

North Montgomery Schools Technology

Student 1:1 Device Use Agreement

Please read this entire section carefully.

This agreement is made effective upon receipt of a 1:1 device (i.e. Chromebook or iPad, depending on the school building) between The North Montgomery Comm. School Corporation (“NMCSC”), the student receiving an 1:1 device (“Student”), and his/her parent(s) or legal guardian (“Parent”). This agreement is considered an addendum to the NMCSC Student Acceptable Use Policy. The Student and Parent(s), in consideration of being provided with a 1:1 device, including power adapter, charging cable, case and software (“accessories”) for use while a student at NMCSC, hereby agree as follows:

1. Equipment:

- a. **Ownership:** NMCSC retains sole right of possession of the 1:1 device and grants permission to the student to use the 1:1 device according to the guidelines set forth in this document and in conjunction with the NMCSC Student Acceptable Use Policy. NMCSC retains the right to collect and/or inspect the 1:1 device and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software (including the device OS) or hardware.
- b. **Equipment Provided:** Efforts are made to keep all 1:1 device configurations the same. All systems include ample RAM, applications, and wireless network capability. NMCSC will retain records of the serial numbers of provided equipment.
- c. **Substitution of Equipment:** In the event the 1:1 device is inoperable, NMCSC has a limited number of spares for use while the 1:1 device is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a 1:1 device or to avoid using the 1:1 device due to loss or damage.
- d. **Responsibility for Electronic Data:** It is the sole responsibility of the Student to backup indispensable data as necessary. NMCSC does not accept responsibility for any such files or software.
- e. **Responsibility for Installed Software:** The Student may not install any software which violates the NMCSC Student Acceptable Use Policy. Uninstalling any school provided or OS software or profiles from the 1:1 device is not permitted. Operating System and Application updates will be run from a central location. Failure to comply will result in disciplinary action.

2. Damage, Loss or unreturned Equipment:

- a. **Warranty for Equipment Malfunction:** NMCSC has a limited manufacturer’s warranty for the 1:1 device. The warranty only covers damage to the 1:1 device caused by manufacturer’s defects.
- b. **Responsibility for Damage:** The Student is responsible for maintaining a 100% working 1:1 device and accessories at all times. The Student shall use reasonable care to ensure that the 1:1 device and accessories are not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage or Loss/Theft of the 1:1 device or accessories, it is the Student's responsibility to notify their school administrative office as soon as possible. In such cases, the Student and Parent will be billed according to the cost of replacement parts. Devices that are unable to be repaired will result in full replacement cost of the 1:1 device being accessed. Devices that are

lost/stolen or not returned will result in full replacement cost of the 1:1 device and accessories being accessed. Other charges may be determined at the discretion of the school administration

- c. If the 1:1 device or accessories are stolen or vandalized while not at NMCSA or at an NMCSA sponsored event, the Parent shall file a police report.
 - d. Return of equipment: At the end of each school year all students will be required to return the 1:1 device and all accessories to the school administrative office. NMCSA will charge the Student and Parent for any items not returned. Any items that are damaged will be charged to the Student or Parent as well.
 - e. Students who leave NMCSA during the school year must return the 1:1 device and all accessories at the time they leave the corporation. The 1:1 device and accessories must be returned to the administrative office of their school. Failure to do so shall result in legal action.
 - f. Technical Support and Repair: NMCSA will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of NMCSA may result in the Student and Parent being charged the full replacement cost of the device or accessories. A regular summer maintenance plan is scheduled and all devices will be collected at the end of school. The same serial # device will be re-issued at the start of school.
3. Legal and Ethical Use Policies:
- a. Monitoring: NMCSA will monitor 1:1 device use using a variety of methods to ensure compliance with NMCSA's Student Acceptable Use Policy and this agreement. Any attempt to "jailbreak" the device or remove the NMCSA profiles will result in disciplinary action.
 - b. Legal and Ethical Use: All aspects of NMCSA's Student Acceptable Use Policy remain in effect during the use of the 1:1 device. NMCSA will make every attempt to provide content filtering within the NMCSA network and outside the network. However, NMCSA does not have full control of the information on the Internet or incoming email while off campus.
 - c. File-sharing and Proxy Apps/websites: The installation and/or use of any Internet-based file-sharing tools or Proxy Apps/websites designed to circumvent filtering software are explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).
 - d. Allowable Customizations: Student are permitted to alter or add files to customize the assigned 1:1 device to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, NMCSA reserves the right to insure all customizations follow the NMCSA Student Acceptable Use Policy and may periodically conduct maintenance that may configure the 1:1 device back to the originally installed state.

NMCSA Standards For Proper 1:1 device Care

This document is an important addendum to the Student 1:1 device Use Agreement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned 1:1 device.

Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Your Responsibilities

- Treat the equipment with as much care as if it were your own property.
- Update the 1:1 device OS when directed by school staff.
- Bring the 1:1 device, case and charging unit every school day.

- Keep the 1:1 device either secured (i.e., locked in your locker, classroom or other secure place where others do not have access) or attended (with you or within your sight) at all times. For example, during athletic events, games, practices and trips, store the 1:1 device in your school locker/classroom and arrange to return to school to retrieve it after the activity. 1:1 devices left unattended may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the 1:1 device in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the 1:1 device in a car other than in a locked trunk.
- Do not expose the 1:1 device to extreme temperatures or elements including water.
- Do not let anyone use the 1:1 device you have been assigned. Loss or damage that occurs when anyone else is using your assigned 1:1 device or accessories will be your full responsibility.
- Adhere to NMCSs Student 1:1 device Use Agreement at all times and in all locations. When in doubt about acceptable use, ask a teacher, principal or member of the tech team staff.
- Back up your data. Never consider any electronic information safe when stored on only one device. Use your school-supplied accounts on a regular basis.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to a teacher or tech team member.
- Don't force anything (e.g., connections, charging cables, etc.). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of NMCS for repairs.

General Care

- Do not attempt to remove or change the physical structure of the 1:1 device, including the screen cover or school provided case. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the 1:1 device.
- Do not do anything to the 1:1 device or accessories that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the 1:1 device.

Carrying the 1:1 device

- Always leave the 1:1 device in the school provided case.
- Do not grab and squeeze the 1:1 device, as this can damage the screen and other components.
- When moving with the 1:1 device, be sure to hold it securely with both hands.

Screen Care

- The 1:1 device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the 1:1 device screen with anything (e.g., pen, pencil, etc.).
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Always check to make sure no objects such as pencils, pens or head phone plugs have been left on the keyboard prior to closing the 1:1 device. Closing the 1:1 device with an object on the keyboard can damage the screen.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your 1:1 device charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Charge when the battery reaches 10% capacity. Immediately shutdown if you are unable to connect to the charger.
- Students who bring a device to the tech staff to charge will forfeit the use of the 1:1 device for the entire time it takes to charge the 1:1 device (no passes from class will be issued to pick up an 1:1 device; the 1:1 device may only be picked up during passing periods).
- The 1:1 device must remain on (awake or sleep mode) at school at all times, with no exceptions.

Personal Health and Safety

- Avoid lengthy use involving repetitive tasks. Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- Read any safety warnings included with the device.

Student 1:1 device Program Acknowledgement Form

Review and initial each statement below.

The following items reiterate some of the most important points covered in the Student 1:1 device Use Agreement and the Standards for Proper Care addendum.

	Student Initial	Parent Initial
I understand that I will report any damage, loss or theft of the 1:1 device to NMCS C personnel immediately. In addition, I understand that my parent/guardian will be held responsible for reimbursement for loss, failure to return, damage, or repair of the 1:1 device issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the NMCS C Student 1:1 device Use Agreement.		
I will not leave my device or accessories unattended unless it is locked in a secure place. I am fully responsible for the cost of deductible or replacement should my device or accessories become lost or stolen.		
I understand that I am responsible for backing up my own files and important files should always be stored in Google Drive.		
I will read and follow the Standards for Proper 1:1 device Care.		
I will read and follow general maintenance alerts from school technology personnel.		
I will report any problems with my device to a teacher, principal, or member of the tech team staff immediately.		

Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the NMCS C Student 1:1 device Use Agreement or Student Acceptable Use Policy, his/her privilege to use the technology may be restricted or removed and he/she may be subject to disciplinary action.

The 1:1 device and accessories remain the property of NMCS C. At the end of the school year or upon transfer from the school district, parents and students agree to return the 1:1 device and accessories to the school in the same condition it was issued to the student less reasonable wear.

Student Name (printed clearly) _____

Student Signature + Date _____

Parent Name (printed clearly) _____

Parent/Guardian Signature + Date _____