

Whittemore-Prescott Area Schools 1:1 Student Mobile Device User Agreement

Access to Student Devices

- The term “student device” refers to devices, batteries, cases, and power cord/chargers.
- Like textbooks, student devices are considered essential learning tools.
- Student devices are on loan to students and remain the property of WPAS.
- All student devices are labeled with a WPAS tag and barcode. Students may be charged up to the full replacement cost of the student device for tampering with, or turning in, a student device without the WPAS tag and barcode.
- Student devices are issued to the student and are meant to be used by the student only for educational purposes. Family members and friends are not to use the student device for any reason.
- The students to whom the devices are assigned are responsible at all times for appropriate use. This means that if others use the student devices to break the rules, the students may still be held responsible.
- Students are expected to keep the student devices in good condition. Failure to do so may result in assessed fines for repair or replacement.
- Students are expected to report any damage to their student devices as soon as possible. All damage reports for the high school should be filed in the high school media center, in the elementary, report any problems to your teacher.

Content and Privacy

- All users are accountable to all school, district, local, state, and federal laws.
- All data stored on student devices, the WPAS network, and Google Apps cloud servers are property of the District and may be subject to review and monitor at any time.
- Additional user accounts created on the student device are subject to the same terms and conditions as the assigned student user.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, or threatening.
- Students who identify or know about a security problem are expected to convey the details to school staff.

General Policies

- Students and families must follow all guidelines set forth in this document and by WPAS staff.
- All users of the WPAS network and equipment must comply at all times with WPAS Acceptable Use Policy.
- All users are accountable to all school, district, local, state, and federal laws.
- Failure to comply with these terms may result in disciplinary action and the confiscation of the student device.

Student Mobile Device Use

Mobile devices are digital devices that can access the Internet, use Web Tools such as Google Apps, run apps, and store digital media. Students are expected to use school issued devices when accessing the district network during the school day and class assignments.

- No student shall establish a private, ad hoc, or peer-to-peer network using personal devices. This includes technology equipped to provide a wireless hotspot.
- Students are not permitted to use any personal device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.
- Students may only use a device during class with the teacher’s permission. A student must comply with a staff member’s request to shut down the device or close the screen.
- Students should only use their devices to access relevant education-related content. They are not to make personal calls or electronically communicate with others, including other students, parents, guardians, friends, and family, from their student devices during class time, except for emergency situations. In emergency situations, students must notify the teacher and get permission for personal use.

- Technology access is provided for educational use by the student. Use of technology for commercial purposes or other unauthorized purposes is expressly forbidden.

Charging and Bringing the Student Mobile Devices to School

- Students are expected to bring their student devices fully charged to school every day.
- A limited number of loaner student devices will be available to check out in the media center for students who do not bring their student devices to school on a first come, first serve basis.
- Students who have multiple occurrences of forgetting their student devices or not bringing their student devices fully charged may face disciplinary action.

Logging into Student Devices

- Students will log into their student devices with their district-issued Google accounts.
- Students should never share their passwords with others.

Managing Personal Content

- Students should store the majority of their work in cloud-based applications such as their WPAS issued Google account.
- Students should not store pirated or otherwise illegal content on their student devices or in WPAS issued accounts.

Sound

In class, use of headphones or sound is at the discretion of the teacher. Sound must not interfere with instructional activities. Students may purchase and use their own headphones with permission from the instructor.

Printing

Students are encouraged to digitally share their work with their peers and teachers only for educational purposes (not for cheating or plagiarism purposes). For Chromebook, students may print at home with the directions located here:

<https://support.google.com/chromebook/answer/7225252?hl=en>

Applications

Students are allowed to install pre-approved Chrome extensions from the Chrome Web Store in addition to the pre-installed applications.

Using the Student Devices Outside of School

- Students are encouraged to use their student devices outside of school.
- Internet access via Wi-Fi is required for student devices to access the Google Apps cloud storage; however, for Chromebooks, offline access includes Google Drive Offline and many Chrome Apps.
- Students are expected to follow all WPAS policies wherever they use their student devices.

Student Device Care

It is essential for students to use and care for their student devices. As noted previously, “student devices” refers to devices, batteries, cases, and power cords/chargers. Students should observe the following use and care routines with student devices:

At School

- Do not leave student devices unattended.
- Do not pile things on top of student devices.
- In a locker or backpack, place the student device in a vertical position.
- Protect student devices from extreme cold or heat and from food or drinks; this will ruin the battery and/or screen.
- Use devices in accordance with WPAS policies and staff directives.

At Home

- Students are expected to bring student devices to school fully charged. Charge student device completely each night.
- Keep the student device and charger together.
- Do not leave student devices in or on an unsafe or unstable location, such as a stool, chair, or on the floor.
- Protect student devices from extreme cold or heat, from food or drinks, and from small children and pets.

Traveling To and From School

- Shut down the student device before traveling.
- Do not leave student devices in a vehicle.
- Report any issues to a parent, guardian, school official, or trusted adult.

Device Care

- Chromebooks with the protective case should only have the Chromebook in the case, nothing else.
- Chromebooks in the laptop bag should only have the Chromebook in the main part of the bag and may carry the charger in the exterior pocket.
- Never lift student devices by the screen or carry the student device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid.
- Use screen wipes listed for safe use on electronic device screens to clean the student device screens and camera lens. All other surfaces are safe for disinfecting wipes.
- Stickers, markers, paint, nail polish and similar are not allowed to be applied the Chromebooks, this is vandalism, and will result in the student being charged a cleaning fee of \$15, or full replacement cost of the device if it cannot be cleaned, or cleaning causes damage. Even though you may have the opportunity to purchase your assigned device for \$1 upon graduation, it is not yours until then.
- Do not remove or deface the asset/property tag. These tags are expensive and student will be charged \$10 for every replacement. If you request help and we are trying to help remotely, we will not be able to proceed if we cannot verify the device by its asset tag number, and the device will have to be returned to the technology office for service and to replace the asset tag.

Parent/Guardian Responsibilities

WPAS makes every effort to ensure that parents/guardians are informed of their responsibilities regarding the 1:1 initiative. These responsibilities are:

Sign the Student/Parent/Guardian Device Agreement

To take home WPAS student devices, students and their parents/guardians must read and sign the Device Agreement.

Monitor Student Use

The District will provide a CIPA compliant GoGuardian filtering program while operating on our network (at school and at home). The purpose of this filtering program is to protect students from inappropriate content while using the internet at school and at home.

The District has installed the GoGuardian filtering program designed to protect students from inappropriate content. No filtering system, however, can guarantee 100% accuracy in eliminating inappropriate content.

The parent/guardian agrees to monitor student device usage at home and away from school. Suggestions for monitoring include:

Investigating and applying parental controls available through home internet service providers, wireless router settings, and online filtering services.

Developing a set of rules/expectations for student mobile device use

Demonstrating interest in, and monitoring of, what the student is doing on the student device

Viewing advice videos regarding [cyber safety](#), [cybersecurity](#), digital [citizenship](#), and [cyberbullying](#) are available free at Common Sense Media, More information can be found at <http://commonsensemedia.org/video/advice>.

Returning Student Devices

End of Year/Termination of Enrollment

At the end of the school year, students will return their student devices. Failure to do so will result in the student being charged the full replacement cost of the device. WPAS may also file a report of stolen property with the local law enforcement agency.

Transferring/Withdrawing Students

Students who transfer or withdraw from the District must turn in their student devices on their last day of attendance. Failure to do so will result in the student being charged the full replacement cost. WPAS may also file a report of stolen property with the local law enforcement agency.

Graduating Seniors

Seniors must return the device and pay any damage/replacement fines prior to receiving cap/gown/diploma and to participate in graduation activities.

Optionally, seniors may buy out their device for \$1

Loss, Theft, or Damage

If a device is lost or stolen, this must be reported immediately to the Helpdesk through the [helpdesk portal](#), emailing helpdesk@wpas.net, or calling the helpdesk at 989-756-6018.

WPAS will repair or replace damaged equipment from normal use. The cost for all damage, lost or stolen devices will be the responsibility of the student/parent/guardian. The District will invoice the students for the cost of the applicable repairs, or the deductible for said repairs if the student purchased insurance.

The school district will treat a lost device as stolen and will assist the authorities in tracking the device with the school's remote access. In the event of theft, a police report must be submitted to the Technology Office.

Warranty

The District will repair or replace equipment that is deemed to be a manufacturing defect at no cost.

Insurance

WPAS is not insuring devices for the 2021-2022 school year. Beginning Nov 1st, there will be deductibles for damages. \$15 for the first repair of the year, \$30 for the second, and \$60 for the third. If you damage your device four times in a school year you will be billed full price for that particular repair or replacement. Intentional damage is not covered under a deductible, and you will be billed for the repair or replacement cost of the device.

Replacement costs:

Chromebook Replacement: \$225

Charger Replacement: \$45

Chromebook case replacement: \$35

Chromebook bag replacement: \$25

Damaged/Missing asset tag replacement: \$10

Repair costs vary depending on model, these are the approximate repair costs for each component.

LCD Screen: \$115

LCD Cable: \$20

Keyboard: \$90

Webcam: \$80

Touchpad: \$20

Motherboard: \$175

Hinge cover: \$20

HP Display Cover: \$30

Display Bezel: \$30

Bottom cover: \$35

Cleaning fee for removing sticker adhesive, marker, nail polish, etc.: \$15

If the vandalism cannot be cleaned off of, or results in damage to the device, you will be charged for replacement.

Other costs: To be determined through appropriate assessment up to the full replacement cost of the student device and/or accessories.

Acceptance

- If you accept possession of a district Chromebook, you agreeing to these terms.
- As it is required for your student to do their coursework, no different than a textbook, you agree to these terms and accept responsibility when you enroll/register your child.
- It is no different than a textbook, and is essentially the textbook of the future.
- We do have the capability of locking down student accounts to limit them to only what is necessary to do their coursework.