

Student Mobile Computing Device Checkout Agreement

Each year, Hall County School District [HCSD] offers more 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 and appropriate digital content anytime and 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 and 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 JCDA.

Issuance of Devices

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

1. Parent/guardian and student must attend an orientation/meeting or complete online information course.
2. Parent/guardian and student must sign Student/Parent Mobile Computing Device Agreement
3. Parent/guardian and student must sign Acceptable Use Agreement (included in the Student agenda and provided annually to all students.)

Procedure and 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 any materials found on the mobile computing device. The device is not for commercial use.
2. By signing the Student/Parent Mobile Computing Device Agreement, the student and 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 and 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 and content on or accessed with the device.
8. Students are responsible for bringing their device to school, taking them home each day and 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 and/or legal action in the event of damage or violation of HCSD policies and 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 and 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 transfer 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 and is not covered under warranty, fees must be paid before the device can be sent for repair or replacement or a 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 schedule below.

Incident description	Fee
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 and possible loss of use privilege
Loss or damage to protective shell if one is provided by HCSD	\$25
Intentional damage to identifying information label on the mobile computing device	\$10
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 and a copy of the police report must be provided to the school within 2 school days of alleged theft. Otherwise restitution to the district for the full replacement cost of the device.
Replacement cost of power cord and/or power brick	\$40

Damage not covered under warranty repairs include, but is not limited to cracked screens, impact/pressure damage, water damage and damage as a result of negligence as determined by the school. Damage and negligence includes, but is 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 and is subject to change in subsequent years.

Technical Support and 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, and 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 and/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. Students who fail to report the loss or theft are responsible for the full replacement cost of the device. Any loss or theft occurring on school grounds must be immediately reported to an administrator.

If there is no clear evidence of theft or if the device has been lost due to a student's negligence, the student will be responsible for the device's full replacement cost.

Internet Access and Filtering

Although the device is provided for use within the district, HCSD assumes no additional liability for any material accessed on the device. The Hall County School District complies with all State and Federal laws regarding internet usage and filters. For purposes of those laws, a student is only considered at school when the student is physically present and properly logged into the HCSD 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 and 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 HCSD 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 and supervised by a parent or guardian. Unsupervised use is strongly discouraged; use in child's bedroom is highly discouraged.

Parent/Guardian Responsibilities and Best Practices

1. Talk to your student about values and 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, and radio.
2. Take extra steps to protect your child. Encourage your child to use and 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, and help teach her/him how to act as s/he works and 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 and is working with in real life.
5. Understand sites' privacy policies. Internet sites should spell out your rights to review and 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 and 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 and when and where its use is appropriate.

9. Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and 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 HCSD School will not be responsible for any undesirable viewings or unacceptable conduct resulting from your child's use of the mobile computing device.

Mobile Computing Device Agreement

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

Student Signature	Student Printed Name	Date	
School Name	Grade	Student ID Number	
Parent/Guardian Name	Parent/Guardian Signature	Date	
Device(s) issued			
Manufacturer	Model	Serial number/Service Tag	Barcode #
Manufacturer	Model	Serial number/Service Tag	Barcode #
Manufacturer	Model	Serial number/Service Tag	Barcode #
Manufacturer	Model	Serial number/Service Tag	Barcode #

Mobile Computing Device Agreement

Opting out:

I have received a copy of the Mobile Computing Device Checkout Agreement and understand the conditions of the program. My student already has the technology which meets the requirements of this program’s methodology and I choose to opt out of receiving/utilizing a HCSD device.

Student Name

Student ID Number

School

Parent/Guardian Signature

Date