

# **Annette Island School District**

## **Student Technology Device Agreement**

**Student Technology & Internet Use Agreement Form (Link to BP?)**

*\*This document may also be viewed online at:????*

Annette Island School District is pleased to offer all of our K-12 students the opportunity to participate in our Technology Device Program. This program provides access to technology resources for all students, both in school and out, to prepare them for an ever-changing workforce.

The district goals for the program include increased student achievement and learning with an emphasis on developing the knowledge and problem-solving skills required for the establishment of a changing workforce; access to equal educational opportunities through access to technology; increased student engagement, resulting in increased attendance; student ownership of learning, and reduced off-task behaviors; increased student-centered instruction; and opportunities for students to be academically empowered. One of the many positive results is that students will become respectful digital citizens who are responsible with technology.

Learning is still the focus in the classroom. The devices do not monopolize the classroom, nor will they replace quality teaching. There are lessons in the absence of technology. Paper and pencil, as well as other learning tools, are still used in the classroom.

This program ensures that students are prepared for a future that is filled with constantly changing technology. Please contact the principal at your child's school or the District's Technology Director if you have questions about the program.

### **Technology User Damage/Repair and Replacement Fees**

1. Each parent or guardian and student will sign the Internet Technology Use Agreement form as part of enrollment.
2. AISD will provide a case for the devices which need protective cases and chargers. These must be used at all times.
3. Damages that result in the need for repairs may result in fees charged to the student and/or parents/guardian.
4. Damages resulting in destruction (repairs not possible, as deemed by AISD technology department) or loss of a device will be handled according to the building principal where they are registered. Current replacement costs are as follows: **macbook, \$300-\$1,000; chromebook, \$ 200; charger, \$30; case, \$30.** Those costs may be charged as fees to the student and/or parents/guardian. Patterns of damage may result in the loss of device privileges at the school's discretion and with no refunds of prior fees.

## **Expectations for Use of any AISD device**

1. Students must follow guidelines set forth in this Agreement and the Internet and Technology Use Agreement form which was signed as part of your online enrollment.
2. Students must come to school with their device every day.
3. Students must come to school with their device charged.
4. Devices left at school must be stored in the charging stations in the assigned location.
5. Keep the device secure and damage free.
6. Do not loan the device or charger to others.
7. Carry device with protective covering at all times. Do not remove the cover.
8. Do not remove labels or stickers that are on the device and charger.
9. If students add personal stickers or other markings to cases or devices, this can be considered damage and fees for the costs of repair or replacement may charges to the student and/or parents/guardian
10. Do not leave the device unattended.
11. Do not eat or drink in close proximity to the device.
12. Do not place the device on the floor or in a sitting area such as bleachers, a couch, bed, or chair.
13. Do not leave the device on the edge of a desk or table.
14. Do not leave the device outside.
15. Do not disassemble the device or take it to a source outside of the AISD for any sort of repair.
16. It is important that you know where your device is at all times. Any devices left behind or unattended at school not in the assigned secure areas will be taken to the school office. Students who misplaced devices will be required to pick up the device and have a conference with the principal regarding the importance of accountability for their device. Immediately file a police report and contact your building principal in the case of theft, fire, or vandalism. If you have theft insurance with Worth Ave. Group, contact the insurance company, as well. It is the parents' responsibility to file a theft claim with Worth Ave. Group.

## **Charging and Preparing for Class**

It is each student's responsibility to charge his or her device each night before school. It is also the responsibility of students to bring their device each day and be prepared for class. Loaner devices and chargers may not be available for students who do not have their supplies and equipment.

## **Transporting Your Device Moving Between Classes**

Students are expected to pack their devices in their protective cases and in their book bags during class change.

## **Inappropriate Use of Device**

It is the responsibility of each student to use their issued device in a responsible way. Students must follow this Agreement and the Internet & Technology Use Agreement and must adhere to

the expectations of each teacher regarding the use of their device in a classroom environment. Students may at no time download any material without teacher permission.

### **Use at Home and School (*High School Students Only*)**

High School students are issued a device for the majority of the school year and may take the device home each day. High School students are encouraged to use their device at home for assignments. If high school students leave their device at home, they are still responsible for completing the coursework as if they had their device present. Repeat violations will result in disciplinary action.

### **Use on Trips**

Students may have occasion to take their devices with them when traveling on family trips or on school activity trips. When traveling, it is the student's responsibility to take care of their device in a manner aligning with the guidelines in this document.

### **Internet Use**

1. Students who have wireless internet connections at home or hotspot access are permitted to use the Internet on their devices in those places. Students who use their device outside of school will still be monitored and are still obligated to adhere to this Agreement and the Internet & Technology Use Agreement. Students who violate this agreement may lose Internet capability on their device and limited access to Web sites.
2. Students may also connect to free wireless providers such as McDonald's, local libraries, or coffee houses.

### **Repair, Replacement Requests & Technology Support**

If the student's device or accessories are damaged please follow the following steps:

1. Complete the Report for Damaged, Lost or Stolen Technology form ([link?](#)) and submit it along with the device to your building principal. The report and device will be forwarded to the Technology Department.
2. If available, a replacement device will be supplied to the student until their device is repaired.

Technology support is available during school hours. Students requiring technology support should report it to a teacher/staff member and they will submit the support ticket to the technology department.

### **End of the Year or Withdrawal from an AISD School**

1. If a student fails to return the device at the end of the school year or upon termination of enrollment at an AISD school, he or she is subject to financial liability until the device is returned or associated fees are received. Failure to return the device will result in AISD taking additional steps to reclaim the device.
2. Furthermore, the student will be responsible for any damage to the device as outlined in this technology agreement. The device and accessories must be returned to the AISD school in satisfactory condition. The student will be charged a fee for any needed

repairs, not to exceed the replacement cost of the device. If parents have purchased coverage with Worth Ave. Group, and submitted a claim for damage or loss, that paperwork should also be presented at the time of check out.

### **School Responsibility**

1. Provide Internet access at school.
2. Provide Internet blocking and filtering of inappropriate materials, as able, while utilizing AISD Internet.
3. Provide network data storage areas. AISD reserves the right to review, monitor, and restrict information stored on or transmitted via AISD owned equipment and to investigate inappropriate uses of resources.
4. Provide staff guidance to aid students with academic activities to help ensure student compliance of the AISD Acceptable Use Policy for electronic devices.

### **DISTANCE/VIRTUAL LEARNING CODE OF CONDUCT**

All AISD students receiving digital curriculum and direct instruction online are subject to any applicable district policies and this Distance/Virtual Code of Conduct. As a virtual learning student, there are additional rules and expectations regarding online etiquette in order to protect all students and all staff members.

Please review the following rules and expectations:

- Students are responsible for proper behavior during online learning. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
- We take the integrity and authenticity of student work very seriously. Do not cut, copy, or plagiarize internet content or the work of your classmates. Copying, knowingly allowing others to copy from you, and/or misusing internet content will result in disciplinary action.
- Security and safety is a high priority, especially when the system involves many users. If you identify a security and/or safety problem with the school's computers and/or an educational platform, email the principal at your school
- Distance learning correspondence is not private. Never say, write, or record anything that will result in disciplinary action.
- Keep your password(s) confidential.

### **Internet Use**

All internet data that is composed, transmitted, or received via AISD computer communications systems is considered to be part of the official records of AISD and, as such, is subject to disclosure to the parents, administration, or other third parties. Consequently, AISD expects both students and parents to abide by the district's Internet Use Policy. Misuse of the internet, wifi, Google apps, and email in violation of this Agreement and school policies and will result in disciplinary action. Examples of poor behaviors that are prohibited, but are not limited to the following list:

- Disturbing the distance learning environment.

- Refusing to follow the rules of the specific distance learning classroom.
- Unmuting yourself when your teacher has placed you on mute.
- Recording any class session without permission and transmitting it.
- Dressing inappropriately for video teleconferencing sessions of the class (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings).
- Submitting an assignment that is not the student's own original work.

### **Consequences of Misconduct**

Failure to comply with the Distance/Virtual Learning Code of Conduct will result in the following consequences for minor offenses:

1. Warning and conference with the student.
2. A conference with the student and parent/guardian will be held by the teacher by phone, Google Meet, etc.
3. A conference with the student and parent/guardian will be held by the administrator by phone, Google Meet, etc.
4. The student will be denied live access to video teleconferencing privileges with the class for the duration of distance learning.

Major offenses are subject to more severe consequences.

### **Technology Device FAQ's**

**Q:** If we already own a device, can my child just use that at school instead of a school-issued device?

**A:** No. A technology learning program is successful when everyone, including teachers, works from an identical platform with identical software. This is analogous to students reading the same edition of a textbook or the same translation of a classical work.

**Q:** What protections are in place on the AISD devices?

**A:** AISD devices are equipped with the same filtering protection students are used to at school. Any sites blocked at school are not necessarily blocked away from school, parents are ultimately responsible for their students' Internet use when they are not at school.

**Q:** How are issues of inappropriate use handled?

**A:** Inappropriate use of technology is a disciplinary issue, and will be handled the same way that they are now. Acceptable Use Policy infractions are handled accordingly on a case by case basis.

**Q:** Can I set up my own Google Account on my child's AISD issued device?

**A:** No. We are a Google.edu district and our devices are set up to take AISD issued email addresses. Adding a non-AISD account can compromise the security of the laptop and the

district's ability to support and maintain that laptop. In addition, students are responsible for any actions taken on their school-issued laptop, which includes any actions of a secondary user on that laptop.

Q: Can my child bring their device home?

A: Yes, for high school students only, may take their laptops home for school work carried in their case, with the accompanying charger. Students must bring their laptops to school every day with a full battery charge. Middle & Elementary School students may bring devices home with approval by the building principal.

Q: Will there be a secure place for my child to leave their device at the school?

A: Yes. If students opt to leave their devices at school, they should be left in the charging station location, properly stored and plugged into the secure charging case. Devices are NOT to be stored in lockers, or left anywhere else in the school.

Q: Does my student have to use a device?

A: Yes. Educational resources and content will be delivered via the school network. The technology program also brings individual and personalized learning opportunities to your student.

Q: What if my child forgets to bring their device to school?

A: If students fail to bring their devices to school, they may call home and ask if someone can bring the device to them. Regardless of whether or not they have their device, they are responsible for completing course work. The situation will be handled in the same manner as a student forgetting to bring other required resources to class, such as textbooks.

Student (User) Signature and Date

Parent/Guardian Signature and Date

Principal Approval and Date