

St. Johns County School District

Student Mobile Device

Terms and Use Conditions

2020-2021 School Year (updated May 2020)



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, mobile hotspots 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 receiving a device 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(s) both on and off campus. 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:

Mobile devices checked out during the district's emergency closure are expected to be returned within one week of schools reopening or 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 your child's assigned 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 to the student's assigned school.
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, etc. 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 will not share the device with any other family member that is not an SJCSD student.

Technology Device Care and Maintenance

General Care:

1. Do not attempt to modify or repair the technology device or its operating system or installed software in any way.
2. Do not "decorate" the 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 the technology device.
2. Closing the lid sends the technology device into standby. To prevent permanent damage to the hard drive, you should wait for the 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. Always place the technology device gently on surfaces (table, floor, ground, etc.).

Taking Care of the Screen:

1. Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. The technology device can never be grasped by 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 the 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.

Daily Logistics:

1. Avoid using the technology device in areas which may lead to damage or theft.
2. Never leave the technology device in a public space.
3. Never leave the technology device in an unlocked and unoccupied vehicle.

4. Never leave the technology device in a vehicle overnight.
5. Do not leave the technology device in direct sun or in temperatures of 90 degrees Fahrenheit or above.
6. Do not place the technology device on the floor or in sitting areas such as couches or chairs.
7. Do not leave the technology device near any water source, such as a sink, bathtub, or pool.

General Technology Rules & Guidelines:

1. Back up your data *frequently* using Microsoft OneDrive. Students may also back-up data to a USB drive. Microsoft OneDrive is a program the District provides to all SJCS D students.
2. Do not share passwords or attempt to discover others' passwords.
3. 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 D.
4. 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.
5. 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 their teacher whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
2. Students and/or Parents 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. **(Students and parents/guardians are not authorized to repair or reconfigure the technology device.)**

Turn-In Policy:

Students will be required to return the computer and/or mobile hotspot to their school within one week of schools reopening, when requested by the school/District, or no later than the last day of the school year. Each Principal will establish the student device turn-in date each year. 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 (computer and/or mobile hotspot), 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 child's 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 (whether a computer or hotspot) or the cost of the repair the device (as applicable).

Net book value for student devices will be depreciated with the following percentages after the initial year of purchase or placed in use (whichever is later): Yr2 (25%) reduction, Yr3 (50%) reduction, Yr4 or over (75%) reduction in value. Device covers and power adapters do not depreciate in value over time. Reference the chart below for device initial cost:

Computer or Hotspot	Initial device cost
Lenovo Yoga 11e	\$865.00
Lenovo 11e	\$550.00
Lenovo 300e	\$320.00
Lenovo 100e	\$230.00
Lenovo N23	\$220.00
Lenovo N22	\$220.00
Franklin Hotspot/CoolPad Surf T-Mobile hotspot	\$84.00 replacement cost
Kyocera DuraForce Pro 2 smartphone, Verizon hotspot`	\$179.00 replacement cost

Loss or Damage Terms and Conditions:

1. If a Computer and/or Mobile Hotspot 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 (can be obtained from school TSS).
 - 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).

2. 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 (can be obtained from school TSS).
 - b. The Parent/Guardian must deliver the damaged device to the school within the first 5 business days following the incident.
 - c. Students MAY be offered the use of another school device (when available).
 - d. The first replacement device, eligible to go home, may 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. And, provide payment for the replacement cost of the device case or cover (as appropriate).
3. 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.

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