

# Horizon Middle School Student Issued Device Program Agreement

## Overview Introduction:

Horizon Middle School is committed to preparing students to be literate, responsible citizens in a digital age. The student device program provides students an instructional environment to become effective users and communicators of information in order to contribute as responsible citizens in a technological society. Understanding and adhering to the following guidelines and procedures are necessary for the success of the program.

### A. Terms of Loan

- 1.) The parent/guardian(s) and student MUST sign this agreement in order for the student to be issued a device (Chromebook).
- 2.) Horizon Middle School will issue a device (Chromebook) to students upon the following:
  - i. Submission of signed HMS Student Device Program Agreement
  - ii. Acknowledgement that both student and parent/guardian will watch the device expectation video posted at [www.d49.org/hms](http://www.d49.org/hms)
- 3.) Legal title to the property is with District 49. A student's right of possession and use is limited to and conditioned upon full and complete adherence with this and other school and district policies
- 4.) Students may be subject to loss of privilege, disciplinary action, legal action and /or financially responsible for the full replacement cost of the device (\$280.00-Chromebook) in the event of intentional damage and/or violation of policies and guidelines as outlined in this agreement as well as the District 49 Acceptable Use Agreement (AUA) and BOE policies JS and JS-R.
- 5.) A student's possession of the device terminates no later than the school's designated turn-in day or when enrollment at Horizon ends, unless there is a reason for earlier termination determined by the school's administration.

### B. Required Device Coverage

- 1.) Horizon Middle School will assess a BOE approved charge of \$30.00 to every active student using a school computer as a non-refundable repair/technology benefit for each device that is issued. (This fee may be reduced or waived if approved for the current year nutrition services free/reduced lunch program.)
  - i. This benefit provides coverage for a minor damage repair for normal wear or limited accidental damage. School administration will determine accidental or negligent damaged on a case-by-case basis.
- 2.) This benefit will cover repairs such as missing keys, faulty trackpad, broken camera or sound, etc. This benefit DOES NOT provide coverage for intentional harm to district

devices such as **liquid damage, abuse, loss, theft, or vandalism**. In the event a district device is damaged intentionally, it is the family's financial responsibility to cover the costs of repairs up to but not more than the replacement cost of the device.

i. Chromebook - \$280.00

- 3.) Families do NOT have the option to repair the device themselves.
- 4.) If a device is damaged, it is the responsibility of the family to notify the school office by the next business day. The administration will work with the family to determine the extent and cause of damage
- 5.) The repair/technology fee covers **only the device itself, NOT its accessories** (charger, cable, etc). Please note only district issued accessories may be used with district owned devices. When there is loss or irreparable damage to the device accessories, the family may be financially responsible to cover the costs of replacement:
  - i. \$40 Power Cord & Charger

C. Reporting Damage, Loss or Theft

1. In the event of theft, the parent/guardian is required to immediately notify a school administrator and file a police report, which shall be provided to the school's administration. School administration will work with families on a case-by-case basis to determine whether the loss is due to negligence.
2. Willful and deliberate damage or neglect to the device will cause Horizon Middle School to charge the student/parent the replacement or repair cost(s) based on fair market value regardless of a family's participation in the device benefit program.

D. Repossession

1. District 49 and Horizon Middle School reserve the right to repossess the device at any time if the student does not fully comply with all terms of this agreement.

E. Appropriation

1. Failure to return the property (device, power cable, charger and accessories) in a **timely manner and/or the continued use of it for non-school related purposes** will be referred to law enforcement.
2. The device must be returned to Horizon Middle School at the cessation of the student's 8<sup>th</sup> grade year, or when withdrawn, whichever comes first. Ownership cannot be transferred to the student/parent.

F. Modification to the Program

1. Horizon Middle School reserves the right to modify this initiative or its terms at any time.

#### G. Parent Expectations

1. In order for students to experience all the success and benefits that this program can offer, Horizon Middle School encourages parents to:
  - i. Monitor their child's appropriate internet use and adherence to the District 49 Acceptable Use Agreement (AUA) and BOE policies JS and JS-R when using their device. Parents should ensure that their child adheres to internet guidelines established at home and at school.
  - ii. Ensure that only your student will use this device and that usage is **only for school-related purposes**.

#### H. 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 in BOE policies JS and JS-R

#### I. 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 device.
  - i. The school cannot guarantee that access to all inappropriate sites will be blocked.
  - ii. It is the responsibility of the user to follow guidelines for appropriate use of the network and the internet.
  - iii. District 49 will not be responsible for any problems suffered while on the network or the internet.
  - iv. 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. If you are in need of help with internet service please contact Horizon Middle School to discuss options available.
3. Parents are expected to monitor the content of their child's internet usage at home.

#### J. Privacy and Safety

1. 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.
2. Students shall have no expectation of privacy when using the district's device including email or computer systems may be monitored at any time by designated staff to ensure appropriate use.

3. Recording or videotaping others without permission, or for non-instructional purposes is prohibited. Students shall not use their devices to collect identifying information 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.
4. Email messages or social media correspondence shall be used only for approved educational purposes. Students must use appropriate language in all messages.

**HORIZON MIDDLE SCHOOL ISSUED DEVICE PROGRAM AGREEMENT  
SIGNATURE PAGE**

Student's Name (First\_Last): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home/Cell): \_\_\_\_\_ Work: \_\_\_\_\_

Parent Email: \_\_\_\_\_

By signing below, I agree to the terms and conditions stated in the Horizon Middle School Device Program Agreement. I understand that the device remains the property of Horizon Middle School & District 49 and must be returned at my departure of Horizon Middle School. I understand there is a mandatory \$30 tech/insurance fee for borrowing this device (this fee may be reduced or waived if you qualify for the Nutrition Services meal program).

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_