

# St. Johns County School District

## Student Technology Device 1:1 Program

### Terms and Use Conditions

Updated July 18, 2015

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## Introduction

The District has embarked on a 1:1 Digital Pilot Program that provides students at selected schools with District technology devices for use at school and at home. This Digital 1:1 program follows the plan outlined in the 2014-2017 Technology Plan. School principals of 1:1 Pilot Schools will determine what grades will take the technology devices home each night.

## General Terms & Conditions

District guidelines are provided here so that students and parents are aware of the responsibilities they accept when they use District owned computer devices, digital system and technology resources.

In addition to following these guidelines, students are required to follow the Student Code of Conduct, the Acceptable Use Procedures (AUP) and all applicable District rules. Each student in the 1:1 Digital Pilot Program must have a signed AUP form before any devices can be assigned.

Students are also expected to use common sense, and good judgment, to protect their technology device both on and off campus when applicable. Failure to follow these terms and conditions may result in disciplinary action, loss of technology device privileges, and/or financial responsibility for loss or damage.

### **Termination of Agreement and Return of Device:**

Your right to use and possess the device terminates no later than the last day of the school year, unless terminated earlier by the principal, District or upon student withdrawal from the participating school. You are required to return the device to the school upon termination of this agreement.

## Terms and Conditions

1. The technology device is property of the District. The District may recall the device, or place additional restrictions on the use or possession of the device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any District teacher or administrator, the student or the student's parent/guardian will immediately surrender the device.
2. Under no circumstances will the student use the technology device, or permit the technology device to be used, to access any networks, websites, or online resources that have not been approved by the District.
3. Under no circumstances will the technology device be used for instant messaging ("IM") or visiting chat rooms or non-school social networking websites such as Facebook, Twitter, or Myspace unless access has been specifically approved by the District.

4. The student and the student's parent/guardian acknowledge that they are responsible for ensuring that the student's use of the technology device to access the Internet meets the following requirements:
  - a. The District cannot guarantee the security of the asset when it is not on the District network. Use of the device to access other networks (home network, public Wi-Fi, etc.) may result in unwanted exposure to material that is not appropriate for students. Students should be supervised by a parent or guardian when using the system outside of the District network.
  - b. The student and student's parent/guardian will hold the District and its employees harmless for any harm that may come to the student or any other person as a result of the student's off-campus internet activities or use of this device.
  - c. The District employs Internet filtering and other forms of device management to minimize each student's exposure to inappropriate content or applications. It is the student's and parent's responsibility to comply with the AUP regarding Internet use.
5. Should the student inadvertently gain access through the technology device to any confidential information about other students or District staff members, including but not limited to course work or grade information, the student will immediately report the incident to the school administrator or the District IT department.
6. Students may seek assistance of their parents/guardians, siblings and friends in the use of the technology device. Otherwise, the student will not share the device with any other person including family and friends unless expressly authorized to do so by a District teacher or administrator. The student will not loan the technology device to any other person, including another District student, without prior written authorization from the principal.

## Technology Device Care and Maintenance

### General Care:

1. Do not attempt to modify or repair your technology device or its operating system or installed software in any way.
2. Do not "decorate" your device in any way (e.g. stickers, markers, or paint).
3. Do not open the device housing, as doing so may void the warranty.

### Carrying the Computer:

1. Always close the lid before moving your technology device.
2. Closing the lid sends the technology device into standby. To prevent permanent damage to the hard drive, you should wait for your system to enter standby before moving it.
3. For prolonged periods of inactivity, you may want to shut down completely before closing the lid. This will help to conserve battery life.
4. If you have been provided a bag or sleeve for your notebook computer. You must use it for transporting the technology device. Do not overfill your bag or put items in it that may scratch or otherwise damage the technology device.
5. Always place your technology device gently on surfaces (table, floor, ground, etc.).
6. Touch tablet devices with rugged cases must remain in place at all times (for transport or normal use).

#### Taking Care of the Screen:

1. Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. In particular avoid grasping the technology device by the screen with any force especially the top of the screen.
2. You may clean the screen as you would a camera lens or a good pair of glasses. In particular, you may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes.
3. Do not use glass cleaners, sprays, soaps, or anything else to clean your screen unless approved in advance in writing by the IT Department.
4. Never sit on your technology device. Technology device screens are easy to break and do not bend.
5. For non-touch screen devices, do not touch the screen with your fingers or hard objects.

#### Maintaining your Battery:

1. For students authorized to take home a District 1:1 computer device, you are expected to come to school with a fully charged battery. Each night when you go to sleep, so does your technology device. Plug it in for a full charge at night. Keep in mind that there are limited number of charging ports available at school and it is your responsibility to arrive each day with a fully charged battery.
2. To conserve battery life and protect hardware, technology devices should not be used on school buses or other transportation.
3. When you plug your technology device in at school, be mindful not to cause a tripping hazard.
4. Once a month it is a good idea to allow your battery to completely drain and then fully recharge.

#### Daily Logistics:

1. Leaving a student 1:1 device at school or taking it home should follow the individual school policy.
2. At school, the technology device should be in your immediate vicinity, locked securely in your locker, or securely locked in a classroom or other secure location with a teacher's or administrators express permission.
3. You remain responsible for the security of your technology device during after-school activities. Keep it with you or safely locked up.
4. Avoid using your technology device in areas which may lead to damage or theft.
5. Never leave your technology device in a public space.
6. Do not leave your technology device in an unlocked and unoccupied vehicle.
7. Do not leave your technology device in a vehicle overnight.
8. Do not leave your technology device in direct sun or in temperatures of 90 degrees Fahrenheit or above.
9. Do not place your technology device on the floor or in sitting areas such as couches or chairs.
10. Do not leave your technology device near any water source, such as a sink, bathtub, or pool.
11. Do not use the technology device while at potential hazardous locations including the cafeteria, gym, or sports field.

*For the technology device 1:1 program to be a success, we all need to be conscientious of our surroundings. If you see an "unattended" technology device, be a good citizen and take it to main office or nearby classroom. Avoid rough-housing as this may lead to someone's technology device being damaged.*

#### General Technology Rules & Guidelines:

1. Back up your data *frequently* using Microsoft One Drive (when available to students). Until that time, back-up your data to a USB drive. Once students have access to Microsoft One Drive, the USB ports will be disabled. Microsoft One Drive is a new program the District is rolling out to students, starting with the 1:1 Pilot School Students.
2. You may receive email updates applicable to all technology device users. These are important. Read them and follow up on them.
3. Do not share passwords or attempt to discover others' passwords.
4. Do not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the Technology device by SJCS.
5. Do not tamper with computer hardware or software, attempt to override or bypass Internet filters, change network profiles or configurations, or "hack" or otherwise obtain unauthorized access to any networks, computers, files, or programs.
6. Do not use your technology device for any illegal purpose or in violation of the District AUP.

#### Expectations:

1. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
2. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
3. Systems provided for student use are provided as-is. The District cannot be held responsible for lost productivity or data loss that may occur if the system is improperly used or if the software or hardware malfunctions.

#### Technology device Repairs/Troubleshooting:

The District has provided each school location with access to a Technical Support Specialist who is trained to handle repairs of the student technology devices. The student should report a device issue that needs repair to his/her teacher who will in turn submit a web ticket. The student will be notified when the device is to be turned in for repair. **(Students and parents/guardians are not authorized to repair or reconfigure the technology device.)**

#### Turn-In Policy:

Students will be required to turn in their assigned technology devices no later than the last day of school. Each Principal will establish the student device turn-in date each year. Technology devices (generally laptops or tablets) will be re-imaged during the summer. Students should be aware any data on the device will be removed and cannot be recovered. All District technology items provided to students, including but not limited to the technology device (typically a laptop computer or touch screen tablet), carrying cases, carrying straps, power cords, etc. will be required to be returned in the same condition as it was when received.

#### Lost, Stolen or Damaged Devices:

Students should report immediately to their school teacher or administrator when their assigned technology device becomes damaged, lost or stolen. The student's parent or guardian will be responsible to refund the District the net book value of the device or the cost of the repair the device

(as applicable) unless the optional Student Device Insurance coverage was in effect under the Student Device Insurance terms and conditions (see below). See the Student Technology Asset Responsibility Form for details.

Schools will be responsible to recoup payment for lost, stolen or damaged technology devices that are provided to students assigned to their school. If a student is assigned to multiple schools, the primary school of instruction will be responsible to recoup any or all technology device payment (if applicable).

Schools will institute a mid-year student device inventory (by classroom) regardless if the student devices are going home with students or remaining in the classroom.

#### Optional Student Device Insurance Terms and Conditions:

The School District will offer Parents/Guardians an insurance option for student device loss and damage expenses. This self-insured model places the financial burden on the District to replace lost devices and to repair damaged devices (when practical).

Parents and/or guardian(s) may opt in (or out) to purchase Student Device Insurance coverage to help offset the expense of lost, stolen and damaged student devices. This Student Device Insurance premium will cover one school year, is non-refundable and will not be prorated.

The District self-insurance option for student devices does not cover any student device peripherals that are typically assigned to 1:1 participating students to include: (1) the device power cord and adapter and (2) the device case or cover. Parents and/or guardians will be responsible for the replacement value of these items if lost, stolen or damaged beyond normal use.

The Student Device Insurance terms and conditions are listed below:

1. The District offers Student Device Insurance with premiums based student eligibility, coverage type and timing of payment. Parents/Guardians who wish to participate should deliver cash or check to their school. The following insurance premium options are listed below:

Insurance Option Premiums <i>(Coverage for all plans begins 5 business days after receipt of payment)</i>	In classroom only, can be elected at any time during the school year	In school and at home coverage, If payment is received within the first 30 days of program participation	In school and at home coverage, If payment is received after the first 30 days of program participation
General Student	\$25/year	\$50/year	\$70/year
Free or Reduced Lunch eligible Student	\$12/year	\$25/year	\$35/year

2. The Digital 1:1 Insurance Program participation begins when students who have been assigned District technology devices are eligible to take the device home or within the school (between

classes). Program participation is at the discretion of each school Principal who is participating in the District's 1:1 Pilot program.

3. This non-refundable insurance premium will be offered annually and will not be prorated. This coverage is intended to reduce the financial impact of a lost, stolen or damaged device to parents or guardians. This insurance coverage will only be available for one (1) lost or stolen or one (1) major damage (that exceeds \$100 or more cost to repair) per school year. All other loss or damage expenses that occur during the same school year will be the responsibility of the Parent or Guardian. The device insurance does not apply to the case/cover that was provided with the device.
4. Eligible Student Devices (that are property of the District) and their respective book value and replacement costs are listed below:

Student Devices	1 <sup>st</sup> Yr. Device Net Book Value 2015-16 (includes Power Adapter)	Replacement cost for Case or Cover	Replacement cost for the Power Adapter
Lenovo x140e Laptop	\$505	\$7	\$35
Apple iPad2 16GB	\$350	\$30	\$15
iPad Air 16GB/32GB/64GB	\$469/\$569/\$669	\$32	\$20
Dell Venue 11 Pro	\$495	\$30	\$30
Lenovo 11e	\$505	\$7	\$35
Lenovo 11e Yoga (touch)	\$585	\$7	\$35

5. Net book value for student devices will be depreciated with the following percentages (based on the year(s) of issue/student use): Yr2 (25%) reduction, Yr3 (50%) reduction, Yr4 (75%) reduction in value. Device covers and power adapters do not depreciate in value over time.
6. Device insurance will take affect or be in force five (5) business days after the Insurance Premium is received by the school. Parents must ensure and accept that their child's assigned device is in good working order before electing the insurance option.
7. Any device loss or damages (not covered under the device warranty) that occur before Insurance premiums are received and 5 business days have passed, will not be covered under this insurance option. Parents/Guardians in this situation will be responsible to reimburse the device Net Book value (determined by the District) or the cost to repair, whichever is less.
8. If a Student Device is lost or stolen:
  - a. The Parent/Guardian must notify the school within 5 business days following the loss and submit a completed a District device damage/loss form to their school.
  - b. The Parent/Guardian must file a police report for the loss (lost or stolen) within 5 business days of the occurrence.
  - c. The Parent/Guardian must provide the school a copy of the Police report within 10 business days following the date of the police report.
  - d. Students may be offered the use of another school device (when available) (sometimes called a spare) only for use at school. Students will not be authorized to take the spare computer (device) home until the District is fully indemnified by the

- student's parent(s) and/or guardian(s) or until such time when the optional student device insurance covers the lost/stolen device.
- e. The first replacement device, eligible to go home, will be acquired soon after the parent(s) and/or guardian(s):
    - i. Provide payment to their school for the Net Book Value for the device;
    - ii. Or, qualify under the Device Insurance option within the terms noted herein;
    - iii. And, provide payment for the replacement cost of the device case or cover (as applicable).
  - f. Students will not be assigned a second replacement device if the first two devices were either lost or stolen or damaged (requiring major repair, greater than \$100) for any given school year. In these cases the student will use a spare device during school only (if available).
9. If a Student Device is damaged:
- a. The Parent/Guardian must report the incident to the school within the first 5 business days following the damage and submit a completed a District device damage/loss form to their school.
  - b. The Parent/Guardian must deliver the damaged device to the school within the first 5 business days following the incident.
  - c. Students will be offered the use of another school device (when available) (sometimes called a spare) only for use in class. Students will not be authorized to take the spare computer (device) home until the District is fully indemnified by the student's parent(s) and/or guardian(s) or until such time when the optional student device insurance covers the damaged device.
  - d. The first replacement device, eligible to go home, will be acquired soon after the parent(s) and/or guardian(s) either:
    - i. Provide payment to their school for the Net Book Value for the device or cost of repair whichever is less.
    - ii. Or, qualifies under the Device Insurance option within the terms noted herein.
    - iii. And, provide payment for the replacement cost of the device case or cover (as appropriate).
  - e. Students will not be assigned a second replacement device if the first two devices were either lost or stolen or damaged (requiring major repair, greater than \$100) for any given school year. In these cases the student will use a spare device during class only (if available).
  - f. Device insurance does not apply when student device damage is determined to be intentional. Damage expenses in this case would be the responsibility of the parent.
10. Failure to comply with these Student Device Insurance terms and conditions will void the insurance benefit.
11. If a student fails to return or loses the device case/cover or power adapter, the Parent or Guardian is responsible to reimburse the district for the replacement cost of those items. The cost of each is listed above.

Parents/Guardians/Students will not be liable for device defects that are covered by the device warranty.