

# **Morris Central School**

## **Device Use Agreement and Guidelines**

**2018-2019**

**Please complete pages 8-10 and the  
Device Protection Program  
information sheet.**

**Return all required paperwork to the  
Main Office.**

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## **Receiving Your Digital Device & Check-In**

### ***Receiving Your Digital Device***

Digital Devices will be distributed during a student's class. Parents/Guardians and students must sign and return copies of the Digital Device Student Pledge, and Acceptable Use documents before the digital device can be allowed to be taken home.

### ***Digital Device Check-In***

Digital Devices will be returned during the final week of school during student check-in so they can be examined for serviceability. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Morris Central School for any other reason must return their individual school digital device on the date of termination. Students who are using a device for a specific course must return the device when they leave the course for any reason.

## **Taking Care of Your Digital Device**

Students are responsible for the general care of the digital device they have been issued by the school. Digital devices that are broken or fail to work properly must be taken to room 201 or Tech Room near the elevator for an evaluation of the equipment.

### ***General Precautions***

- The digital device is school property and all users will follow these procedures and the Acceptable Use Policy for technology.
- Cords and cables must be inserted carefully into the digital device to prevent damage.
- Digital device and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Morris Central School District.
- Digital devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their digital device battery charged for school each day.

## **Using Your Digital Device at School**

Students may use their digital device during specific courses and during study halls for educational purposes only. Devices are not to be used while walking to and from class.

### ***Digital Devices Left at Home***

If students leave their digital device at home, they are responsible for getting the course work completed as if they had their digital device present. If a student repeatedly (three or more times as determined by any staff member) leaves their digital device at home, they will be required to return and then "check out" their digital device from the Technology Office for three (3) weeks.

### ***Digital device Undergoing Repair***

Loaner digital devices may be issued to students when they leave their digital devices for repair in the Technology Office. There may be a delay in getting a digital device should the school not have enough to loan.

### ***Charging Your Digital Device's Battery***

Digital devices must be brought to school each day in a fully charged condition.

Screensavers

Inappropriate media may not be used as a screensaver or background photo. This includes any media that violates the Morris Central School code of conduct.

#### Home Internet Access

Students are allowed to set up wireless networks on their digital devices.

### **Inspection**

Students may be selected at random to provide their digital device for inspection.

### **Software on Digital Devices**

#### **Sound, Music, Games or Programs**

- Music is allowed on the digital device for educational purposes and can be used at the discretion of the teacher.
- All software/apps must be district-provided.

#### *Originally Installed Software*

The software/apps originally installed by Morris Central School must remain on the digital device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from digital devices at the completion of the course. Course specific apps will be deleted at the completion of the course.

#### *Additional Software*

Morris Central School District will synchronize the digital devices so that they contain the necessary apps for school work. Students will not synchronize digital devices or add apps to their assigned digital device to include home syncing accounts.

#### *Procedure for Re-loading Software*

If technical difficulties occur or illegal software or non-Morris Central School installed apps are discovered, the digital device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### **Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their digital devices for periodic updates and syncing.

### **Acceptable Use**

The use of the Morris Central School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Morris Central School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Morris Central School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Morris Central School District's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions. Students may not compromise the operating system of the device and/or software applications of the device. Students may not take any actions that would void the warranty of the device. Devices with recording capability must not be used to impinge upon the privacy of students and staff.

*Violations may result in disciplinary action for students. When applicable, law enforcement agencies may be involved.*

### **Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and music.
- Should you want your student to opt out of having a digital device, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements. Opting out may make it more difficult for your student to keep up with the course work.

### **Student Responsibilities**

- Students should always turn off and secure their digital device after they are done working to protect their work and information.
- Students will return their digital device to the Library at the end of each academic school year. Students, who graduate early, withdraw, are suspended, or terminate enrollment at Morris Central School District for any other reason must return their individual school digital device computer on the date of termination.

### **Student Activities Strictly Prohibited**

- Changing of digital device setting (exceptions include personal settings such as font size, brightness, etc.).
- Downloading non-academic apps and/or deleting academic apps.

### ***Digital Device Care and Responsibility***

Students will be held responsible for maintaining their individual digital devices and keeping them in good working order. Students will be responsible for damages to their digital devices.

- Digital device batteries must be charged and ready for school each day.
- If covers are provided, it is expected that covers will be used at all times.
- Never leave the device unattended.
- Handle with care. Extreme heat and cold will damage the device.
- Care should be taken when cleaning the device. Only static free soft cloths should be used. No solvents or solutions should be used.
- Digital devices that malfunction or are damaged must be reported to the Mr. Sander. The school district will be responsible for repairing digital devices that malfunction.
- Digital devices that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to digital devices that are damaged intentionally or be responsible for full replacement cost.
- Digital devices that are stolen or lost must be reported immediately to the Main Office and an email must be sent to Mr. Thom (gthom@morriscs.org) within 24 hours.
- Individual school digital devices and accessories must be returned to the School Library at the end of each school year.
- If a student fails to return the digital device at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the digital device, or, if applicable, any insurance deductible.
- In the event of theft, a report must be filed with the NYS Police Department by the parent/guardian of the student issued the device. Failure to return the digital device will result in a

theft report being filed with the NY State Police Department by the Morris Central School District and civil or criminal charges may be file.

### ***Legal Propriety***

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Morris Central School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

### **Student Discipline**

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Morris Central School District Student Handbook.

### **Digital Device Identification**

Student digital devices will be labeled in the manner specified by the school.

Digital devices can be identified in the following ways:

- Record of serial number and correlated asset tag.
- Morris Central School inventory label.

### **Repairing or Replacing Your Digital Device**

If students or parents/guardians wish to carry their own additional personal insurance to protect the digital device in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the digital device computer. Most insurance companies will require a rider for electronics.

### ***Claims***

All claims for accidental damage and maintenance must be reported and filed with the building's main office within 24 hours. In cases of theft or loss, students or parents/guardians must notify the Principal's office within 24 hours and the School District will file a police report. The tracking system will then be activated to locate the digital device.

### **Repairs, Lost, or Stolen Devices**

Students will be financially responsible for **negligence** that results in damages to their digital devices including, but not limited to broken screens, cracked plastic pieces, inoperability, etc. If negligence is determined to be the factor in the damage, students may be responsible for a **\$250** replacement fee.

All repairs necessary on a digital device will be handled by the Morris Central School District. Any repairs not authorized by the Morris Central School District may void the warranty of the device.

**Morris Central School District**  
**PARENT/STUDENT DIGITAL DEVICE**  
**USER AGREEMENT**

- I will take good care of my digital device.
- I will never leave my digital device unattended.
- I will never loan out my digital device to other individuals.
- I will know where my digital device is at all times.
- I will charge my digital device's battery daily.
- I will keep food and beverages away from my digital device since they may cause damage to the device.
- I will not disassemble any part of my digital device or attempt any repairs.
- I will use my digital device in ways that are appropriate, meet Morris Central School District expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on my digital device or provided case; I will not deface the serial number digital device sticker on any digital device.
- I understand that my digital device is subject to inspection at any time without notice and remains the property of the Morris Central School District.
- I will follow the information outlined in the Digital Device Procedures, the Acceptable Use Policy and the Code of Conduct while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the Morris Central School District.
- I will be financially responsible for all damage or loss caused by **neglect or abuse**.
- I agree to return the digital device, case, and power cords in good working condition.

**I agree to the stipulations set forth in the above document**

Student Name (please print): \_\_\_\_\_

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

Parent/Guardian Name (please print): \_\_\_\_\_

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

Individual school digital device computers and accessories must be returned to the Morris Central School Library at the end of each academic school year. Students who graduate early, withdraw, are suspended, or terminate enrollment at Morris Central School for any other reason must return their individual school digital device computer on the date of termination.

***Student/Parent Copy (This is yours to keep)***

Morris Central School District  
**PARENT/STUDENT DIGITAL DEVICE  
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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***School District Copy (Must be returned to first period teachers)***



**Morris Central School District**  
**PARENT/STUDENT DIGITAL DEVICE**  
**USER AGREEMENT**

PLEASE PRINT ALL INFORMATION

**Student** \_\_\_\_\_

**Parent** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Mobile Phone** \_\_\_\_\_

**Work Phone** \_\_\_\_\_

**Parent Email** \_\_\_\_\_

In this agreement, “we,” “us,” and “our” means the District. “You” and “your” means the parent/guardian and student enrolled in MCS. The “property” is a(n) \_\_\_\_\_ owned by MCS with the following Serial numbers: \_\_\_\_\_.

**Terms:** You will read, understand and sign this Parent/Student Digital Device Use Agreement before taking possession of the Property.

You will comply at all times with MCS’s Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property. Failure to comply may also subject the student to discipline in accordance with the School District’s Code of Conduct.

**Title:** Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement.

**Software:** Any software and or applications will be installed as needed by the MCS. You are not permitted to install or load any additional applications or software. Failure to comply may terminate your rights of possession effective immediately and the District may repossess the property. Failure to comply may also subject the student to discipline in accordance with the School District’s Code of Conduct.

You may, however, set up wireless networks on your device for use when not on school grounds.

**Loss or Damage:** Accidental damage may be covered by the insurance policy secured by the District on school property. If the damage is intentional or negligent, you are responsible for the reasonable cost of repair or its replacement cost. On campus loss or damage must be reported immediately to administrative personnel. Off-campus loss or theft must be reported within 24 hours to the appropriate law enforcement authority. A copy of the report filed with law enforcement must be turned into school administrators by the next school day.

**Search:** At all times, the device and any software installed on the device remains property of MCS. As such, neither students nor parents have any expectation of privacy in the data stored on the device. District representatives retain the right to search digital media associated with the device. This media will include specifics such as the local hard drive, USB storage Devices, and portable memory cards.

**Repossession:** If you do not fully comply in a timely manner with all terms of this Agreement, including the timely return of the property, the District shall be entitled to declare you in default and report the device as stolen to local law enforcement. If a transfer to another school takes place, you will have 48 hours to return the digital device to the School's Main Office.

**Term of Agreement:** Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Appropriation:** Your failure to return the property in a timely manner and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property and will subject you to criminal prosecution or a civil action for recovery of the property and monetary damages or both.

**Signatures:**

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Device Serial Number:** \_\_\_\_\_