



Foley School Issued Device User Agreement and Care Guide

The following requirements and guidelines apply to all students. Students in Grades K-2 will receive an iPad and Grades 3-12 a Chromebook.

Tech help can be reached at: foleytechhelp@apps.isd51.org

Student Responsibilities

1. Students are expected to use their devices for educational purposes only.
2. The device may ONLY be used by the student/s to whom it was assigned in the family. The student may not loan it to another student.
3. iPad/Laptop must remain in the case they are issued at all times. Devices broken or damaged as a result of inappropriate care or procedures will result in a replacement fee that will be charged to the family. All bills must be paid before the district issues another device.
4. Students are to have their device present and fully charged at school each day.
5. Students are permitted to download any content approved or assigned by their instructors.
6. All email communication will go through the @apps.isd51.org Google account assigned to the student.
7. For security and safety reasons, students will leave their devices in a locked locker when they are not being used for educational reasons. If a locked locker is not an option, students should leave the device in the Media Center. The device should not be left unattended.
8. All District policies apply even when off-campus. (i.e. After school sports and activities.)
9. Students must be granted permission to take pictures and/or video by the students and staff involved. Students may not post photos or videos to Social Media (For example Facebook, Twitter, Snapchat) without the consent of the students and staff involved. Please respect the privacy of other students and staff.
10. The device is subject to inspection at any time without notice and remains the property of Foley Public School District. Students must not circumvent any managed settings, hack, or otherwise attempt to inappropriately access the network or misuse a device.

Parent/Guardian Expectations

1. Supervision is the parent's/guardian's responsibility when their child's Internet use is not in a school setting.
2. The District asks for parent/guardian support to communicate proper electronic device use while at home.
3. Parents/guardians are encouraged to become familiar with the technology their child is using. Guides will be available on the district website under Parents/Families.
4. Parents/guardians must assist their child in completing any forms needed to report theft or damage.

Terms of the Device Loan

1. Parents/Guardians are required to read the handbook and consent to the contained policies, by completing the necessary form for their child to receive the device.
2. Legal ownership of the device remains with the District. The use of the device is a privilege extended to the students and is conditioned upon compliance of this handbook, Acceptable Use Policy (School Board Policy #524), and all other District policies and guidelines.
3. All devices will be returned at the end of the current school year. Students who graduate early, withdraw, expelled, or terminate enrollment within Foley Public Schools for any reason must return their school device and accessories on the date of termination. Students returning to school the following year will be issued the same device, if available. If a student fails to return the device and all accessories (case, cord, charging block, etc.) at the end of the school year or upon the termination of enrollment within Foley Public Schools, the student and/or his/her parent/guardian will be assessed the replacement cost of the device. Failure to return the device or submit payment of replacement cost within ten days will result in a theft report being filed with the Police Department.
4. The District reserves the right to repossess the device and accessories at any time if the student does not fully comply with the terms of this agreement. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
5. The devices will be subject to routine monitoring by teachers, administrators, and/or technology staff at any time. Users have no expectation of privacy when using District-owned devices.
6. If technical difficulties arise with the device, or non-conforming content is discovered, the device will be restored by the Technology Department. If the device needs to be restored, the District is not responsible for the loss of any content put on the devices by the student such as software, music, video, photo, documents, etc.
7. The use of the device during instructional times is governed by the classroom teachers.
8. Each device has an identifying label which must not be removed or altered. The device must remain free of all other writing, drawings, stickers, or labels.

iPad/Chromebook Laptop Rules and Guidelines

Repair/Replacement

Report problems with your laptop immediately to the Foley Technology Department using this email: foleytechhelp@apps.isd51.org. Maintenance and repairs will be completed by district technicians. If a loaner device is needed, one may be issued to the student until their laptop can be repaired or replaced (subject to loaner availability and conditional with compliance of other terms of this agreement).

Do not take District-owned laptops to outside computer services for any type of repairs or maintenance. Do not attempt to alter, repair, or open the laptop yourself. Similar to school textbook guidelines, damage caused by misuse or abuse of the laptop will be the responsibility of the student and family.

Insurance

Parents/guardians may opt to purchase an annual Protection Plan for each device at a cost of \$30 (\$20 free/reduced qualified). The Protection Plan is structured to significantly offset the cost of most "First Incident" damages that occur. The Protection Plan must be purchased before September 15 (or within 10 school days of entry for new students). The annual Protection Plan fee is non-refundable and non-transferable.

Breakage or damage that occurs as a result of intentional user induced damage will result in non-replacement by the School District until the damage fees have been resolved. Families will be charged the replacement cost of the device and items damaged or not returned. The Protection Plan does NOT cover these instances.

	Cost with Protection Plan	Cost without Protection Plan
Loss/Theft of device	\$100 first Incident \$400 each additional incident	\$400 each incident
Broken screen	No charge first incident \$180 each additional incident	\$180 each incident
Broken charging device (must have device)	No charge first incident \$20 each subsequent incident	\$20 each incident
Lost charging device	\$20 each incident	\$20 each incident
Broken case	No charge first incident \$40 each subsequent incident	\$40 each incident
Lost case	\$40 each incident	\$40 each incident
Fees for other damages will be assessed accordingly.		

Taking Care of Your iPad/Chromebook/Windows Laptop

Students are responsible for the general care of the iPad/laptop which they have been issued by the school. The District is not responsible for the safekeeping and protection of student issued iPad/laptops.

General Precautions

- No food or drink should be next to your device.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- iPad/Laptop should not be used or stored near pets.
- iPad/Laptops should not be used with the power cord plugged in when the cord may be a tripping hazard.
- iPad/Laptops must remain free of any writing, drawing, stickers, or labels.
- iPad/Laptops should be shut down when not in use to conserve battery life.
- iPad/Laptops should never be wedged into a book bag/backpack as this may break the screen. If possible, we encourage students to purchase a book bag/backpack with a computer sleeve built-in for added protection.
- Do not store your iPad/Laptop with the screen exposed.
- Heavy objects should never be placed on top of the iPad/Laptop.
- Do not expose your iPad/Laptop to extreme temperature or direct sunlight for extended periods. Extreme heat or cold may cause damage to the laptop.

- Always bring your iPad/laptop to room temperature before turning it on.
- iPad/Laptops have a Foley Public School District sticker to identify each device. This sticker must not be removed, damaged, or altered in any way.

Carrying iPad/Laptops

- Always transport laptops with care.
- Never lift laptops by the screen.

Screen Care

The iPad/laptop screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean or put pressure on the top of the laptop when it is closed.
- Do not store the laptop with the screen in the open or tablet position.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in a backpack that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. papers, pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Personalizing the iPad/Laptop

iPad/Laptops must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Foley Public School District.

Backgrounds and Screensavers

- Inappropriate media may not be used as a screensaver or background.
- The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or other pictures or messages identified as inappropriate in the Student-Parent Handbook will result in disciplinary action.

Battery Life

- iPads will last a day on a single charge.
- Chromebooks under normal use will also last a day on a single charge but it is recommended that students have their power adapter with them each day.
- Charge stations are available in FIS Media Center and FHS Media Center.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers. Students should provide their own headphones. Bluetooth headphones are not allowed.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here:
<https://support.google.com/cloudprint/answer/1686197?hl=en>.

Logging into an iPad/Laptop

- Students will log into their iPad/Laptop using their school-issued Google Apps for Education (@apps.isd51.org) account.
- Students should never share their account passwords with others. In the event of a compromised account, Foley Public Schools reserves the right to reset and/or disable your account.

Using your iPad/Laptop at home

- Students are encouraged to use their iPad/laptops at home and other locations outside of school.
- A Wi-Fi Internet connection will be necessary for the majority of iPad/Laptop use; however, some applications can be used while not connected to the Internet. Students are bound by the Foley Public School District Acceptable Use of Technology Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their iPad/laptops.

Operating System and Security

Students may not use or install any operating system on their iPad/Laptop other than the current version of the OS that is supported and managed by the district.

Updates

The iPad/Laptop operating system updates are pushed out to student devices using District mobile device management solutions.

Security Reminders

- Share logins or passwords ONLY with parents or guardians.
- Follow Internet safety guidelines and school rules and policy
- Understand that device and network use are filtered and monitored at all times, and students have no expectation of privacy in their use of these school resources at home and school.

No Expectation of Privacy

Students should not expect confidentiality or privacy when using a District issued iPad/Laptop, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the district. By using a District-owned iPad/Laptop, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student iPads/Laptops.

Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.
- iPads operate in a closed system and do not need virus protection.

Content Filter

The district utilizes an Internet content filter, Securly, that complies with the federally mandated Children's Internet Protection Act (CIPA). While **on and off school grounds (or campus)**, devices will have all Internet activity protected and monitored by the district.

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

iPads and Chromebooks are managed through a mobile management system keeping the operating system current.

Google Apps for Education (apps.isd51.org accounts)

- iPads/Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger, among many others.
- All work is stored within Google Apps.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on their iPad/Chromebook laptop other than what has been approved by the Foley Public Schools.

If students have a recommendation on an app/extension to add please contact foleytechhelp@apps.isd51.org

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

All parents, legal guardians, and students will need to sign the agreement. The following page is for families who wish to print it and turn in. Otherwise if you wish to complete this online, we have a Google form ready at this link: <https://tinyurl.com/bfmyxkvy>

Foley Technology User Agreement Signature Page

I have read the agreement, understand it, and will abide by it.

____ Yes

____ No

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

Student Name

Grade Level

Student Name

Grade Level

Student Name

Grade Level

Student Name

Grade Level

Student Name

Grade Level

Paper copies should be turned into the elementary school office, intermediate school office or high school office.