

Vernon Public School District

1:1 School Device Use Agreement, Procedures & Information 2023-2024

This agreement is made effective upon the receipt of a School Device, between the Vernon Public School District, the student receiving a School Device, and his/her/their parent(s) or legal guardian. During the year, additional rules regarding the use of School Devices may be added, and you will be notified of the change(s). Teachers may set additional requirements for technology use within their respective classrooms.

The focus of the School Device 1:1 Program in Vernon Public Schools (VPS) is to empower its community of students to become fully active participants in our global, technology-driven society. Through our School Device 1:1 Program, students will acquire technological and critical thinking skills and will develop a sense of personal and social responsibility that will enable them to successfully compete in the growing, fast paced, and rapidly changing world economy. School Devices will encourage students to engage in problem-based learning and help them to realize that teaching and learning can occur anytime, anyplace.

The Student and Parent/Guardian hereby agree to the following:

1. Equipment

1.1 Ownership

The Vernon Public Schools retains sole right of possession of the School Device and grants permission to the Student to use the supplied School Device for educational purposes according to the Acceptable Use Guidelines set forth in the Student Handbook and the district's Authorized Use of Technology Policy (6141.3). Moreover, the district administrative staff retains the right to collect and/or inspect the School Device at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

1.2 Substitution of Equipment

In the event the School Device is inoperable, the district has a limited number of spare devices for use while the School Device is repaired or replaced. It cannot guarantee a loaner will be available at all times.

1.3 Returning School Device

Students who withdraw from the Vernon Public Schools for any reason, must return their individual School Device on the date of withdrawal. Students will keep their devices over school breaks, including summer vacation. They are not required to turn in any device at the end of the school year, but may be requested otherwise on an individual basis. Senior students must return their School Devices at the end of their senior year in order to participate in the graduation ceremony.

2. Damage or Loss of Equipment

2.1 Insurance:

Students arriving during their Freshman year will pay an insurance fee of \$30 for Freshman year, or a one-time fee of \$95 for all 4 years. Sophomores, Juniors, and Seniors will pay \$30 per school year.

These fees are nonrefundable. **Current Sophomores, Juniors, and Seniors who paid \$95 in their Freshman year are fully covered and do not owe any additional money for School Device insurance.**

The required fee is to pay for any needed repairs or replacement costs associated with the 1:1 initiative. Insurance fees may be paid with a money order. **No personal checks or cash will be accepted. Please make a money order payable to “VPS School Device Insurance” and include your student’s name on the money order. You can also pay through an account at www.myschoolbucks.com.**

2.2 Responsibility for Damage and Loss

The student is responsible for maintaining a 100% working School Device at all times and shall use reasonable care to ensure that the School Device is not damaged. If the student loses or damages the School Device or any of the accessories due to negligence, deliberate destruction or repeated breakage, the student and guardian may be billed for the full cost of repair or replacement. **If a screen needs to be replaced more than two times per school year, the full cost of a screen replacement will be charged.**

Replacement Costs Chromebook & Dell

<u>ITEM</u>	<u>Cost- Chromebook</u> <u>Cost- DELL</u>
School Device	\$259.00 \$379.00
Screen	\$45.00 \$50.00
Keyboard	\$73.00 \$30.00
Battery	\$63.00 \$100.00
Charger	\$49.00 \$60.00
Case	\$40.00 \$44.00
**Asset Tag	\$259.00 \$379.00

Touchpad \$40.00 \$20.00

Students must keep the School Device in sight at all times or within a secure location where others do not have access. School Devices considered unattended may be confiscated by faculty or staff as a protection against theft. Unattended and unlocked equipment, even if stolen at school, will be the student’s responsibility. In the event the School Device is lost or stolen, the student and guardian may be billed the full cost of replacement.

****Asset tags** prevent theft and help to return lost or stolen items. Asset Tags are not to be modified or tampered with in any way. The removal of an asset tag implies the equipment was stolen or tampered with. Students may be charged up to the full replacement cost of a School Device for tampering with an Asset Tag or turning in a School Device without one.

2.3 Actions Required in the Event of Damage or Loss

In the event the School Device is damaged, lost or stolen, students are to report the problem immediately to the Media Center or the building administration. If the School Device is stolen or vandalized while outside of school, the guardian shall file a police report along with reporting it to school authorities. In cases of theft or disappearance, a police report must accompany the claim before a replacement School Device can be issued. The police report must also directly cite theft or disappearance and the circumstances surrounding the situation.

3. Customizations

The student is not permitted to add any markings, stickers or other decorations to the physical School Device, nor should the student remove the school logo/sticker. The student is permitted to alter or add files to customize the assigned School Device to their own working styles, i.e., background screens, screensavers or default fonts.

4. Standards for Proper Care

If a student's School Device is broken or fails to work properly, they should report to the Media Center during designated times. General precautions must be made to ensure a working School Device. These include keeping all food and drink away from your School Device, never carrying your School Device with the screen open, charging and shutting down your School Device every day, carefully inserting all cords and School Devices into the School Device, and never subjecting your School Device to extreme heat or cold. If the screen becomes dirty, clean it with a soft, dry cloth or with screen cleaner safe for LCD screens. Never touch the School Device screen with pens or pencils.

5. Vernon Public Schools Student Pledge for School Device Use

- I will take good care of my School Device.
- I will never leave my School Device unattended in an unsupervised or unsecure location.
 - I will never loan my School Device to other individuals.
 - I will know where my School Device is at all times.
 - I will charge my School Device battery daily.
 - I will keep food and beverages away from my School Device.
 - I will not disassemble any part of my School Device or attempt any repairs.
 - I will protect my School Device by only carrying it while in the case provided.
 - I will adhere to the district Authorized Use of Technology Policy (6141.3).
 - I will follow the Acceptable Use Guidelines as outlined in the Student Handbook.
 - I will not place decorations (stickers, markers, etc.) on the School Device and case, or remove the school logo and Asset Tag.
- I understand that my School Device is subject to inspection at any time without notice and remains the property of the Vernon Public Schools.
- I will file a police report in case of theft, vandalism, or other acts requiring police involvement.
- I accept full responsibility for all damage or loss caused by neglect or abuse.
- I accept full responsibility for any data stored on the School Device or in the cloud.
- I agree to pay for the replacement items in accordance with the above document.
- I agree to return the VPS School Device, case, and charger in good working condition.

This page with included signatures below needs to be returned to the Library Media Center for a new student to receive their school device. Upperclassmen should also complete this form and return it each school year. *Please make sure to check off the appropriate boxes to indicate your payment choices.*

I agree to participate in the School Device Insurance Program (Section 2). I will use [MY SCHOOL BUCKS](#) to enter payment or bring in a Money Order made payable to Vernon Public Schools.

Please check off your payment options and amount. Attach a proof of payment if possible.

- _____ Money Order **OR** _____ My School Bucks
_____ \$30 yearly fee **OR** _____ \$95 (4 year fee; Freshmen Students Only)

- _____ *N/A* \$95 payment was made as a Freshman

I choose to **DECLINE** and **NOT PARTICIPATE** in the School Device Insurance (Section 2). I will assume full responsibility and payment for any damage, loss, or theft.

I/We have read and understand the Vernon Public School District’s 1:1 School Device Agreement and agree to the terms thereof.

_____ (Student
Name Printed) (Student Signature) (Grade) (Date)

_____ (Parent/Guardian Name Printed) (Parent/Guardian Signature) (Date)