



Manor Independent School District

TECHNOLOGY DEVICE USE AGREEMENT

Please read this Agreement. Sign and return the last page.

General Information:

Manor ISD is distributing 1:1 technology devices to all K – 12th grade students to use both in school and at home for the 2023-24 School Year.

Devices will be assigned to the individual students based on their campus location and will be recorded in Manor ISD Technology Asset Inventory System.

This device is intended for student use only. The device has been configured to always remain connected to the Manor ISD network. Filtering measures have been installed in accordance with CIPA guidelines and are designed to only allow online access to the educational resources the student would typically use while on campus. While the district has installed filtering software on devices, we cannot guarantee blocking all inappropriate sites.

Devices are district property and must be returned when the student is no longer enrolled in Manor ISD.

Students who leave the district and fail to check in their device and any related equipment will have theft charges filed against them immediately upon the district's knowledge of such an event. The district will prosecute the occurrence to the fullest extent of the law.

Students will keep the device throughout their tenure in Manor ISD. It will not be necessary to return the device at the end of each academic year, unless the student is graduating or withdrawing from the district.

The device is to be used in accordance with the District's Acceptable Use Agreement and Student Code Of Conduct

Internet access is not provided with the device. Students will need to connect to their own home wireless or use public wireless where available.

Student Responsibility:

Care of the device

- The device is the property of Manor ISD and should be kept clean and free of marks at all times. Writing or drawing on, engraving or otherwise defacing the device are not allowed and will result in loss of privileges, possible fine, and disciplinary consequences.
- Treat the device with care by not dropping it or gripping it by the screen.
- Do not leave your device in an unsecured area. This includes an unlocked locker or in public areas.
- Do not loan the device to anyone for any reason.
- Protect the device by unplugging the power supply and other peripherals when transporting it.
- Protect the display by carefully closing the lid when moving the device. Avoid objects left on the keyboard.
- Students should protect their device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
- Device should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their device, or use their device near others who are eating or drinking.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in any cords, cables, or peripheral into their device.
- Device should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This could cause the device to overheat, and will result in damage to the device and possibly a fire.
- Clean the screen only with a soft, dry microfiber cloth. **Do not use Windex or other harsh chemicals to clean the screen.**

Student Device Coverage, Repair, and Replacement Information

Manor ISD is offering an opportunity for parents/guardians to purchase Technology Device Opt-In coverage which will cover **accidental damage** to the device issued to your student(s). Parents may opt-in for a \$25 warranty coverage for the current school year, which will need to be paid for each student who has checked out a district device. **The coverage does not cover loss of the device, charger, OR damage due to user negligence.**

- If the device is damaged or not working properly, it must be turned in to the campus for repair or replacement.
- Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.
- **Theft or Damage must be immediately reported to the Help Desk at (512) 278-4999 or campus Principal.**
- A police report must be filed with the Manor ISD police department within 3 days of the device being stolen and a copy of the report must be made available in order to receive a replacement or loaner device. A fine for a replacement device can be required with no police report.

Please review the information below for details on the repair fees and coverage options. If you would like to purchase the opt-in coverage, click or copy the following link in a web browser and you will be redirected to

[Technology Opt-In Coverage Payment Website](#)

- Receipt of payment is generated automatically to the technology department for tracking.
- Technology Device Coverage is non-refundable.
- Coverage is renewable and can be purchased at the beginning of each school year.
- Devices assigned directly from Special Programs use such as CTE and SpEd are not part of the Technology Device Coverage Plan.

Repair Schedule Fees for Damage	With Purchase of Device Coverage	Without Purchase of Device Coverage
First Repair	No charge	No Charge
Second Repair	No Charge	\$25.00
Third Repair	No Charge	\$50.00
Device Replacement (<i>due to unrepairable damage</i>)	With Purchase of Device Coverage	Without Purchase of Device Coverage
First replacement	No Charge	\$275.00
Forth Repair (+) or Second and Subsequent Replacements	\$275.00	\$275.00
Device Replacement (Due to Loss or Stolen)	With Purchase of Device Coverage	Without Purchase of Device Coverage
Stolen Devices	Replaced at no Charge with Valid Police report	Replaced at no Charge with Valid Police report
Lost Devices	\$275.00	\$275.00
Lost Charger	\$20.00	\$20.00

Students may be loaned a device while their device is being repaired, provided the campus has some available. It will be at the campus' discretion on whether or not to loan a temporary device to a student if this is a second or subsequent repair.

If you have any questions regarding the Technology Device Coverage, please call the Help Desk at 512-278-4999.

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- Coverage is renewable and can be purchased at the beginning of each school year.
- Devices assigned directly from Special Programs use such as CTE and SpEd are not part of the Technology Device Coverage Plan.



Manor ISD Technology Device Use Agreement 2023-2024 School Year

We have read the device Use Agreement. We agree and understand the following:

(Please initial) _____ We accept the responsibilities as stated in the agreement for the care and use of the device.

_____ We accept the responsibilities regarding the repair or replacement of the device.

_____ I understand that if we leave the district and fail to check in the device and any related equipment, theft charges may be filed immediately upon the district's knowledge of such an event.

_____ We have read and acknowledged that the district is offering an option for student device coverage.

Please initial one option you choose for device coverage.

_____ I want to opt in for accidental coverage for my student and pay the \$25 fee online.

_____ I want to opt out of coverage for my student and assume all financial responsibility for lost, stolen, broken, damage or the repair costs for my student's issued device.

_____ My student must check out a device daily and return it before leaving campus. I will still be responsible for lost, stolen, broken, damage fees or the repair costs for my student's issued device.

Student printed name

Student ID Number

Campus

Grade Level

Student signature

Date

Parent/guardian printed name

Date

Parent/guardian signature

Date

MISD Inventory Tag _____ (The Manor ISD Tag is located on the bottom of the device)

Signed Device Use Agreement must be returned to the campus before receiving a district device