been exposed to liquids. Bring the device to the technology department to determine possible damage IMMEDIATELY.
- Make sure the surface of your device is not altered or defaced. Do NOT decorate your assigned device/cover or remove labels, stickers, or tags from the device that are affixed by school district personnel.
- Only school district personnel shall troubleshoot, diagnose, or repair your loaned device. Do NOT allow 3<sup>rd</sup> party service people to handle your assigned device.

**Security, Storage and Transport:**

- Keep the device powered off and in the protective carrying case when not in use.
- Transport the device within the protective carrying case provided by the school both within the school and outside of the school.
- Handle the device with caution. Do not throw, slide, drop, etc. the device, even while in the carrying case.
- Take the device home every day for nightly storage. Do NOT leave it in a school locker for overnight storage.
- Keep the device at home out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage.
- Do not share or switch devices, power charger, or other accessories with other students.
- Bringing your power charger to school for daily use is allowed, but not recommended. You are responsible for any loss or damage that may occur to it, regardless of whether loss/damage occurs at school or away and regardless of who is using it at the time of loss/damage.
- Secure the device out of view from anyone outside of a vehicle if being temporarily stored in a parked vehicle. Never leave the device in an unlocked and/or unattended parked vehicle, even when the parked vehicle is at your residence.
- Communicate with teachers, coaches, sponsors, supervisors, etc. about ensuring that the device will be in a secure storage if you have school related activities, performances, sporting events, etc.
- Do NOT leave the device unsecured in a locker room setting.
- Do NOT leave the device in an extremely hot or cold environment.

**Wireless Internet Access:**

- Student should observe all Bettendorf School District Acceptable Use Policies on home and public Wi-Fi networks just as they do when at school.
- When on the school wireless network the district content filter will appropriately filter the Internet content. Because of the nature of the Internet, no content filter is capable of preventing all access to all online content that is not school-related. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for not accessing content that is not school-related, whether blocked by the filter or not.
- Any access of unapproved content online, whether through a district-owned device, or other personal electronic device, while at school is a violation of the usage policy.
- Although the district filter will not be in effect when the device is not on the school wireless network, the student will be expected to maintain the same level of ethical use in their home environment.

**Ethical Online Behavior:**

By accepting the use of this device the student agrees:

- Not to use these tools to bully, harass, or threaten other students or individuals.
- That the technology is provided by the district and is district property.
- Not to publish personal information about others or themselves.
- That the district has the right at any time to investigate, monitor, or review the contents of the device.
- That all Bettendorf Acceptable Usage Policies apply to the use of the device.
- Not to install non-school related applications on the device.
- That the district has the right to remove any non-school-related apps or files.
- That the device and accessories shall be returned in acceptable working order by the last day of school, upon withdrawal or exit date from the school district, and whenever requested by school staff.
- Not to use the device to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - Pornographic, obscene or sexually explicit material;
  - Obscene, abusive, profane, lewd, vulgar, rude inflammatory, threatening, disrespectful, or sexually explicit language;
  - Materials or information that includes language or images that are inappropriate in or disruption to the education setting or process; or
  - Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

## Device Acceptable Use Form

Retain the above information for your own reference. This page only must be returned to receive your device.

Your signature on this form indicates you have read and are in agreement to abide by the expectations stated in the student device agreement and willingness to assume financial responsibility as outlined in this document.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Graduation Year:** \_\_\_\_\_  
**Current Grade:** \_\_\_\_\_

**District Tag / Serial Number:** \_\_\_\_\_

**Chromebook:**

**Case:**

**Power Cord:**

**AC Adapter:**

*Approved: May 21, 2012*

*Reapproved:*

*Revised: May 20, 2019*