

Edgewood Independent School District

Student/Guardian Device Agreement

It is the mission of Edgewood ISD to create an environment to allow our students to be future ready learners in a technology driven society by providing the tools they need to accomplish this task. Therefore, we have increased the number of devices in the district to work toward a 1:1 environment.

This Student/Guardian Device Agreement covers any computing device owned by Edgewood ISD and used at any time by any student. This agreement will cover desktop or laptop workstations in classrooms, Chromebooks used on campus carts or taken home by students because they are 1) a high school student 2) a student required by EISD to do At-Home Learning 3) all students during a school closure, iPads used either on campus carts or taken home during a school closure, and any EISD mobile hotspot.

EISD Mobile Devices:

The mobile device choice of Edgewood ISD is a Chromebook. A Chromebook is a device that runs Google's Chrome operating system and web browser. Chromebook capabilities are limited to Google products and/or applications that run on the Chrome operating system. Although Chromebooks are the more widespread device, EISD does have some iPad devices within the district also.

Device Availability:

Elementary: 6 carts of 22 Chromebooks & 2 carts of 22 iPads shared for PK-1, 22 Chromebooks in each 2nd grade classroom, and 2 Chrome OS Labs

Intermediate: 22 Chromebooks in each classroom

Middle School: 22 Chromebooks in each classroom and 2 Microsoft OS Labs

High School: each student will be assigned a Chromebook for the year to use at school and home and there are 2 Microsoft OS Labs in the High School

Ownership:

EISD retains sole ownership of all devices whether on campus or at home.

Account and Device Use:

The use of any EISD issued device or account is for educational purposes only. Devices and accounts should not be used for personal use included but not limited to social media sign up and use and the use of Netflix or any other type of movie or television service.

EISD has some LTE chromebooks and some hot spots that will be assigned to students without internet capabilities in the event of a school closure or EISD assigned At-Home learning. These devices are limited on the amount of data that can be accessed per month. Therefore, these devices cannot be used for anything other than assignments and research related to school.

Privacy:

As stated earlier, EISD owns all devices. Therefore, students should have no expectation of confidentiality or privacy with the respect to usage or content of district devices, regardless of whether that use is for district-related or personal purposes, other than specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at school. Assigned mobile devices may be confiscated at any time without notice. Webcams will never be used to monitor students unless in a scheduled Zoom meeting.

Virus Protection and Content Filtering:

The district utilizes content filtering and virus protection that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). At home, internet activity will also be the responsibility of the student and guardian to make sure appropriate websites are visited. Even with filtering in place, it is not possible to prevent all access. It is the student's responsibility to follow all rules for appropriate use laid out in the

Acceptable Use Policy. It is against the rules to try to disable or “get around” content filtering and virus protection on any EISD device. Trying to do so, will result in disciplinary action.

Training:

Edgewood ISD strives to educate our students to become responsible digital citizens. We have implemented a Digital Citizenship program in addition to having policies in place for Acceptable Use and Internet Safety. These programs and discussions will be a culture at EISD not just a training course.

Each student will be provided an EISD email account and an Active Directory Account. He/she will be responsible for the username and passwords for these accounts. Procedures for logging in to a device and procedures for accessing Google Drive and Google Classroom for students 3-12 or SeeSaw for students PK-2 will be addressed with each student during the first few days of face to face learning at EISD. EISD will use this time to also reinforce appropriate technology use and safe online behaviors.

General Guidelines for Correct Care of EISD Devices:

It is important that students remember that all devices are owned by EISD. Therefore, they are not allowed to remove any type of asset tag or device labeling. Students are not allowed to customize their desktops by changing the wallpaper. They are also not allowed to place any type of stickers or decorations on any EISD device. Any profile picture used MUST be within the allowable guidelines of the Dress Code Policy. Students are not allowed to use profile pictures of other students or of pictures that would be considered inappropriate.

Students are not allowed to install or delete applications on any EISD device. Instructional apps included on the mobile devices have been thoroughly vetted and selected by teaching staff to accommodate student needs by grade level and campus. At times, EISD will opt to add applications to Chromebooks or iPads. This addition in applications will be done automatically via the remote management software.

A few general guidelines for safe care of devices include, but are not limited to:

- No food or drink should be placed near any type of device
- Cords, cables, and removable storage devices must be inserted and removed carefully. A broken cord inside the device will be considered damaging the device.
- Heavy objects should never be placed on top of any mobile device.
- Monitors should not be poked with any type of sharp instrument including but not limited to pens or pencils.
- Never store a mobile device with the screen open and make sure there is nothing on the keyboard when closing a mobile device.
- Devices should not be exposed to extreme temperatures or direct sunlight for extended periods of time including mobile devices not being left inside vehicles.
- Mobile devices should never be carried with the screen open.
- Students and guardians should never disassemble devices in an attempt to repair them on their own.
- Mobile devices should be kept charged. This includes returning them to the appropriate carts when on campus and charging them overnight when using them from home.
- There should be no type of horseplay in or around or including EISD devices. All attempts should be made to keep the devices safe from falls or damage.
- Devices should never be left in unsupervised areas.
- Any non working or damaged device needs to be reported immediately.
- High School students will be taking their devices home; therefore, they need to be careful in how they transport devices to and from and around the school. There will be charging stations in each High School classroom, but students will need to bring their EISD assigned charger from home. When transporting devices around inside backpacks, extra care should be taken to not drop or place heavy objects around the device in the backpack. The same care should be taken for devices inside lockers as inside backpacks. Please note that if storing in a locker during the day or during extracurricular activities and events, lockers should have locks and locks should be locked to prevent theft. High School students are responsible for the safekeeping and protection of his/her assigned device. Staff will not store or supervise devices for students. High School students are not allowed to personalize their devices, but they are

allowed to purchase a case for their device as long as it is taken off when turning in for repairs or at the end of the school year. EISD will not be responsible for removing the case. Cases will need the identification number of the device labeled on the outside of the case also.

Online Behavior (Being a good digital citizen):

EISD devices should be used for educational purposes and students must adhere to the Student Acceptable Use Policy as well as all related policies and procedures in regards to device usage. It is important that students conduct themselves in a manner that leads to proper digital citizenship. A few ways students may exhibit good digital citizenship include:

- Respect yourself: Demonstrate self respect by choosing screen names and images that are appropriate. Use caution when sharing any type of personal information about yourself.
- Protect yourself: Do not put yourself at risk. Do not publish personal details, contact details, schedules, or any other personal identifying information publicly. Immediately report any type of suspicious or inappropriate behavior directed at you while online. Protect account access including usernames and passwords. Never share this information with anyone.
- Respect others: Any attempt to harass, bully, annoy or stalk people online is considered inappropriate behavior and should be reported. Do not take part in any activity of this type. Cyberbullying is bullying that takes place over digital devices and can occur through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying can include sending, posting, or sharing negative, harmful, false, or mean content about someone else or sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.
- Protect others: Report any type of abuse that you see online. Do not contribute to the problem by forwarding inappropriate materials or conversations. Avoid any activity of this type.
- Respect Intellectual Property: Permission must always be requested to use copyrighted or otherwise protected material. Properly cite the use of websites, books, media, etc.
- Protect Intellectual Property: Do not use pirated software or distribute music or media in a manner that violates license or copyright agreements.

Fees/Repair & Replacement Costs:

At this time, EISD will not be charging a fee or insurance amount for our devices. Therefore, all damage is the sole responsibility of the student/guardian whether it is on campus or off campus when the damage takes place.

The district understands that each of our devices are of a different age and normal wear and tear are expected. Manufacturer defects or malfunctions are the responsibility of the manufacturer and normal wear and tear are the responsibility of EISD.

The following are not considered normal wear and tear and will result in charges to the student and guardian:

- Abuse
- Intentional damage
- Damage, loss, or theft due to negligence

(examples include but are not limited to cracked or damaged screens, a unit not working due to drops or food or drink spillage, damaged keyboard or touchpad, lost power cord, items broken off into any device port, a non working device due to overheating by being left in a vehicle, etc)

In the event of loss, vandalism, or theft, the issue must be immediately reported to the EISD Chief of Police to investigate and determine if the incident is loss or theft. In the event of theft or vandalism where the device was left unsupervised or in an unlocked locker, the incident would be considered negligence. If the Chief of Police determines the incident to be theft or vandalism without negligence then there will be no charge to the student and guardians.

Below is a table of costs for repairs or replacement:

Issue	Cost
Broken keyboard, touchpad, or items broken off inside of a device port.	Repair costs start at \$40 for examination plus parts. EISD will get the estimate of the repair not to exceed a total replacement cost. Repairs can range from \$40 - \$150.
Damaged screen or non working device due to drops, spills, neglect, overheating, etc.,	Full replacement cost will be required. Costs will range depending upon the unit. A non LTE unit will range from \$175-\$250. An LTE device ranges from \$250-\$450
Lost charging cable	\$30.00
Loss, vandalism or theft due to negligence	Full replacement cost
Theft or vandalism not due to negligence	No charge

Returning the Device:

In the 2020-2021 school year, all High School students will be given a device that will be his/hers for the entire school year. In the event a student withdraws from EISD, they have 5 school days to return the device. If the device is not returned, the student and guardian will be responsible for the full replacement cost of the device. (See Fees/Repair & Replacement Costs) If payment is not made after three efforts to collect, the device will be reported as stolen and a police report will be filed.

In the event of a school closure where all students are required to take home a device, the device will be returned to the school on the first official day that school is open again. If the device is not brought back, the student will be unable to complete any tasks assigned via the online platforms until the device is returned. If the device is not returned, the student and guardian will be responsible for the full replacement cost of the device. (See Fees/Repair & Replacement Costs) If payment is not made after three efforts to collect, the device will be reported as stolen and a police report will be filed.

Reporting a Repair:

Students PK-8 should report any damage to an EISD device immediately to their teacher. Students will be using the same device in each classroom. Teachers will be checking devices after each use to determine when damages take place.

High School students will need to open a repair ticket from the web page under Parents and Students. EISD will provide a loaner to a High School student depending on loaner availability and/or the incident that is reported.

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Both the student and guardian should review this agreement in its entirety. Please initial each statement acknowledging that you have read and understand the Device Agreement. By acknowledging this agreement you agree to be responsible for any and all EISD devices used during the school year. Please ONLY return this page to the school. Keep this agreement so that you may refer to it if you have any questions.

Guardian Initials	Student Initials	Criteria
_____	_____	Ownership
_____	_____	Account and Device Use
_____	_____	Privacy
_____	_____	Virus protection and Content Filtering
_____	_____	Training
_____	_____	General Guidelines for Correct Care of EISD Devices
_____	_____	Online Behavior (Being a good digital citizen)
_____	_____	Fees/Repair & Replacement Costs
_____	_____	Returning the Device
_____	_____	Reporting a Repair

Student Name: _____ Grade: _____

Student Signature: _____

Guardian Name: _____

Guardian Signature: _____

Guardian Contact Number (if needed to discuss damages): _____

Date: _____