

# Wayne Highlands School District

## MOBILE ELECTRONIC DEVICE USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of the Mobile Electronic Device, between the Wayne Highlands School District (WHSD), the student receiving a Mobile Electronic Device ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a Mobile Electronic Device, software, and related materials (the "Mobile Electronic Device") for use while a student is at Wayne Highlands School District, hereby agree as follows:

### 1 Equipment

**1.1 Ownership:** WHSD retains sole right of possession of the Mobile Electronic Device and grants permission to the Student to use the Mobile Electronic Device according to the guidelines set forth in this document. Moreover, Wayne Highlands administrative staff retains the right to collect and/or inspect the Mobile Electronic Device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**1.2 Equipment Provided:** Efforts are made to keep all Mobile Electronic Devices configurations the same. All Mobile Electronic Devices have ample RAM and hard-disk space, software, and other miscellaneous items. WHSD will retain records of the serial numbers of provided equipment.

**1.3 Substitution of Equipment:** In the event the Mobile Electronic Device is inoperable, WHSD has a limited number of spare Mobile Electronic Devices for use while the Mobile Electronic Device is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Mobile Electronic Device or to avoid using the Mobile Electronic Device due to loss or damage. Please note that if the Student forgets to bring the Mobile Electronic Device or power adapter to school, a substitute will not be provided.

**1.4 Responsibility for Electronic Data:** The Student is solely responsible for any non-WHSD installed software and for any data stored on the Mobile Electronic Device. It is the sole responsibility of the Student to backup such data as necessary to their network storage space (Home Drive). WHSD provides a means for backup along with directions but WHSD does not accept responsibility for any such software.

### 2 Damage or Loss of Equipment

**2.1 Insurance and deductible:** WHSD provides insurance which provides the broadest perils of loss regularly available.

**2.2 Responsibility for Damage:** The Student is responsible for maintaining a 100% working Mobile Electronic Device at all times. The Student shall use reasonable care to ensure that the Mobile Electronic Device is not damaged. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

First incident – up to \$100      Second incident – up to \$200      Third incident – \$299 or up to full cost of repair or replacement

WHSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Mobile Electronic Device while at school. (See the *Standards for Proper Care* for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* for guidelines of proper use).

**2.3 Responsibility for Loss:** In the event the Mobile Electronic Device is lost or stolen, the Student and Parent may be billed the full cost of replacement.

**2.4 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Director of Technology. If the Mobile Electronic Device is stolen or vandalized while not at Wayne Highlands or at a Wayne Highlands sponsored event, the Parent shall file a police report.

**2.5 Technical Support and Repair:** WHSD does not guarantee that the Mobile Electronic Device will be operable, but will make technical support, maintenance and repair available.

### 3 Legal and Ethical Use Policies

**3.1 Monitoring:** WHSD will monitor Mobile Electronic Device use using a variety of methods – including electronic remote access – to assure compliance with WHSD's Legal and Acceptable Use Policies.

**3.2 Legal and Ethical Use:** All aspects of WHSD Mobile Electronic Device Use Policy and the Wayne Highlands Acceptable Use Policy No. 815 remain in effect, except as mentioned in this section.

### STANDARDS FOR PROPER MOBILE ELECTRONIC DEVICE CARE

This document is an important to the *Student Mobile Electronic Device Program*. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Mobile Electronic Device.

**Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Read the electronic manual that is available online at <http://www.waynehighlands.org>. Following the manufacturer's advice and the standards below will lead to a Mobile Electronic Device that will run smoothly and serve as a reliable, useful and enjoyable tool.

#### Your Responsibilities:

- *Treat this equipment with as much care as if it were your own property.*
- Bring the Mobile Electronic Device and charging unit to WHSD during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Mobile Electronic Device either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Mobile Electronic Device stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Mobile Electronic Device in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Mobile Electronic Devices left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Mobile Electronic Devices in school buses, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Mobile Electronic Device in a car other than in a locked trunk. ***Avoid leaving the Mobile Electronic Device in environments with excessively hot or cold temperatures.***
- Do not let anyone use the Mobile Electronic Device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Mobile Electronic Device will be your full responsibility.
- Adhere to WHSD School's Mobile Electronic Device Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Librarian, Director of Technology or Building Principal.
- Back up your data to your network storage area (Home Drive). Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

## How to Handle Problems

- Promptly report any problems to the Principal's Office, Office of Information Technology or Director of Technology.
- Don't force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

## General Care

- Do not attempt to remove or change the physical structure of the Mobile Electronic Device, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Mobile Electronic Device.
- Do not do anything to the Mobile Electronic Device that will permanently alter it in any way. (You can apply stickers so long as they are completely removable.)
- Keep the equipment clean. For example, don't eat or drink while using the Mobile Electronic Device.

## Screen Care

The Mobile Electronic Device screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.

- Do not clean the Mobile Electronic Device screen with anything other than approved Mobile Electronic Device screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

## Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Mobile Electronic Device charging overnight.

## MOBILE ELECTRONIC DEVICE USE AND CONDUCT POLICY

The primary goal of WHSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the Mobile Electronic Device equipment. Library and Media Lab equipment are reserved exclusively for academic use. The following is a list of rules and guidelines which govern the use of WHSD Mobile Electronic Devices and network resources.

### Responsibility for Property

Students are responsible for maintaining a 100 percent working Mobile Electronic Device at all times. The student shall use reasonable care to be sure that the Mobile Electronic Device is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the Mobile Electronic Device locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Mobile Electronic Devices left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Mobile Electronic Device back. If the Mobile Electronic Device is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the Mobile Electronic Device back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility.

### Discipline

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their devices restored to the original settings. Serious or repeated violations will result in the students use of technology restrict and or revoked.

### Legal Issues and Jurisdiction

Because The WHSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of WHSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate the Acceptable Use Policy.

### Disclaimer

Although the Wayne Highlands School District filters all Internet data in accordance with Federal Law, we do not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Wayne Highlands School District. While WHSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At WHSD, we expect students to obey the Acceptable Use Policy when using the Internet. Students found in violation of the policy will be disciplined.

In addition, WHSD account holders take full responsibility for their access to WHSD's network resources and the Internet. Specifically, WHSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any device or information received by an account holder;
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of interruptions.
3. The loss of data and/or data corruption.

### Acknowledgement

I have read the Mobile Electronic Device Use Agreement and the Standards for Proper Care addendum and agree with their stated conditions. Questions and or accommodations regarding this agreement need be directed to the Director of Technology Mr. Scott D. Miller or Superintendent of Schools Mr. Gregory Frigoletto at 570-253-4661.

### Authorization Agreement

As parent/guardian to my undersigned student, attached is the Mobile Electronic Device Acknowledgement Form that I have duly authorized for my student. I acknowledge that a signed acknowledgement form will be kept on file, in the Office of Information Technology, for my student until he/she completes graduation while attending the Wayne Highlands School District. If my student withdraws from the school district, the device will be returned and this agreement will become null and void.

### Attachment

Mobile Electronic Device Acknowledgement Form.