



WEST CARROLL SCHOOL DISTRICT

Student Device Agreement

2018 – 2019 School Year



The mission of the 1:1 program at West Carroll School District is to create a collaborative learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing student engagement with interactive content and transition students from consumers of information to content creators.

Receiving Your Device

- Parents/Guardians are required to pay the technology fee (\$30 for 9-12th grades and \$20 for K-8th grades) and sign the West Carroll School District Device Agreement before a device can be issued to their student.
- All transfer/new students participate in a school orientation and will be able to pick up their device from the Technology Department.
- Both students and their parents/guardian must sign the agreement prior to picking up a device.

Returning Your Device

- At the end of the school year, students will turn in their device, charger, and cases. Failure to turn in the issued device will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.
- Students that transfer out of or withdraw from West Carroll School District must turn in their device and case before their last enrolled day at West Carroll High School.

Device Care

Students are responsible for the general care of the school issued device and accessories. Any device that is broken or fails to work properly must be taken to the Technology Department. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their device unattended except locked in their hallway locker.

General Precautions

- No food or drink should be next to the device.
- Cords, cables, and removable storage devices should be inserted/removed carefully.
- The device should not be used with the power cord plugged in when the cord may be a tripping hazard.
- The device must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of device.
- If a device is damaged, lost, or stolen the parent/guardian will be assessed a fee for the replacement of the device.



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Cases

- Each student will be issued a protective case for his/her device that should be used whenever the device is being transported or not in use.
- Although the case helps protect the device, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Carrying Device

- Always transport the device with care and in the supplied case. Failure to do so may result in disciplinary action.
- Never lift the device by the screen or carry the device with the screen open.

Screen care

The device's screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure/drops.

- Do not put pressure on the top of the device when it is closed.
- Do not store the device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.).
- Only clean the screen with a soft, dry microfiber cloth.

School Use

- Students are expected to bring a fully charged device to school every day and bring their device to all classes unless specifically advised not to do so by their teacher.
- Headphones may be used at the discretion of the teacher.
- Students will log into their device using only their school issued Google Account.
- Students should never share their account password with others.
- The district will not be responsible for the loss of any student work.
- Students may not attempt to circumvent any security policies, settings or software that is installed or enforced by West Carroll School District.
- Use of technology at West Carroll School District is for educational purposes only.
- The student is fully responsible at all times for the care and safety of their issued device.



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No expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student device at any time for any reason related to the operation of the District. By using a device, students agree to such access, monitoring, and recording of their use.

Content Filter

The district utilizes an Internet content filter that follows the federally mandated Children's Internet Protection Act (CIPA). Content filtering rules applied to devices will be present both on/off site.

- **Gaggle**

- Gaggle ensures the safety of students by combining machine learning technology with real people who review questionable and suspicious content in online file storage, inbound and outbound email, attachments, links to websites and in other tools.



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Student: I understand and will abide by the West Carroll School District Device Agreement.

Name (printed)

Signature

Date

Parents: I have read West Carroll School District Device Agreement with my child.

Name (printed)

Signature

Date

If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the school administration.

Updated: 7.23.2018