

Falcon High School Student and Parent
Kindle Agreement
2019-2020

Overview Introduction:

Falcon High School is committed to preparing students to be literate, responsible citizens in a global economy. This initiative will immerse our students into a technology-rich instructional environment to become effective users and communicators of information in order to function in a technological society. Understanding and adhering to the following guidelines and procedures are necessary for the success of the program.

Terms of Kindle Loan

The parent/guardian(s) and student must sign this agreement in order for the student to be issued a Kindle.

A. Terms of Loan and Insurance Option

1. Falcon High School will issue a Kindle to students upon compliance with the following:

- Completion of student and parent orientation training session
- Submission of signed Falcon High School Kindle Agreement

Legal title to the property (Kindle) is with District 49. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the following school policies:

- District 49 Policies
- Other Guidelines as outlined in this Kindle user agreement.

2. Students may be subject to loss of privilege, disciplinary action, legal action and/or financially responsible for the Kindle in the event of intentional damage and/or violation of policies and guidelines as outlined in the Falcon High School Kindle Agreement as well as the District 49 Acceptable Use Agreement (AUA) and BOE policies.

3. Falcon High School is offering an optional \$20.00 non-refundable insurance fee for each Kindle that is issued to students. The insurance covers accidental damage from liquid spills, power surges, drops, falls, collisions, flood, fire, smoke, wind, and earthquake, as well as damage to batteries and ac adapters. Insurance does not cover negligence, abuse, loss, theft, or vandalism. For example, throwing the Kindle or using the Kindle as a shield would be considered examples of neglect and abuse. If a Kindle is damaged by neglect or abuse, it is the family's financial responsibility to replace the Kindle at the current market price (currently \$100.00). Kindles must be purchased through Falcon School District under the current agreement with Amazon. If a Kindle is damaged, school administration will work with the student, Amazon, and the insurance company to determine if it is a warranty or insurance claim incident.
4. A student's possession of the Kindle terminates no later than the last day of 2nd semester final exams, unless there is a reason for earlier termination determined by the school administration.

B. Reporting Damage, Loss, or Theft

1. The student or parent/guardian is required to immediately notify a school administrator and file a police report in all cases of stolen or lost Kindles. After filing the police report, the

student or parent/guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in compensation to Falcon High School for the entire price of the Kindle.

2. Willful and deliberate damages or neglect to the Kindle will cause Falcon High School to charge the student/parent replacement and repair cost(s) based on fair market value (currently \$100.00). Falcon High School reserves the right to repossess the Kindle at any time if the student does not fully comply with all terms of this agreement.

C. Repossession

Falcon High School reserves the right to repossess the Kindle at any time if the student does not fully comply with all terms of this agreement.

D. Appropriation

Failure to return the property (Kindle, power cable/charger) in a timely manner and/or the continued use of it for nonrelated school purposes will be referred to law enforcement and until paid for, will result in a hold on the student's account.

E. Modification to the Program

Falcon High School reserves the right to modify this initiative or its terms at any time.

F. General Care of the Kindle

1. Never attempt to repair or reconfiguration of the Kindle. Under no circumstances are you to attempt to open or tamper with the internal components of the Kindle.
2. Student Kindles in need of repair must be reported to the library. Technical support is only available during school hours.
3. Technical support will determine whether the Kindle can be repaired on-site.
4. Guidelines to follow:
 - Dimming the LCD brightness of your screen will extend the battery runtime.
 - Do not write, draw, paint, place stickers/labels or otherwise deface your Kindle. Remember, the Kindle is the property of District 49.
 - Never put weight on a Kindle.
 - Liquids, food and other debris can damage the Kindle. Avoid eating or drinking while using the Kindle. DO NOT keep food or food wrappers in your book bag containing the Kindle.
 - Take care when inserting power cords to avoid damage to the ports. First, plug your power supply into the electrical outlet. Second, plug your power cord into your Kindle. When disconnecting, reverse this process.
 - Do not expose your Kindle to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Kindle. If your Kindle has been in a very cold environment for a long period of time, let it warm up before using it.
 - NEVER leave your Kindle in a vehicle.

G. Cleaning Your Kindle

Routine maintenance on Kindle will be done by District 49; however, students are encouraged to perform simple cleaning procedures as outlined below:

- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of

liquid or water to clean the screen or Kindle.

- Wash hands frequently when using the Kindle to avoid build-up on the glass touch pad.

H. General Security

1. Never leave your Kindle unsecured. Kindle should be locked in a designated storage facility or kept with you at all times.
2. During after-school activities, you are still expected to maintain the security of your Kindle. Unsupervised Kindles will be confiscated by staff, and disciplinary actions may be taken.
3. Each Kindle has several identifying labels. (i.e. District 49 asset number, and serial number). Under no circumstances are you to modify, remove or destroy these labels.

I. General Use of the Kindle

1. Students are **REQUIRED** to bring their Kindle to school each day, with a fully charged battery. Students will **not** be given the use of a loaner Kindle if they leave their Kindle at home nor will they be permitted to charge their Kindle at school. Students leaving their Kindle at home will be required to complete assignments using alternate means (as determined by the teacher).
2. Students will receive disciplinary action from their teacher for repeatedly refusing to bring the Kindle to class.
3. An otherwise functional Kindle with a dead battery is not an excuse for late or missing work.
4. When at school the Kindle sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
5. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in Kindle failure and will interfere with your ability to complete class work.
6. A lost document is not an excuse for late or missing work.
7. Student Kindle will be subject to routine monitoring by teachers, administrators and technology staff. Users shall have no expectation of privacy while using District 49 electronic information resources including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and/or Falcon Zone administration may conduct an individual search of a student's Kindle files, music, video, email or other related items if there is suspicion that District 49 policies or guidelines have been violated.
8. Avoid using your Kindle in areas which may lead to damage or theft. When using the power cord, do not leave the cord in areas that may cause a tripping hazard.
9. Under no circumstances will the student install or remove management profiles.
10. Students may request to the librarian that books be added and requests will be granted if deemed necessary for educational purposes.
11. Remember:
 - Minimize the amount of personal information about yourself or others on the Kindles.
 - Keep all passwords and passcode lock to yourself.
 - You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.
 - Do NOT loan your Kindle to anyone.
 - Notify a teacher immediately if you suspect problems with your Kindle, including breach of security.
 - To prevent loss or damage to your Kindle, NEVER leave it unattended.
 - Follow all rules so you will not lose privileges.

J. End of Year Collection Procedure

1. Return the equipment no later than the last final exam day at the end of the school year as designated on District 49 year calendar or upon leaving the school.
2. "Equipment" consists of Kindle, power cable/charger.
3. Falcon High School will clean and repair the Kindles over the summer.

K. Parent Expectations

In order for students to experience all the success and benefits that this program can offer, District 49 encourages parents to:

- Share in their child's excitement about this great opportunity for learning.
- Learn along with their child as they use this instructional tool to prepare for their future in the 21st century.
- Monitor their child's appropriate internet use and adherence to the District 49 Acceptable Use Agreement (AUA) and BOE policies when using their Kindle. Parents should ensure that their child adheres to Internet guidelines established at home and at school.
- Help fill out required paperwork in the event that the Kindle requires repair or is lost or stolen and report it no later than the next school day.
- Ensure that only the student will use this Kindle for school-related purposes.

L. Email

1. Email transmissions and transmitted data shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
2. Students will abide by all email guidelines as outlined in the District 49 Acceptable Use Agreement (AUA) and BOE policies.

M. Internet Access/Filtering

1. As required by the Children's Internet Protection Act, a current filtering solution (blocking and monitoring inappropriate websites) is maintained by the school system for school use on the Kindle. The school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. District 49 will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
2. District 49 will not provide internet access for home use, but students will have the ability to connect their Kindle to a home network.
3. Parents are expected to monitor the content of their child's internet usage.

N. Student Accounts:

1. Home Use: Use of the Kindle away from Falcon School District 49 network will only differ in that a connection to the school's server will not be available. A filtering solution is not available when students are not connected to the school's server. Attached to this document are some resources to help parents monitor student access to inappropriate sites.
2. DO NOT share usernames, passcodes, or logins. Students are responsible for anything done using their Kindle.
3. Please clear all data at the end of each school year or prior to repair as we are not responsible for student data.

O. Privacy and Safety

Personal information such as a home address, home phone number, information about family members, or personal interests shall not be published on a publicly accessible website or publicly accessible area of a website.

P. Technology Policy

It is the policy of Falcon School District 49 to mandate and expect that technology, including the internet system be used in a responsible manner. Falcon School District 49 has established policies and procedures for the use of all technology systems along with rules governing the behavior for accessing the system. All electronic communications, including email and internet communications should conform to the district's acceptable use policies. Those who do not comply with the standards of behavior outlined in the Falcon School District 49 Acceptable Use Agreement (AUA) and BOE policies JS and JS-R may lose their privileges to use the system and/or be subject to disciplinary action that may result in the loss of network privileges and/or additional disciplinary action up to and including referral for legal action.

The purpose of the Internet is to augment our information base after other authoritative sources have been exhausted.

Students shall have no expectation of privacy when using Falcon School District 49 email or computer systems. Students shall not use their Kindle to collect identifying information about other students including, but not limited to, the camera or voice recordings. Using the camera or recording devices in an inappropriate manner can result in criminal charges. Email messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any email or computer application or information in school computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action up to and including suspension from school.

Q. Technology Usage Guidelines

In school, student access to, and use of, the internet will be available only through teacher/adult designee supervision and as such should be under teacher direction and monitored as any other classroom activity. Users shall promptly report to a teacher or other school employee any message received that is inappropriate or makes the user uncomfortable.

In school, email access use for students may be used for classroom related use only. Email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities.

All copyright issues regarding software, information, and attributions of authorship must be respected. If you are unsure whether or not you can use a specific item, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, ask your school administrator. The unauthorized copying or transfer of copyrighted material will result in the loss of network privileges.

Do not use abusive, vulgar, profane, lewd or inflammatory language in email messages.

1. Make your messages short and to the point. Do not tie up the network by downloading large files or sending huge mailings.
2. Do not reveal your personal address, phone numbers, social security number or any other personal information.
3. Do not vandalize Kindles, computers, network devices, or alter software.
4. Do not deliberately spread computer viruses.
5. Do not intentionally search for, view, and/or distribute inappropriate materials.
6. In compliance with federal guidelines, District 49 has installed and maintains a filtering device that is monitored on a regular basis. Access to the Internet is not a right, but a privilege. If students violate rules they will lose access privileges and may be subject to disciplinary action.
7. Comments that are sexually suggestive, humiliating, or threatening are not allowed.
8. Email or posted messages which include insulting words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, age, or disability.
9. While the school respects the right of employees and students to use social networking sites (i.e. MySpace, Facebook) to communicate with others, any postings referencing District 49 shall always be professional and respectful of the school, District 49 employees, parents, and students.

Any take-home technology (i.e. Kindle) shall be used in the same manner as if it were at school.

Examples of Inappropriate Use

- Deleting any folders or files you did not create or that you do not recognize
- Sharing login/password with another person
- Logging on to another person's device without his/her permission
- Using Kindles not assigned to you (Teachers may allow students to look on with another student for instructional purposes only.)
- Removing labels and identifying stickers on the Kindle
- Using proxy sites to bypass web filtering
- Videoing or taping on school property (not permitted unless it is related to a school assignment)
- Emailing or chatting during class when not related to a school assignment
- Using profanity
- Gaming
- Cheating

Consequences include but are not limited to:

- School suspension
- Loss of technology privileges
- Distributing – sending/sharing inappropriate files with other individuals
- Images of weapons
- Images of drugs or alcohol
- Gang related media
- Bootleg movies, books or music
- Intentional actions which are harmful or potentially harmful to the Kindle and charger
- Habitual and intentional disregard for the

Examples of Unacceptable Use

- Inappropriate communication to the faculty or staff
- Threats and/or cyber bullying of any kind
- Using a Kindle to plan a fight, cause harm or commit a crime
- Logging into a(n) Kindle/application using a stolen login
- Possession of inappropriate files
- Pornography can be a felony offense and if so will be turned over to authorities
- Manufacturing – using a camera to create inappropriate pictures/movies
- Kindle Consequences include but are not limited to:
- After school detention, Saturday school, school suspension, disciplinary probation, dismissal and being reported to the authorities.

What happened?	Do you have insurance ?	Then...
The screen on my Kindle broke while I was at school/home	Yes	We will have the device repaired. You now have the option to buy the insurance again for the new device or the same device with the new glass.
The screen on my Kindle broke while I was at school/home	No	Your family will be responsible for the cost to repair the device. Once repaired, you have the option to buy the insurance.
I can't find my device. I have no idea where it is.	Insurance will not cover loss.	If you have looked everywhere, inform the school AND fill out a police report.
My device was stolen	Insurance does not cover theft	Notify the school AND fill out a police report.
I lost my power cord	Insurance will not cover loss.	You may purchase a replacement power cord from Falcon High School for \$10.00
My power cord was damaged while I was at home/school	Yes	We will repair or replace the cord 1 time at no charge

PARENT RESOURCES TO HELP WITH STUDENTS AND TECHNOLOGY

<https://www.common sense media.org>

http://www.isafe.org/outreach/media/media_tips

<http://www.net smartz.org>

<https://www.staysafeonline.org/teach-online-safety/middle-and-high-school>

This page was left intentionally blank

Student's Last Name

Students First Name

Student's signature

**Falcon High School Student/Parent
Kindle Agreement Signature Page**

Please Print All Information

Student's Grade: _____

Parent/Guardian's Name & Signature:

Parent/Guardian's full *printed* name

Parent/Guardian's signature

Street Address: _____

City: _____ Zip: _____

Phone:

Home _____ Work: _____

Cell: _____

Insurance Options

Please select one option below:

I would like to purchase the insurance coverage that will cover accidental damages for \$20.00. Payment is attached to this Kindle agreement signature page.

I do not wish purchase the optional insurance coverage for \$20.00 and understand that I will be liable for accidental damage to my child's Kindle and be responsible for replacing the Kindle. The current cost of replacement for this Kindle is \$100.00.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

