

Addison Central School District



High School/ Middle School Building

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Addison, NY 14801
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Student Device User Agreement for 2024-2025

A student device is being provided to you/your student(s) by the Addison Central School District for the purpose of using it as an instrument of learning during the upcoming school year. This is an important responsibility! Read this Student Device User Agreement very carefully and be sure you fully understand the expectations before you sign it. The student device should **only be used for educational purposes** and **only by the designated student or students**.

This device is being provided for usage only during the 2024-2025 school year, and will be returned upon request by the district, no later than July 1, 2025. Failure to return the device in a reasonable timeframe may result in it being reported as stolen to law enforcement.

Failure to abide by this agreement may result in loss of privilege to use the student device and/or disciplinary procedures.

Safety and Security

- I understand that this device includes monitoring software that will report all activity to the district.
- I understand that this device includes a web filter that is compliant with the Children's Internet Protection Act (CIPA). This does not guarantee that all objectionable content will be blocked.
- I understand that this device includes a webcam and that the webcam will only be used for instructional purposes.

Using the Computer at Home

1. Students must have this form signed by their parent or guardian before they will be allowed to take their device home.
2. Students should protect their device from extreme heat or cold.
3. Devices should never be left in a car, even if the car is locked.
4. Students should never eat or drink while using their device or use their device near others who are eating and drinking.
5. Heavy objects should never be placed or stacked on top of your device. Objects include books, musical instrument, sports equipment, etc.
6. Students should use care when plugging in and unplugging the power cord and headphones.
7. When at home, the device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
8. If the device is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and school administration within 2 days.
9. If the device is damaged or not working properly, it must be turned in to the school by appointment for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device.

EQUIPMENT

The Addison Central School District retains sole right of possession of the student device and related equipment. The student device will be issued to students according to the guidelines set forth in this document. School District staff retain the right to collect and/or inspect the student device at any time and to alter, add or delete installed software or hardware.

CUSTOMIZATION OF EQUIPMENT

The student is permitted to alter or add files to customize the assigned student device to their own working styles (i.e. Settings) or as assigned by the classroom teacher. The student is NOT permitted to install or remove software on the assigned student device unless directed to do so by the teacher.

DAMAGE OR LOSS OF EQUIPMENT

In the event of damage or loss, you must report to the school immediately. If the student device is damaged by neglect or abuse or is lost, it is the family's financial responsibility to replace the student device at a cost of approximately \$600. For example, throwing the student device or using the student device as an umbrella would be considered examples of neglect and abuse. If the student device is damaged or lost, a school administrator will work with the family to determine if it was abuse or neglect issue.

Replacement Costs: Cracked Display - \$300.00, Lost or Damaged Power Supply - \$35.00 and Top or Bottom Covers - \$70 each

STANDARDS FOR PERSONAL STUDENT DEVICE CARE

Student Responsibilities:

- Do not let anyone else use the student device.
- Students are solely responsible for bringing the fully charged Tablet to school each day. Charging Stations are in the Cafés.
- Students are solely responsible for any data stored on the Tablet.
- Students are solely responsible to backup data as necessary to a flash drive, if not saved on One Drive. Lost work due to mechanical failure or accidental deletion is not an acceptable excuse for not submitting work.
- Addison Central School District's Acceptable Use Policy 7315/Internet Safety Policy 8271 and Code of Conduct always apply to the use of the student device.

General Care:

- Do not do anything to the student device that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the student device.
- Keep the equipment clean. For example, do not eat or drink while using the student device.

To Clean your tablet:

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Avoid excessive wiping, which might cause damage.
- Unplug all external power sources, devices, and cables.
- Keep liquids away from the product, unless otherwise noted for specific products.
- Don't get moisture into any openings.
- Don't use aerosol sprays, bleaches, or abrasives.
- Don't spray cleaners directly onto the item.

To Disinfect Your Tablet:

- Using a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes, you may gently wipe the hard, nonporous surfaces of your Tablet, such as the display, keyboard, or other exterior surfaces.
- Don't use bleach.
- Avoid getting moisture in any opening, and don't submerge your Tablet in any cleaning agents.

Digital Citizenship Responsibilities:

- Parents and teachers are in charge of helping students be good digital citizens. This means they support students in using the internet in ways that are safe, responsible, and appropriate. They also help students follow the rules and etiquette that lead to effective digital learning. Here are the responsibilities expected of students, parents, and teachers:

Student responsibilities:

- Follow school and classroom rules for using technology.
- Collaborate in ways that add to the learning environment.
- Act responsibly toward others you interact with face-to-face and/or online.
- Use technology to support an inclusive school community.
- Protect passwords and make sure devices do not automatically save passwords.
- Be careful when providing any personal information and always get a parent's permission before you do.

- Have permission from a parent before meeting anyone in person that you have met only online.
- Respect and care for schoolwork and devices.
- Only download music, photographs, or video if you have permission from your teacher. Follow the owner's instructions for use. If you don't know whether you can use something you found online, request permission from the owner.

Student Device User Agreement

I have read, understand, and agree that my student will follow all responsibilities as outlined on both pages of this Student Device User Agreement and I agree to allow my student(s) to be assigned the student device.

Parent/Guardian Name: _____
(Please print)

Parent/Guardian Signature: _____ Date: _____

Student Name - First: _____ Last: _____
(Please print)

Student ID: _____ Grade: _____

Student Device Computer Name: _____

Student Device Serial Number: _____

DO NOT WRITE BELOW THIS LINE

This Student Device has been returned to school: _____ on _____
School Initials *date*

DEVICE CONDITION NOTES: