

K-8 Mobile Device Checkout Acknowledgment

User Fees

1. Academy District 20 Schools will collect a non-refundable \$50/year user fee for school-provided take-home devices.
2. Some schools may allow students to store a school-issued device at school, but the device user fee will still apply.
3. Damage or loss due to student negligence is subject to full cost of replacement/repair by the student.

Academy District 20 students and families must understand that:

1. Hereafter, the terms “equipment” and “technology” refer to the digital device and accessories (such as keyboard, chargers, headphones, cases, etc.). Each piece of equipment is issued as an educational resource. The guidelines surrounding this equipment can be equated to those of a textbook or a school issued calculator.
2. All users of the Academy District 20 network and equipment must comply at all times with the ACADEMY DISTRICT 20 Appropriate Use of Technology Policy, [IJND E1](#)
3. Digital resources, equipment, and network access are for academic use.
4. Digital Devices are on loan to students and remain the property of Academy District 20.
5. Digital Device use and checkout is a privilege.
6. Students and families must follow all guidelines set forth in this document and by Academy District 20 staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all Academy District 20 digital devices whether on or off the school campus.
8. All files stored on Academy District 20 equipment or the Academy District 20 network are subject to review and monitoring.
9. Students are expected to keep the digital devices and accessories in good condition. Failure to do so may result in charges to the parent and/or student for repair or replacement.
10. Students are expected to report any damage to or functionality problems with their digital device or accessories as soon as possible. This means no later than the next school day.
11. Students may not loan digital device or accessories to other students for any reason. Students who do so are responsible for any loss of or damage to the device or accessories.
12. When a student leaves this school, or at the end of each school year, they must return the digital device and power cord/charger in good working order as determined by the school staff.
13. Academy District 20 reserves the right to recall the equipment at any time.

Accept Liability

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is:

- not returned
- intentionally damaged
- damaged due to negligence
- lost
- stolen but not reported to school and/or police in a timely manner

Behaviors and Discipline Related to Student Digital Device Use

- See Board Policies [IJND](#) and [IJND E1](#)
- The discipline policies at each school apply to the use of all digital devices

Examples of Unacceptable Use - See [IJND E1](#)

Prohibited uses include but are not limited to:

- Publishing, accessing, downloading, storing, reviewing and/or distributing any content (text, graphic, photo, audio) that contains material which is defamatory, abusive, obscene, profane, threatening, or sexually explicit
- Using district technology in any fashion that violates school code of conduct, district policy, state law, or federal law (e.g. copyright violations)
- Using or attempting to use an Internet proxy server (anonymizer), proxy software or a proxy browser
- Performing tests on the district network to identify security faults or vulnerabilities
- Configuring any device as an ad-hoc wireless access point while it is connected to the district network or in any district facility
- Configuring any device to provide unfiltered Internet access for yourself or other user(s), i.e. using a cell phone's data plan to access the internet or to provide access for other devices as a mobile "hotspot"
- Possessing or using software without appropriate registration and payment of fees to the software owner
- Using encryption to cloak network traffic, data files, or email communications within the district network
- Possessing or using malicious software, hacking software, proxy software, or devices used for these purposes on district property, including but not limited to: capturing software or devices, network discovery and monitoring software or devices, password recovery software and devices, and software specifically designed to remove the evidence of user activity from a computer
- Storing personal music, videos, or other copyrighted material on any district device
- Attempting to bypass the internet filter in any way
- Altering or defacing Academy District 20-issued equipment in any way. This includes but is not limited to marking, painting, drawing, affixing stickers, or marring any surface of the digital device, protective case, or other case
- Removing the school-issued device's protective case or district identifiers and asset tags. If the student believes the case needs to be cleaned or removed for any reason, bring it to the building's tech staff

Internet Filtering of District-Owned Devices at Home

ASD20 maintains an on-site internet filtering software package. This program automatically filters internet content on all district-owned devices, whether at school, at home, or in any location where internet access is available.

While digital devices provided to K-8 students by Academy School District 20 are filtered remotely, no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content. While Academy School District 20 makes every attempt to protect students from inappropriate material and risks to their safety, *no technology measure is 100% effective, and no technology measure is a substitute for open communication and involved parents/guardians.* All internet traffic on the Academy District 20 network is tracked and recorded. If your child encounters inappropriate content, he or she should communicate with his or her teacher immediately.

Damage to School-owned Devices

User Fee

Students will be assessed a non-refundable \$50 device user fee each year. This provides protection against *initial accidental damage* or loss and offsets the cost of repair. (*See Accidental Damage vs. Negligence below*)

Troubleshoot of internal problems

Occasionally, unexpected problems do occur with the digital devices or accessories that are not the fault of the user (digital device crashes, software errors, etc.). In the event of such problems; contact technology personnel at school as soon as possible.

Loaner Digital Devices

In some cases, temporary replacements, or “loaner” devices, may be available so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner that is issued to them. The same rules and regulations apply to loaners that apply to the regularly assigned device.

Accidental Damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration, if the digital device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement in addition to the user fee.

Lost and Stolen Equipment

Reporting Process

If any equipment is lost or stolen, the student or parent must report it to the school immediately. Students should inform a school official as soon as possible. If equipment is stolen from a family’s home, automobile, or other location other than school, a police report must be filed and a copy of the report must be provided to the school by the parent/guardian within ten business days.

Financial Responsibility

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed the replacement or repair cost for damaged or lost equipment if loss is determined to be the fault of the student or if loss or theft is not reported in accordance with the Reporting Process.

Payment Timeline

All payable amounts are due at the time of device issue unless prior arrangements have been made with the school.

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Student - Parent/Guardian
Digital Device Checkout Agreement

We have read the Mobile Device Checkout Handbook and agree to follow the procedures and guidelines contained therein.

Device Model _____ Device Serial Number _____

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

___ I would like my child to bring the device home.

___ My child will leave the device at school; we have a device at home for him/her to use. I understand that I am still are responsible to pay the \$50/year device user fee.

Depending upon which option you choose, please sign and include the appropriate Responsible Use Agreement for either Daily Checkout OR Take Home. You will only need to sign one side or the other of the following page.

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EMS BYOD Borrowed Device Daily Checkout Responsible Use Agreement

Student Last, First _____

Team _____

Students,

Please initial each statement below to acknowledge your understanding of and your agreement to each.

_____ I understand that check out time is from 8:15 a.m. to 9:00 a.m. for 6th - 8th grade, and also from 10:05 to 10:15 for 8th grade. After this time, the cart will be locked, staff will not be available, and I will need to use the student computer in the classroom.

_____ I will be sure to take ONLY the netbook assigned to me. I will double-check the number on the netbook.

_____ I will store the charging cord associated with my netbook neatly on the shelf for my netbook (not let it hang down and tangle or block the cart from locking).

_____ I will not bring friends with me to checkout or return my netbook.

_____ I understand that return time is from 3:15 p.m. to 3:25 p.m. I will return my netbook at the end of each day during this time when staff is available and the cart is unlocked.

_____ If no one is available to collect my return, I will go to the library desk or the Tech office. I will NOT just leave my netbook on the desk for staff to check in and plug in for me.

_____ I will make sure my device is powered off (not asleep) before I close the lid at the end of the day, so that it can recharge completely and preserve battery life.

_____ I will place my netbook, the carrying case, and the charging cable securely on the correct shelf for safe storage and recharging overnight.

_____ I will plug my netbook in to recharge for the night using the correct charger.

_____ If I forget to return my netbook or the charger at the end of the day, I will be charged a fine of \$1.00 per day, including weekends. I will not be able to check out a netbook until that fine is paid.

_____ If I frequently forget to follow these rules, I will receive a referral to the administration office.

_____ I am responsible for the care of the laptop, carrying case, and charging cable. Fines will be assessed for damage and loss replacement. This could range from \$50 for minor repair to full replacement cost up to a maximum of \$400.

Student Signature

Date

Parent Signature

Date

EMS BYOD Borrowed Device Take Home Checkout Responsible Use Agreement

Dear Parent/Guardian,

Your son or daughter is borrowing a device from EMS. District 20 has a protocol that allows the school-owned computers to be allowed to go home safely.

If you would like to have your son or daughter bring home their checkout device, please sign and date below acknowledging that you and your son or daughter agree to the following:

- The device will need to be charged at home each night with the provided charging cable and brought to school fully charged each day. (The device is not to be left at home.) Bring the charging cable to school in case it needs recharged during the day. No other device will be issued and students will follow classroom consequences for coming to class unprepared.
- The student will be required to use the provided carrying case to transport the device to and from school as well from class to class.
- Both at school and at home, the student will need to log in to the device with his/her D20 network account. The device is to be used only by the EMS student to whom it is checked out. It will not operate without being logged in to a District 20 account.
- The student is responsible for the care of the laptop, carrying case, and charging cable. Fines will be assessed for damage and loss replacement. This could range from \$50 for minor repair to full replacement cost up to a maximum of \$400.
- As with all BYOD devices, students will need to use a classroom or library computer to print any documents.
- Students are not allowed to download any software or programs to the device.
- Borrowed devices will be collected at the end of first semester and re-checked out in January for second semester.
- Borrowed devices will not be allowed to go home if the semester rental fee has not yet been paid. Borrowed devices will also not be allowed to go home until all fines and fees regarding the device are paid.

I agree to the above conditions. I would like to bring the borrowed device home.

Parent Signature

Date

Student Signature

Date

Once this form is signed and returned and the rental fee paid, your son or daughter will be able to take the device and charging cable home.

If you prefer, your son or daughter may continue to checkout a device before and after school each day. If you have any questions, please contact Trudy Griebenow at 719-234-3445.

Student Last, First
Team