



Delaware City Schools Device Agreement

At Delaware City Schools, we use information and technology in safe, legal, and responsible ways.

We embrace the following elements of being a digital citizen:

- Respect Yourself. I will select online names that are appropriate; I will consider the information and images that I post online.
- Protect Yourself. I will not publish my personal details, contact details, or a schedule of my activities.
- Respect Others. I will not use technologies to bully or be unkind to other people.
- Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. I will cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. I will request to use the software and media that others produce.

Section I: Device Loan Agreement One device, charger, and case in good working order are being issued to the student for use.

- It is the student's responsibility to care for the equipment and ensure that it is kept in a safe environment.
- This equipment is, and at all times, remains the property of Delaware City Schools and is loaned to the student for educational purposes during the Academic School Year.
- The student may not deface or destroy this property in any way.
- The equipment will be returned when requested by Delaware City Schools, or sooner and if the student withdraws from Delaware City Schools prior to the end of the school year.
- The District Property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the student Network and Internet Acceptable Use and Safety Agreement, as well as local, state, and federal statutes.
- Student may not install or use any software other than software owned or approved by the District and made available to the student.
- The student may not make any attempt to add, delete, access, or modify other users accounts on the device or on any school owned computer.
- The DCS network is provided for the academic use of all students. The student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the device. These labels are not to be removed or modified.

- If they become damaged or missing contact tech support for replacements.
- Additional stickers, labels, tags, or markings of any kind are not to be added to the device.

Student agrees to use best efforts to assure that the device is not damaged or disabled by any such electronic virus while in student's possession.

The student acknowledges and agrees that the student's use of the device is a privilege and acknowledges her/his responsibility to protect the device and to return in the same good condition upon request by Delaware City Schools.

Internet filtering will be in effect both inside and outside the Delaware City Schools network.

Part II: Violations of Loan Agreement Violations of this policy may have disciplinary action in accordance with the student Code of Conduct. Violations of the Loan Agreement and the student Code of Conduct will be handled on a case-by-case basis. Violations of law will result in referral to local law enforcement.

Part III: Technology Protection Fund The Technology Protection Fund (TPF) provides insurance for you and your child's protection against damage and loss of the issued device. This agreement covers the device loaned to the student against accidental damage of the device (i.e. broken screen) or loss of an accessory (power charger or protective case). The cost of the agreement is \$20 per year. The agreement covers a one time replacement of an item that is accidentally lost or damaged.

Students who opt out of the TPF participation will be liable for the full replacement cost of the device and/or accessories in the event of damage, theft, or loss. Effective and Expiration of this coverage is effective from the date this required form and premium payment are received by the school through the date at which the device is returned.

Coverage It is agreed and understood that:

- The Delaware City School TPF will offer coverage to all students.
- A separate application will be needed for each device covered.
- The Technology Department will determine if damages were due to negligence or accidental damage.

Section IV: Parent Responsibilities

Your child has been issued a device to improve and personalize his/her education this

year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer, I will:

- supervise my child's use of the device, Internet, and email
- discuss our family's values and expectations regarding the use of the Internet,
- not attempt to repair the device, nor will I attempt to clean it with anything other than a microfiber cloth dampened with either water or a solution of 70% isopropyl alcohol and 30% distilled water,
- report to the school any problems with the device,
- not load or delete any software from the device,
- make sure my child charges the device battery nightly,
- make sure my child brings the device to school every day. If my child comes to school without the device, I may be called to bring it to school.

I agree to make sure that the device is returned to school when requested and/or upon my child's withdrawal from Delaware City Schools.

Section V: Student Responsibilities

The device is an important learning tool and is to be used for educational purposes only. When using my school issued device at home, at school, or anywhere else I may take it, I will follow the policies of Delaware City Schools, especially the Student Code of Conduct and Responsible Use Policy . I will also abide by all local, state, and federal laws. Further, in order to take my device home each day, I am willing to accept the following responsibilities:

I will treat the device with care by:

- not dropping it,
- keeping it dry,
- using it and storing it indoors, or
- keeping it away from food and drink,
- keep my device in my school issued protective case,
- not lend the device to anyone, not even my friends or siblings,
- not load any software on to the device,
- not remove programs or files from the device,
- not give out personal information when using the device,
- bring the device to school everyday,
- keep all accounts and passwords assigned to me secure, and will not share these with any other students,
- not attempt to repair the device,
- return the device when requested and upon my withdrawal from school.

Finally, I agree that email, chats, and discussions (or any other computer communication) should be used only for appropriate, legitimate, and responsible purposes.

Delaware City Schools
Loan Agreement Certification

We, _____ and _____

Parent/Guardian/Student have received and read the device loan agreement. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.

_____ We choose to opt into the Technology Protection Fund

_____ We choose to opt out of the Technology Protection Fund. By doing so we understand that if the device is taken off of Delaware City Schools property and it is damaged, stolen, or lost, that we will be liable for the entire replacement cost.

_____ Parent/Guardian Signature

_____ Student Signature