



Pike-Delta-York Schools One-to-One Technology Guidelines and Agreements

Annual Assessment

In order for students to take their devices (iPad or MacBook) home, they will be required to pay an **annual** \$50 assessment. If the assessment is not paid each year, the student will be provided a device to use during the school day, but will be required to return their device to the designated room prior to leaving the property each day. The student is still financially responsible for any damages incurred while the school-issued device is in their possession at school.

- **MacBooks only:** After their Senior year, the student is entitled to take ownership of their machine provided all assessments have been paid every year for the life of the device and/or repair bills have been paid (or \$350 total).

Discipline Policy

The electronic device is like any other teaching and learning tool provided to the student by Pike-Delta-York Schools. Students are expected to show proper use and respect for the device. Any misuse of the device, software or network will be cause for discipline as outlined in the Pike-Delta-York Schools Staff & Student Network & Internet Acceptable Use & Safety Policy (Policy 7540.03). Teachers will use classroom management techniques appropriate for the age and maturity of the student. The teacher will make classroom procedures for the devices clear at the beginning of the term.

Device Security

The district has attempted to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the Pike-Delta-York School system. Two primary forms of security exist:

- Device Security - Student account privileges are limited to prevent certain activities. These include downloading or installing software on the laptops, removing software, changing system settings, etc.
- Internet Filtering– Pike-Delta-York Schools provides Internet filtering at all times. At no time should students attempt to bypass this filtering. Note: No filtering system is 100% effective.

Loss, Theft or other Criminal Acts, or Catastrophic Events

- In cases of theft, vandalism, other criminal acts or flood/fire, the student or parent **MUST** file a report with the proper authorities within three days for the protection coverage to

take effect. Filing a false police report is a felony under law. A copy of the report must be provided to the building office.

- In the case of damage or theft, the district will make a temporary laptop available for student use if available. NOTE: The student and parent/guardian are responsible for negligent damage incurred on the loaned laptop.

- **Loss of the power adapter/charger is not covered.** Replacement will be the responsibility of the Parent/Guardian and student.

- All claims should be reported to the student's school office immediately.

- If the student withdraws from Pike-Delta-York Schools prior to the end of their high school career, attends Four County Career Center, enrolls full-time in College Credit Plus or is no longer registered for courses on campus, the device must be returned to the district. The student is responsible for any damages/repair (dents, cracks, missing keys, excessive damage to exterior finish, etc.) required for restoring the unit to its original condition minus normal usage.

Examples of Damage or Loss Not Covered by Warranty:

The following does not represent a complete accounting, but is reflective of damages not covered under warranty. Students will be responsible for the full cost of repair or replacement due to:

- Liquid/beverage spills on the laptop. Damage caused by eating and/or drinking near a laptop is not accidental.

- Excessive scratches/wear to laptop exterior caused by failure to regularly use the protective case as required.

- Damage caused by repairs made by an unauthorized source. District laptops should only be brought for repair to Pike-Delta-York Local Schools Technology Department.

- Deliberate damage, neglect or abuse caused by you or others you allow to use your device. This includes intentionally tampering with, marking, defacing and/or abusing the laptop.

- Failing to secure the device or leaving it unattended. This also includes, but is not limited to, events such as: leaving the device in an unlocked locker, an unprotected device being knocked off a desk or table, leaving the device in an unlocked car (no forcible entry) or on the bus, etc.

- Mysterious disappearance of the device — meaning that the Device User has no knowledge as to the place, time or manner of the loss.

Service Request Procedure

- All service requests must be made to Pike-Delta-York Schools Technology Department through the online form located at: pdys.org/StudentTechRequest
- Students with repair requests are required to monitor their school email for communication from the Pike-Delta-York Technology Department.
- If the damage situation is such that the student is unable to fill out the form online, the student must turn the device into the school office and fill out the appropriate paper form as soon as possible.
- If the Technology Department does not have an immediate resolution, and the unit is inoperable, the student will be issued a temporary device to use during the school day until the problem with their device has been resolved.
- Loaner devices may be taken home at night only if student has paid the laptop assessment, and permission has been granted by the Pike-Delta-York Technology Department.
- Students will be notified when their issue has been resolved and the repaired unit returned to the building.
- After 2 major repairs in a single school year, or 3 over the life of the device, the student will no longer be permitted to take the device home. The student will still be responsible for full payment of all repairs needed from that point on.

Student Responsibilities

Your device is an important learning tool and is to be used for educational purposes only. In order to take your device home each day, you must be willing to accept the follow responsibilities:

- When using the school device at home, at school, and anywhere else I may take it, I will follow the policies of Pike-Delta-York Local Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- I will keep my device in my school issued hard protective case at all times, and transport it in the bag case provided.
- I will not lend my device to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not personalize the device, hard case, bag, or charger (including but not limited to: stickers, markers, paint, markings, pen, etc).
- I will not load any software onto the device.

- I will not use my device with personal email accounts. Ex: gmail.
- I will not remove programs or files from the device.
- I will not give personal information when using the device.
- I will bring the device to school **charged** everyday. Charger must be left at home.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the device.
- I will return the device when requested and upon my withdrawal from Pike-Delta-York Local Schools.

Parent Responsibilities

Your son/daughter has been issued a device from Pike-Delta-York Schools to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the device, nor will I attempt clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device
- I will not load or delete any software from the device.
- I will make sure my child recharges the device battery nightly.
- I will make sure my child brings the device to school every day.
- I understand that if my child comes to school without the device, I may be called to bring it to school.
- I agree to make sure that the device is returned to school when requested and upon my child's withdrawal from Pike-Delta-York Local Schools.

Technology Protection Assessment

Please detach, fill out, and turn in.

Please read this entire document to determine if this program is needed for you and your child's protection against damage and loss of the loaned device equipment in your care. This form must be completed and marked YES or NO before the device will be provided to the student.

Coverage and Benefit

This agreement covers the device loaned to the student against manufacturer defects. This does not cover lost or stolen devices or chargers. If it is found that a student tried to repair their device on their own they will be responsible for all repair costs. If a student is found to continually need major repairs (more than 2 in a school year) that student may be required to leave the device at school with no refund. Coverage is 24 hours per day. NEGLECT IS NOT COVERED. THIS IS NON-REFUNDABLE.

Effective and Expiration

This coverage is effective from the date this required form and premium payment are received by the school through the date at which the device is required to be returned in good order to the school.

Premium

The total cost is \$50.00 per school year. Partial semesters are not refundable.

It is agreed and understood that:

- The Pike-Delta-York Technology Protection Fund will offer coverage to all students.
- Participation is totally voluntary. If a student does not participate they will not be allowed to take their device off school property,
- A separate application will be needed for each device covered.

It will be the responsibility of the Pike-Delta-York Technology Department to determine if damages were due to negligence or were manufacturer defect. A student with a damaged device will be given a replacement, but may not be allowed to take the replacement device home.

BACK

Student First Name: _____ Student Last Name: _____

Grade: _____ Home Phone: _____ Cell Phone: _____

Address: _____

Yes, I would like to participate in the assessment, and allow my student to take the device home after school.

No, I decline service at this time, and understand I am responsible for 100% of any damage or loss to the loaned device and that the device will remain at school. The student will only have access to the device during school hours, including supervised extended hours.

I have received (please initial all that apply):

	MacBook Air
	iPad Air
	Charger
	Case

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Office Only

Paid

	Cash
	Check Number

Office Signature: _____ Date: _____