

# DIGITAL DEVICE

# AGREEMENT

2022-2023

**DIGITAL DEVICE AGREEMENT**

Alabama School for the Deaf (“ASD”) is excited to provide the opportunity for our students to have devices (“Devices”) to enhance their digital literacy skills both inside and outside the traditional classroom. Devices include any accessories loaned to the student, including chargers. The devices may include a Chromebook/charger, laptop/charger, Apple iPad, Apple iPad charger, device peripherals, cases, and/or covers.

Use of Devices is a privilege, not a right. As such, it is the responsibility of the parent/guardian and student to responsibly take care of the Devices in accordance with the Digital Device Agreement, state and federal laws, Student Code of Conduct, and all ASD Policies. Violations may result in termination of usage and/or appropriate discipline. All ASD parents/guardians and students must sign this Agreement prior to use of Devices.

1. **Receiving and Returning Your Device**

 **RECEIVING YOUR DEVICE (1.1)**

Devices will be distributed at the beginning of each school year. **Parents must read and sign the Student Digital Device Agreement (page 10) before a device will be issued to a student.** Students are required to attend an orientation meeting at the student’s local school campus before a device will be issued.

**RETURNING YOUR DEVICE (1.2)**

Devices will be returned at a date, time, and location as designated by the local school Principal, Media Specialist, and/or Technology Coordinator. Typically, this return date would occur as the school year is ending**. If a student withdraws or is expelled prior to the device return date, he/she must surrender the device immediately.**

**FAILURE TO RETURN YOUR DEVICE (1.3)**

Individual devices and accessories (including all cables, chargers, protective cases, backpacks, etc.) must be returned at the end of each school year or upon demand by school staff (see section 1.2). If a student fails to return a device and/or accessories, the student and his/her guardian will be responsible for the replacement cost of the items and may be subject to criminal prosecution or civil liability. **Failure to return the device or any accessories will result in a report of theft being filed with the appropriate authorities.**

1. **Care of Your Device**

**Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly should immediately be taken to the location designated by the local school for an evaluation of the equipment.**

**GENERAL PRECAUTIONS (2.1)**

* The device is the property of Alabama Institute for Deaf and Blind and all users will follow the policies contained in this document, the AIDB Acceptable Use Policy for technology, and the Student Responsibilities and Privileges/Code of Conduct in the AIDB Student Handbook.
* Only use a clean, soft cloth to clean the screen or other parts of your device.
* To prevent damage, all cords and cables must be inserted carefully into the device.
* **Devices must remain free of any writing, art work, stickers, or labels that are not the property of AIDB.**
* Devices must never be left in an unlocked car or any unsupervised area, including locker rooms and athletic events.
* Students are responsible for ensuring their device battery is charged for school each day.
* If students use “skins” or covers to personalize their device, they must not remove any AIDB labels and **may not use a skin that has an adhesive backing.**

 **CARRYING DEVICES (2.2)**

In order to assist in protecting your device, a protective case with sufficient padding is provided by the school to protect the device from normal treatment and to provide a suitable means for carrying the device.

Take note of the following: Devices should always be within the protective case when carried, NOT in a backpack. Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the device screen and other sensitive parts. A large number of broken screens are due to pressure within the carrying case or backpack caused by objects that do not belong.

**SCREEN CARE (2.3)**

* The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
* Do not lean on the top of the device when it is closed.
* Do not place anything near the device that could put pressure on the screen including keeping the device in a backpack with other materials such as books.
* Clean the screen with a soft, dry cloth or anti-static cloth.
* Do not “bump” the device against lockers, walls, car doors, floors, etc., as it could cause major damage.

**DAMAGED CHROMEBOOKS (2.4)**

**If the device is lost, stolen, or damaged, report immediately to the school Media Specialist or Technology Coordinator. The school system may require you to pay for extensive or repeated repairs due to negligence. If lost or stolen, you may be required to pay the replacement value which will be determined by the age of the device up to $226.**

1. **Using Your Device at School**

**Devices are intended for use at school each day. In addition to teacher expectations for their use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their device to all classes, unless specifically instructed not to do so by their teacher(s).**

**DEVICES LEFT AT HOME (3.1)**

If students leave their device at home or in the dorm, they are responsible for getting the coursework completed as if they had their device present. If a student repeatedly leaves their device at home or in the dorm, they may be subject to disciplinary consequences.

**DEVICE UNDERGOING REPAIR (3.2)**

Should a student’s assigned device need repair, a “loaner” device may be issued. There may be a delay in getting a device should the school not have sufficient inventory on hand. If the repair or replacement of a device is necessary due to negligence of the student and/or violation of the device usage agreement, a student will **NOT** be issued a device until repair or replacement costs are paid in full by cash or check. Costs must be paid to the local school administrator.

**CHARGING YOUR DEVICE’S BATTERY (3.3)**

Devices **must** be brought to school each day in a fully charged condition, and students are expected to charge their devices each evening. Repeat violations of this policy may result in the imposition of disciplinary consequences. During heavy use of devices, charging will be offered at the student’s local campus at designated locations and times. Chargers should be kept with the device at all times.

**SCREENSAVER/BACKGROUND PHOTOS (3.4)**

Inappropriate media may not be used as a screensaver or desktop photo. Presence of guns, other weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or any other inappropriate materials will result in disciplinary actions. Other questionable images may be restricted at the discretion of school administration. In some cases, AIDB may impose a desktop photo that may not be changed.

**SAVING DOCUMENTS AND OTHER WORK (3.5)**

For document storage, students are encouraged to email documents and/or save work on appropriate “cloud” servers such as Google Drive. Each student in the district is provided with an advertisement free, completely secure Google Apps account which includes storage of documents/filesup to 15GB.

At the conclusion of the school year, when a student withdraws, or when a necessary repair or technical request is addressed, a student may lose all information should it be necessary to re-image or “wipe” the device. AIDB assumes no responsibility for lost work due to failure to complete a necessary backup of important information to a cloud server, external hard drive, etc.

1. **Software**

**SOFTWARE ON DEVICES (4.1)**

The software/applications installed by AIDB must remain on devices in usable condition and be easily accessible at all times. From time to time the school may add or remove software applications for use in a particular course.

**SOFTWARE UPGRADES**

Upgraded licensed software/applications are available from time to time. Students will be required to install updates as appropriate to ensure the device continues to operate properly.

1. **Acceptable Use**

**Through the use of technology, students will be able to communicate with other schools, colleges, organizations, and people around the world through the internet and other electronic information systems/networks. Students will have access to hundreds of databases, libraries, and computer services all over the world. With this opportunity comes responsibility. It is important that students and parents read the *AIDB Acceptable Use Policy (page 9)* and ask questions if help is needed in understanding them. It will be the student’s responsibility to follow the rules for appropriate use. Inappropriate system use may result in the loss of the privilege of using this educational and administrative tool.**

**Please note that the internet is a network of many types of communication and information networks. It is possible that you may encounter some material you may find objectionable. While AIDB will use filtering technology/software to restrict access to such material, in some cases access to objectionable material cannot be prevented. Often this is due to willful circumvention of the filters by a student or because a website containing objectionable material has “disguised” itself as something a typical work or school internet filter would not detect as inappropriate. It will be THE STUDENT’S responsibility to follow the rules for appropriate use and to report any inappropriate websites discovered by accident or through the purposeful actions of others. Violations of the Acceptable Use policies of AIDB will result in appropriate disciplinary action, and when necessary, law enforcement agencies will be contacted.**

**PARENT/GUARDIAN RESPONSIBILITIES (5.1)**

Talk to your children about values and the standards expected of your child during internet use just as you do regarding other media information sources such as television, telephones, movies, and radio.

Monitor student use of the digital device while it is connected to the internet provided through their personal home network or any network which is not associated with AIDB.

Ensure the device is used only by your child and for educational purposes only. Prohibit use of the device by other family members, friends, or guests.

**STUDENT RESPONSIBILITIES (5.2)**

* Participate in all class activities and assignments as directed by teachers and staff both responsibly and ethically.
* Obey general school rules concerning behavior and communication that apply to digital device use.
* Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to: the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student’s own negligence, errors, or omissions.
* Help AIDB protect our digital devices by contacting an administrator regarding any security problems you encounter.
* Monitor all activity on your account.
* Always turn off and secure your device after you are finished working to protect your work and information.
* Print a copy or make a screen capture and deliver to the local school principal or administrator any message, email, or correspondence you receive that violates school policies or is threatening/demeaning.
* Return your device to the designated location at the end of each school year.

**PROHIBITED STUDENT ACTIVITIES (5.3)**

* Any action that violates Board policy, the Acceptable Use guidelines, this User Agreement, the Student Responsibilities and Code of Conduct, or federal/state law.
* Possession, sending, accessing, uploading, downloading, producing/distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
* Cheating, including the use of chat rooms, sites selling term papers, book reports, and other forms of student work.
* Messaging services may be used at the teacher’s discretion if the messaging interactions are pertinent to the coursework being taught and are used strictly in an educational manner. **Anonymous messaging, websites, or apps are prohibited.**
* Download, installation, use, or transmission of: copyrighted materials, internet/computer games, personal media (music, video, photos, etc.), or unauthorized apps or extensions. Legal consequences may apply.
* Use of outside data disks or external attachments without prior approval from the administration.
* Changing of device settings (exceptions include personal settings such as font size, brightness, wallpaper, etc.).
* Downloading unauthorized apps. **There should be NO downloads from App Stores or websites without permission.**
* Gaining access to other students’ accounts, files, and/or data.
* Use of the device and/or the internet for spamming, financial or commercial gain, or for any illegal activity.
* Use of anonymous and/or false communications using messaging apps, sites, or services.
* Students are not allowed to give our personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for messaging services, Ebay, email, etc.
* Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
* Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients. **Cyber-bullying in any form will not be tolerated and will be dealt with appropriately but with the maximum penalty.**
* Identity theft or impersonation of any student or employee, or using AIDB digital devices for these purposes.
* **Filming or photographing** any student or AIDB employee without permission to do so from the student or employee; **AND publishing or posting video or photographs** of any student or AIDB employee to any website, photography database, social media site, etc. without permission to do so from the student or employee.
* Bypassing the AIDB internet filter through a web proxy.

**AIDB RESPONSIBILITIES (5.4)**

* Provide internet and email access to its students.
* Provide internet blocking of inappropriate materials as able.
* Provide network data storage solutions. It is the STUDENT’S responsibility to choose the storage method most appropriate for their needs. The AIDB system reserves the right to review, monitor, and restrict information stored on or transmitted via AIDB equipment and to investigate inappropriate use of resources. AIDB provides Google Apps for Education for MOST students, including cloud storage services.
* Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
* Provide technical assistance and device repair services.

**RESPONSIBLE DEVICE CARE (5.5)**

* Students will be held responsible for maintaining their individual devices and keeping them in good working order.
* Devices that malfunction or are damaged must be reported to school administrators, the media specialist, and/or the technology coordinator. The school district will be responsible for repairing devices that malfunction.
* Students and their parents/guardians are responsible for any and all damage to devices through negligence, misuse, and intentional abuse.
* Devices that are stolen must be reported immediately to local school administrators who will then contact the appropriate authorities. Theft is a crime and will be dealt with using the strictest of penalties.

**LEGAL PROPRIETY (5.6)**

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, a school administrator, or your parent/guardian.

**Plagiarism is cheating** and is a violation of the AIDB Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by AIDB.

**STUDENT DISCIPLINE (5.7)**

If a student violates any part of the policy contained within this document, AIDB’s Acceptable Use Policy, and/or the AIDB Student Code of Conduct, he/she will be subject to appropriate disciplinary action.

1. **Protecting and Storing Your Device**

**DEVICE IDENTIFICATION (6.1)**

In order to track and identify digital devices owned by AIDB, each student device is labeled by AIDB and the local school. Devices are identified by serial number and barcode. Students are prohibited from altering these identifying marks. Should a barcode sticker need to be replaced, the student must immediately notify the school media specialist.

**DEVICES LEFT IN UNSUPERVISED AREAS (6.2)**

Under no circumstances should a digital device be left in an unsupervised area inside or outside of the school building. Some examples include: cafeteria, computer lab, locker room, media center, unlocked and unoccupied classroom, athletic field, band room, restrooms, dorm lobbies, and hallways. Any device left unattended is in danger of being stolen or damaged. If a device is found unattended, it will be taken to the school administrators and the owner of the device/responsible student may be subject to disciplinary consequences.

**DEVICE UNDERGOING REPAIR (6.3)**

Should a student’s assigned device need repair, a “loaner” device may be issued if such device is available. There may be a delay in getting a device should the school not have sufficient inventory on hand. If the repair or replacement of a device is necessary due to negligence of the student and/or violation of the device usage agreement, a student may not be issued another device until restitution is repaid or community service is completed. Costs must be paid to the local school administrator. Should the original device issued to the student be beyond repair, a comparable device will be issued from the local school inventory. If deemed necessary, the local school may also restrict the use of any loaner computer or repaired computer as a consequence of disciplinary action.

**UNAUTHORIZED REPAIRS (6.4)**

We retain the right to deny any claim when repairs are completed by any person or agency other than a representative authorized by AIDB. **Should unauthorized repairs be completed, the device will be considered a total loss, and the student will be charged for the device according to the terms of the Digital Device Policy.**

**INSPECTION OF DIGITAL DEVICES (6.5)**

We have the right to:

* Make inspections of digital devices at any time;
* Give you reports on the conditions we find; and
* Submit the device for repair;
* Retain possession of the device until payment of the necessary repair is paid and/or the terms of any disciplinary action as a result of damages has been satisfied.

***AIDB/ASD cannot be held responsible for inappropriate use of electronic/digital devices (sending and/or receiving) regarding words, symbols, images, etc. that could not have been prevented through reasonable care and/or supervision.***

Internet/E-Mail/Technology

Acceptable Use Policy

Dear Parents and Students:

The Alabama School for the Deaf Internet/E-Mail/Technology Acceptable Use Policy is designed to provide guidelines for using the internet and e-mail in classrooms, labs, library, computer club, dormitories, etc.

**The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.** Access is a privilege—not a right**.**

**Network access and e-mail information storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored will always be private.**

This policy must be read and signed both by the student and parent/guardian, and then returned to ASD. Any student violating the terms of this policy will be held accountable for any inappropriate activity. Consequences might include loss of privileges and/or punishment as defined in the Alabama School for the Deaf Student Code of Conduct. Students will not be granted permission to use the internet or e-mail until this and all appropriate permission forms are signed and returned.

Your child’s teacher will have an in-class discussion of this policy as well. If you have any questions, please feel free to contact ASD.

Thank you,

ASD Administration

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**Please return this form as soon as possible**.

I acknowledge that I have read, understand, and agree to all terms outlined in the Internet/E-mail/Technology Acceptable Use Policy. I further understand that this agreement will be kept on file at ASD for the academic year in which it was signed.

 My child may use the internet while at school according to the rules outlined.

Yes or No

 My child may use e-mail while at school according to the rules outlined.

Yes or No

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Student’s Name **(Printed)** Parent/Guardian’s Name **(Printed)**

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Student’s Signature Date Parent/Guardian’s Signature Date

**Digital Device Agreement**

**Parent/Guardian Responsibilities and Permission**

I have read and understand the Digital Device Agreement. As the parent or guardian of the student signing below, I am authorizing the assignment of ASD Devices to my child. I understand that the Devices assigned are to be used as tools for learning, that my child will comply with the ASD Digital Device Agreement, and that I am responsible or monitoring such use and compliance.

I will help ensure the safe and timely return of the Device with the given time frame. I agree to ensure that our home network is secured with password protection and is not open to public use. I understand that our home network does not have the same level of content filtering used by the school and will monitor my child’s use of school-owned devices and online educational materials. I also understand that I am financially responsible for any willful, malicious, or accidental damage to, or loss of, Devices. I will report **any** damage to school-owned devices or peripherals to the School Principal, Media Specialist, and/or Technology Coordinator immediately via e-mail or phone. I agree to return the ASD school-owned device at the request of the school, completion of graduation requirements, or upon withdrawing my child from the school, whichever comes first.

I understand that my child may lose future Device privileges if it is either damaged or not returned in a timely manner.

**Parent/Guardian Name (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Parent/ Guardian Signature Date**

**Student Responsibilities and Permission**

I have read and understand the Digital Device Agreement. I agree to take care of the assigned Devices while it is in my possession and comply with all Digital Device Agreement, Student Code of Conduct guidelines, and instructions provided by ASD. I understand that any violations of these regulations are unethical, potentially illegal, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken up to and including suspension/expulsion or possible criminal charges.

**Student Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Student Signature Date**

**School Barcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checked out:** √ Chromebook √ Charger √ Bag/Case