

Melrose Area Public Schools
Technology Device User Agreement
Policy 524.2

Goal:

As the future of technology continues to evolve and grow, it has become an important tool for today's education. Providing a 1:1 environment will provide more efficient access to technology resources.

Expectations:

Depending on grade level and/or teacher, students are responsible for the Device they have been assigned at all times. Students are required to bring the Device to school each day for use in each of their classes. Teachers will determine whether the Device is the appropriate tool for learning during each class.

Ownership:

The Device and power supply are the property of Melrose Area Public Schools. Devices will be checked out to each student at the beginning of each year once the documentation requirements have been fulfilled. Devices will then be collected at the end of each school year for the preparation for redistribution during the following school year.

Digital Citizenship

Devices are school resources to be used for educational purposes. Students and all users of this Device must use responsible care and adhere to District Acceptable Use Policies and be used with only the student's school issued isd740.org email account. Personal accounts are not allowed.

Hardware Maintenance

In the event a Device has a hardware issue, it is the responsibility of each student to bring their assigned Device to the technology department. If the issue cannot be fixed, it will be sent for warranty repair. Mailing fees may apply.

Melrose Area Public Schools
Device Documentation Requirements

This document is intended for only those students in grade levels who are participating in the 1:1 initiative. Parents who are required to sign this document will need to sign yearly.

The following chart shows the grades being required to participate in which school year.

School Year	Grades with 1:1
2016-2017	5, 9
2017-2018	5, 6, 9, 10
2018-2019	5, 6, 7, 9, 10, 11
2019-2020 and beyond	5-12

Device Documentation Requirements

- Complete, sign, and turn in these forms:
 - Board Policy 524 Acceptable Use Policy
 - Board Policy 524.1 Bring Your Own Device (BYOD)
 - Board Policy 524.2 Technology Device User Agreement.
- Pay rental and warranty fee to Melrose Area Public Schools
 - \$30 per student or a maximum of \$60 per family, per year.
 - This fee will need to be paid each year.
 - Rental and warranty fee are not pro-ratable.
 - Melrose Area Public Schools retains all ownership rights.

Melrose Area Public Schools Device Protection Plan

The District has purchased a protection plan for Devices that are part of the 1:1 initiative. A graduating fee assessment will be assessed per claim.

- Mechanical Breakdown -Covered
- Accidental Breakage - Covered
- Theft – Covered (requires a police report)
- Loss – NOT COVERED

Warranty Coverage and Claims

The Melrose Area School District will provide a warranty plan covering basic hardware repair. However, this warranty does not cover for loss of the Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Tampering with and/or taking the unit apart will void all insurance coverage and result in loss of insurance premium and deductible. Melrose Area Public Schools will assess the Device damage and repair or replace the Device if the damage is determined to be accidental and within the protection guidelines. **Parents/ students will be charged for full replacement cost of a Device that has been damaged due to intentional misuse or abuse.**

Yearly Registration	Warranty Claim #1	Warranty Claim #2	Warranty Claim #3 and beyond
\$30 per student \$60 max per family	\$10	\$20	\$30

\$60 max per family for yearly registration not including warranty claims.

Warranty claims accumulate throughout the 4-year warranty.

Melrose Area Public Schools
Device Disbursement

Beginning of Year - Receiving Your Device

1. Melrose Area Public Schools Forms Needed
 - All parents are required to sign forms before a Device will be issued to their student.
 - Board Policy 524 Acceptable Use Policy
 - Board Policy 524.1 Bring Your Own Device (BYOD)
 - Board Policy 524.2 Technology Device User Agreement.
2. Maintenance and Care Training
 - Students will receive instruction on:
 - Maintenance and Device Care
 - Digital Citizenship – respectful, responsible, and ethical use of the Internet and digital tools.
3. Distribution
 - Grade 5
 - Devices will be stored in the student classrooms.
 - Teachers will decide when students will bring home for educational use.
 - The 5th Grade teachers have asked for time initially to teach students digital citizenship, appropriate use, and responsibility to phase in increased usage throughout the school year.
 - Grades 6-12
 - Devices will be distributed during the first week of school.
 - Teachers will remind students of expectations before distribution.
 - New Student Distribution
 - All new students will be able to pick up their Device from the Technology Office once all documentation requirements have been met.

End of Year - Returning Your Device

- At the end of the school year, students will turn in their Devices and redistributed in the fall.
 - Melrose Area Public Schools intends to give each student the same Device the following fall.
- Failure to turn in the assigned Device, parents will be charged the full \$360.00 replacement cost.
 - This cost is a “replacement” cost and not a charge for lost item and is therefore not pro-ratable.
 - The District may also file a report of stolen property with the Melrose Police Department.

Transferring/Withdrawing Students

- Students who transfer out or withdraw from Melrose Area Public Schools must turn in their Device to the Technology Office by the last day of attendance.
- Failure to return Device will result in the student being charged the full replacement cost.
- Unpaid fines and fees of students may be reported to a collection agency and/or result in being reported to the Melrose Police Department.

Student Expectation

Students are expected to bring a fully charged Device to school every day and bring their Devices to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Device to school

- Just like pens and notebooks, students are expected to bring their Device to school every day.
- In the event a student forgets his/her Device, students should call home and have it brought to school.
- If it cannot be brought to school, a limited amount of Devices may be available for students to borrow for the day from the Technology Office.
- The District will document the number of times a loaner is issued to each student for not having his/her own Device at school and report students who have excessive occurrences to the building principal.

Devices being repaired

- Loaner Devices may be issued to students if their Device has been sent for repair.
- A student borrowing a Device must sign a loaner agreement and will be responsible for any damage to, or loss of, the loaned Device.
- Devices on loan to students having their Devices repaired may be taken home.
- The Technology Office will contact students when their Devices are repaired and available. Students must return the loaner Device before receiving the repaired Device.

Charging Devices

- Devices must be brought to school each day with a full charge.
- Students should charge their Devices at home every evening.
- The District **WILL NOT** have chargers available to check out.
- If a student loses their charger, they can purchase one at school for \$55.

Device Maintenance

Device Care

Students are responsible for the general care of the Device that they have been issued by the District. Devices that are broken or fail to work properly must be taken to the Technology Office. If a loaner Device is needed, one will be issued to the student until their Device can be repaired or replaced.

General Precautions

- Devices must remain free of any writing, drawing, stickers, or labels.
- Devices should be shut down when not in use to conserve battery life.
- No food or drink should be next to any Device.
- Cords, cables, and removable storage Devices can be fragile and must be inserted carefully into the Device. Be aware that cords and Devices can become tripping hazards.
- Devices should never be shoved into a locker or wedged into a carrying case as this may break the screen.
- Heavy objects should never be placed on top of Devices.
- Do not expose any Device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Device.
- Always restore any Device to room temperature prior to turning it on.

Carrying or Transporting Devices

- Students are recommended to use an adequate protective case while carrying or transporting Devices both in and out of school.
- The District must approve all carrying cases in order to ensure adequate protection.
- Never lift Devices by the screen.
- Never carry the Device while the screen is open.

Screen Care - Damaged screens are the most common repair.

- Screens will often break when the screen is slammed or shut hard.
- Screens will often break when heavy objects are placed on top of the Device.
- Screens will often break when closed while an object such as a pencil is resting on the keyboard.

Battery Charging

- Students are responsible to bring their assigned Device to school each day with a full charge.
- The District will not have chargers available for checkout.
- If a student loses their charger, he/she may purchase one through the school for \$55.00.

Device Support and Repair

1. The first point of contact should be the student's teacher for initial basic troubleshooting.
2. If necessary, the teacher will refer the student to the District Technology Office.
3. The District Technology Office will determine what needs to be done to repair the Device.
 - Some options may include:
 - Ship the Device for warranty repair
 - Assess any accidental or loss costs
 - Refer the repair to principal for disciplinary action
 - The rationale for Insurance: Estimated cost of common repairs (subject to change). The \$30 yearly registration fee prevents these repair costs.
 - Screen - \$100.00
 - Keyboard/Touchpad - \$75.00
 - Power Cord - \$55.00
 - Device shell - \$100.00
4. Additional Device support provided by the Technology Office includes:
 - User account support including passwords and account creation or modification
 - Operating system restoration
 - Software configuration support
 - System software updates
 - Wireless or network issues

Cloud Services Accounts

- Each student in Melrose Area Public Schools will need a “Cloud Services” account in order to log into their assigned Device.
- This account provides access to allow students to use services such as the Internet, email, and file storage.
- It is required that each student be connected to the school network, including wireless, while on school grounds. By requiring this, the District can track and enforce the federally mandated Children’s Internet Protection Act (CIPA).
- In addition, the technology department, teachers, administrators, and other school staff may use monitoring software to allow the viewing and control of screens on student Devices.

Operating System and Security

Students may not use or install any operating system on their Device other than the current version of the operating system that is supported and managed by the District.

No Expectation of Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of a Device, 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 Device, students agree to such access, monitoring, and recording of their use.

Students may be selected at random to provide their Device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as anything inappropriate.

Personalizing Student Device

- ***Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Melrose Area Public Schools. Spot checks for compliance may be done by District staff at any time.***
- Students may add appropriate music, photos, and videos to their Device. Personalized media are subject to inspection and must follow the Melrose Area Public Schools use policy.

Sound

- Sound must be muted at all times unless permitted by teacher or District staff member.
- Headphones are part of the school supply list and are not provided by the district.
- Headphones may be used at teacher discretion.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Devices will not be set up for direct printing at school.
- Students may set up the Device to print at home.

MELROSE AREA PUBLIC SCHOOLS TECHNOLOGY DEVICE USER AGREEMENT

This form must be completed and received by Melrose Area Public Schools prior to the student receiving their assigned Device. In addition, the forms of the Acceptable Use Policy and BYOD must also be received.

Your signature on this form states that you have read, understand, and agree to abide by the compliance requirements of the Melrose Area Public Schools Device User Agreement. Your signature also states you authorize Melrose Area Public Schools to create and utilize “cloud services” accounts that will be under the control of Melrose Area Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to Melrose Area Public Schools.)

The Melrose Area School District will provide a warranty plan covering basic hardware repair. However, this warranty does not cover for loss of the Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Tampering with and/or taking the unit apart will void all insurance coverage and result in loss of insurance premium and deductible. Melrose Area Public Schools will assess the Device damage and repair or replace the Device if the damage is determined to be accidental and within the protection guidelines. **Parents/ students will be charged for full replacement cost of a Device that has been damaged due to intentional misuse or abuse.**

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MELROSE AREA PUBLIC SCHOOLS TECHNOLOGY AGREEMENTS

Melrose Area Public Schools requires your signature stating you have received the following forms and agree to abide by the compliance requirements of the District.

- Board Policy 524 Acceptable Use Policy
- Board Policy 524.1 Bring Your Own Device (BYOD)
- Board Policy 524.2 Technology Device User Agreement.

These three forms must be completed and received by Melrose Area Public Schools prior to the student receiving their assigned Device.

As stated in the Melrose Area Public Schools Device User Agreement, I am including my yearly registration fee of \$30 per student or \$60 maximum per family. No payment required for grades K-4.

Parent/Guardian Signature (Required)	
Student Printed Name	Student Signature
Student Printed Name	Student Signature
Student Printed Name	Student Signature

Amount Paid	Date	Office Use Only