

# Student Mobile Computing Device Checkout Agreement

Each year, Hall County School District [HCSD] offers learning resources to our students for access from home. The intent for loaning students a dedicated mobile device is to ensure they have every opportunity to access educational resources & appropriate digital content anytime & anywhere. The device is intended to be the student's personal learning device: a 21st century tool supporting the curricular activities enabling students to learn anytime/anywhere & shall not be used for any other purpose. The use of the mobile computing device is a privilege. The user is responsible for what he/she does with his/her school assigned mobile computing device. The student must comply with HCSD's policy.

## Issuance of Devices

Designated students enrolled in HCSD will be issued a mobile computing device at no cost & allowed to transport the device from school to home upon after the following conditions:

1. Parent/guardian & student must sign Student/Parent Mobile Computing Device Agreement
2. Parent/guardian & student must sign Acceptable Use Agreement (in Student agenda & provided annually to students.)

## Procedure & Expectations

1. The mobile computing device, an educational tool, is the property of HCSD. It may be inspected at any time. The student should have no expectation of privacy of materials found on the computing device. Not for commercial use.
2. By signing the Student/Parent Mobile Computing Device Agreement, the student & Parent consent to the District reviewing the device, files, music, videos, emails or other related items with the device.
3. HCSD will cooperate fully with local, state or federal officials in investigations of suspected illegal activities conducted through district owned devices.
4. The device will be assigned in the same manner as a textbook. The device information & assigned student information will be recorded in the district's asset management system.
5. The device remains with the student for the remainder of the school year, or period of time defined by the school, unless the student withdraws from school or the student loses the privilege of using the device.
6. Students will be reassigned the same device each year while enrolled.
7. At all times students are responsible for the devices, whether at home or school. The student assigned the device is responsible for all use & content on or accessed with the device.
8. Students are responsible for bringing their device to school, taking them home each day & charging the battery each night. The devices must not be left unsupervised or unsecured.
9. HCSD reserves the right at any time to demand return of the device. Students may be subject to loss of privilege, disciplinary action &/or legal action in the event of damage or violation of HCSD policies & guidelines as outlined in the Mobile Computing Device Checkout Agreement.
10. If students do not adhere to HCSD's Acceptable Use Policy, all Hall County Board of Education policies & the guidelines in the Mobile Computing Device Checkout Agreement, the privilege to use the device at home may be restricted or eliminated.
11. If the student withdraws or transfers he/she must return the mobile computing device at the school where it was originally assigned. If the student enrolls in another school within the district, the device will remain at the original school. The principal or designee must be notified that the mobile computing device has been turned in for assessment of the condition of the device.
12. All applicable peripherals, including, but not limited to, cases, cords, headphones, etc. must be returned before withdrawing from the school.

Parent/Student Financial Responsibility for Repairs Students/Parents are responsible for any cost involved in the repairing of damaged mobile computing devices. If a device is damaged & is not covered under warranty, fees must be paid before the device can be sent for repair/replacement or new/temporary device is issued. If there are repeated incidents of damage in a single school year due to negligence, the repair fee increases according to the following schedule.

Device usage/loan fee	\$0
First damage incident not covered under warranty or due to negligence	\$50
Second damage incident not covered under warranty or due to negligence	\$100
Third damage incident not covered under warranty or due to negligence	Actual cost of repair or replacement cost of the mobile computing device
Intentional damage	Actual cost of repair or replacement cost of the mobile computing device & possible loss of use privilege
Intentional damage to identifying information label on the mobile computing device	\$10 (If the asset tag is damaged or removed)
Mobile computing device re-image fee due to intentional alteration/addition of applications or detrimental files	\$20
Loss or theft of mobile computing device	Police report MUST be immediately filed & a copy of the police report must be provided to the school within 2 school days of alleged theft. <b><i>Loss or theft of the device does not release the student of the financial responsibility for replacement of the device.</i></b>
Replacement cost of power cord &/or power brick	\$50 (If the asset tag is removed from the brick, full replacement cost of \$50 will be charged.)

Damage not covered under warranty repairs include, not limited to, cracked screens, impact/pressure damage, water damage/damage due to negligence as determined by the school. Damage & negligence including, but not limited to:

1. Intentional damage
2. Leaving a device unattended
3. Leaving a device unsecured
4. Exposing a device to unacceptable conditions such as exposure to any liquid or moisture of any kind
5. Exposing a device to unacceptable conditions such as rain, extreme heat or cold

HCSD may establish payment plans to clear late fees if financial hardship can be proven. All fees must be paid prior to the beginning of the subsequent school year. The fee schedule is based on the type of device provided & is subject to change in subsequent years.

### Technical Support & Repairs

1. In the event the device needs repair, it must be reported to the local school designee. The student will make the designee aware of the issue, & the designee will enter the request into the technology work order system.
2. All repairs will be performed or coordinated by HCSD's Technology Department.
3. Parents, guardians, students or designees are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school owned computer equipment.

### Loss or Theft

Upon notice of loss or theft, the assigned student &/or their parent/guardian must immediately file an official police report with either Hall County Sheriff's Office or the police department within the jurisdiction of where the theft took place. Incidents of loss or theft occurring off campus must be reported to the police the day of the loss or theft occurs or

when the loss or theft is first discovered. Copies of the police report must be given to the principal or designee the next day that school is in session. ***Loss or theft of the device does not release the student of the financial responsibility for replacement of the device.*** Any loss or theft occurring on school grounds must be immediately reported to an administrator.

### **Internet Access & Filtering**

Although the device is provided for use within the district, HCS D assumes no additional liability for any material accessed on the device. The Hall County School District complies with all State & Federal laws regarding internet usage & filters. For purposes of those laws, a student is only considered at school when the student is physically present & properly logged into the HCS D intranet. When students are at school, they access the Internet through a content filter that applies child Internet safety policies to student mobile computing devices. This means that students are restricted from accessing websites that may have inappropriate content when they are at school. Parents are responsible for internet filtering & monitoring while off school campus. Parents should note that free public Wi-Fi networks like those found at Starbucks or similar stores offering free Wi-Fi may not have a content filter. The HCS D is not responsible for content students may access on any networks outside of school. The device should be used at home in locations that can be easily monitored & supervised by a parent or guardian. Unsupervised use is strongly discouraged; use in child's bedroom is highly discouraged.

### **Parent/Guardian Responsibilities & Best Practices**

1. Talk to your student about values & the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, & radio.
2. Take extra steps to protect your child. Encourage your child to use & store the mobile computing device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help enforce safe browsing habits. Children often model adult behavior.
3. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, & help teach her/him how to act as s/he works & socializes online.
4. Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows & is working with in real life.
5. Understand & sites' privacy policies. Internet sites should spell out your rights to review & delete your child's information.
6. Limit the time your student is on the mobile computing device. While the mobile computing device is a very engaging device, it is a school work device. Care & constant monitoring will reduce your child's exposure to excessive use.
7. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.
8. Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the mobile computing device is cared for/when/where its use is appropriate.
9. Take a look at the apps or programs. It is to the advantage of the students, parents, & school that the parents have a working understanding of the programs & student work found on the mobile computing device.
10. Please explain to your child that his/her mobile computing device may be selected at random to provide their mobile computing device for inspection.
11. Your child should have no expectation of privacy of any materials found on a mobile computing device.
12. Remind your child to bring his/her mobile computing device to school daily, fully charged.
13. Please also note that HCS D School will not be responsible for any undesirable viewings or unacceptable conduct resulting from your child's use of the mobile computing device.

# FAQ

## How do I log in as a first timer user/new student?

- The student Username will always be the Student ID number. This number can be located at the top of the student's schedule.
- The Password will also be the Student ID number the *first* time logging in, but you will be prompted to change it after the first Launchpoint login. When selecting the *new* password, it must contain at least 5 characters. Choose a password that others cannot guess, but make sure it is also something the student will remember easily.

## What if I forget my password?

- Students will need to come to the Learning Commons with their Student ID to have their password reset.

## What if I lose my Chromebook charger?

- There is a \$50 fee to replace Chromebook chargers. Cash or check will need to be brought to the Learning Commons.

## Which Wifi do I use?

- While on-campus, students should be connected to Hallco-Mobile. You can verify the wifi by clicking on the bottom right corner of your screen.
- **When connected to wifi off-campus**, please be aware that other wifis are private connections and cannot be monitored or restricted by HCSD. We encourage parents/guardians to always monitor student Chromebook activity and take necessary precautions to secure your home wifi or any other wifi your student has access to.

## What if I have issues with my Chromebook working?

- Students will need to bring the Chromebook to the Learning Commons with their Student ID to have it looked at. Please do not attempt to change or alter the Chromebook in any way.

## What if I decide to opt out of receiving a Chromebook?

- Students who opt out of receiving a HCSD device are agreeing that they currently have the technology which meets the requirements of this program's methodology. They do so with the understanding that HCSD cannot assist with technical difficulties including wifi connectivity and/or program issues.

## What if I need a Chromebook after opting out initially?

- Students who initially opt out of receiving a HCSD device may change this decision at any time throughout the school year by simply requesting and completing the Student Mobile Computing Device Agreement.

# Mobile Computing Device Agreement

\*\*\*Sign only after reading the Agreement online at:  
<https://shms.hallco.org/web/mobile-device-checkout/>\*\*\*

School: **Academies of Discovery @ South Hall** ELA Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name Printed \_\_\_\_\_ Date \_\_\_\_\_

Student ID \_\_\_\_\_ Grade \_\_\_\_\_

I have received a copy of the Mobile Computing Device Checkout Agreement & understand the conditions of the program. I also acknowledge & accept the terms of the Fee Schedule contained within these Guidelines.

Student Signature \_\_\_\_\_

Parent/Guardian Name Printed \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

## \*\*\*Opting Out\*\*\*

**Check below ONLY if you choose to have your child opt out of receiving a device.**

\_\_\_\_ My student currently has the technology which meets the requirements of this program's methodology. I am choosing to opt out of receiving/utilizing a HCSD device at this. By choosing this option, I understand that HCSD cannot assist with any technical difficulties including wifi connectivity and/or program issues. If I decide to change this decision at any time throughout the school year, I will be required to complete a new Agreement to opt in.

Parent/Guardian Name Printed \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_