Perry Township Schools
ASSIGNED DEVICE USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of a School Provided Device (further referred to as Device), between Perry Township Schools, the student receiving a Device ("Student"), and his/her parent(s) or legal guardian ("Parent"). If you choose to opt-out of this agreement and use of device, please contact your school. The Student and Parent(s), in consideration of being provided with a device, software, and related materials for use while a student at Perry Township Schools, hereby agree as follows:

1. Equipment:

    a. Ownership: Perry Township Schools retains sole right of possession of the Device and grants permission to the Student to use the Device according to the guidelines set forth in this document. Moreover, Perry Township Schools administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

    b. Equipment Provided: Devices include the core system, power cords, any supplied cases, and any supplied software. Perry Township Schools will retain records of the serial numbers of provided equipment. Devices are assigned to each student individually. A student should maintain, care, and return the same device throughout their usage period which is generally the length of a school year.

    c. Substitution of Equipment: In the event the Device is inoperable, if Perry Township Schools has a spare device for use while the Device is repaired or replaced, this agreement remains in effect for such a substitute. The student is responsible to return this spare device in good order if the original is returned to them. The student may be issued a permanent replacement device, which this agreement will then transfer to.

    d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup data/student work stored locally utilizing cloud storage. Perry Township Schools does not accept responsibility for any lost files or software.

    e. Responsibility for Installed Software: Operating System and Application updates will be run from a central location by Perry Township Schools.

2. Damage or Loss of Equipment:
    a. **Warranty for Equipment Malfunction: Perry Township Schools has purchased a one year manufacturer's warranty covering parts and labor.** The warranty only covers damage to the Device caused by manufacturer's defects. Families incur no additional charges for repairs covered by warranty. **After the one-year of warranty, Perry Township Schools will cost justify repair vs. replacement of a device and has sole discretion to determine whether to repair or replace a device.**

    b. Responsibility for Damage: The Student is responsible for using reasonable care to maintain a 100% working Device at all times. The Student shall use reasonable care to

ensure that the Device is not damaged. Any fees assessed will take into account the manner in which the damage occurred and will be determined by the student's school building. Unpaid fees may be added to District fees and can result in revocation of the usage privilege. In the event of damage not covered by the warranty, or parent provided insurance policy, the Student and Parent may be billed a fee in accordance with parts replacement cost.

Perry Township Schools reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include, but are not limited to:
- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Device while at school. (See the *Standards for Proper Care* document for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines of proper use).

c. Responsibility for Loss: In the event the Device is lost or stolen, the Student and Parent will be billed the full cost of replacement.

d. Actions Required in the Event of Damage or Loss: Report the issue to the designated personnel designated in each building. If the Device is stolen or vandalized while not at Perry Township Schools or at a Perry Township Schools sponsored event, the Parent should file a police report.

e. Technical Support and Repair: Perry Township Schools will provide technical support, maintenance and repair at no cost except for any assessed damage fees discussed above. Any attempt to repair outside of Perry Township Schools may result in the Student and Parent being charged the full replacement cost.

3. Legal and Ethical Use Policies:

a. Monitoring: Perry Township Schools will monitor Device use by using a variety of methods including electronic remote access – to assure compliance with Perry Township Schools' Legal and Ethical Use Policies.

b. Legal and Ethical Use: All aspects of Perry Township Schools' Acceptable Use Policy (located in the Student Rights and Responsibilities Handbook) remain in effect. Perry Township Schools will provide content filtering within the Perry Township Schools network and outside of the network. However, Perry Township Schools does not have full control of the information on the Internet or incoming email from a non-Perry Township Schools email provider.

c. Allowable Customizations: The Student *is permitted* to alter or add customizations to the assigned Device to their own working styles including, but not limited to legally obtained music. However, Perry Township Schools reserves the right to insure all customizations follow the Acceptable Use Guidelines and may periodically conduct maintenance that may configure the Device back to the originally installed state.

Perry Township Schools
STANDARDS FOR PROPER DEVICE CARE

This document is an important addendum to the *Assigned Device Use Agreement*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Device. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.

- Bring the fully charged Device to school each day.

- Keep the Device either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Device stored in a secure place (i.e., locked in your school locker) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Device in your school locker and arrange to return to school to retrieve it after the activity. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended" and will be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.

- Avoid use in situations that are conducive to loss or damage. For example, never leave the Device in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Device in a car/locked trunk during extreme heat or extreme cold.

- Do not let anyone use the Device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Device will be your full financial responsibility.

- Adhere to Perry Township Schools' School's Device Use Policy at all times and in all locations. When in doubt about acceptable use, ask school personnel.

- Back up your student created documents using cloud storage. Never consider any electronic information safe when stored on only one device. You can also back up time-sensitive, large, image-based files to a USB flash drive. Remember files stored solely on the local machine are not backed up to the school network. Perry Township Schools is not responsible for your lost files.

- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the teacher.

- Don't force anything (e.g., connections, popped-off keys,). Seek help instead.

- When in doubt, ask for help.

- Do not go outside of Perry Township Schools for repairs.

General Care

- Do not attempt to remove or change the physical structure of the Device including the keys, screen cover, memory card, or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.

- Do not remove or interfere with the serial number or any identification label placed on the Device.

- Do not do anything to the Device that will permanently alter it in any way, including writing on it for identification purposes, etc. Do not add stickers to the Device.

- Keep the equipment clean. For example, do not eat or drink while using the Device.

Carrying the Device

- Always store the Device in the case provided.

- Do not grab and squeeze the Device, as this can damage the screen and other components

Screen Care

- The Device screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and may cost over $100 to replace. Screens are particularly sensitive to damage from excessive pressure.

- Do not clean the Device screen with anything other than approved Device screen cleaners.

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner

designed specifically for LCD type screens only.

Battery Life and Charging

- **Arrive to school each day with a fully charged battery.** Establish a routine at home whereby each evening you leave your Device charging overnight.

- Avoid using the charger in any situation where you or another is likely to trip over the cord.

- Don't let the battery completely drain. Charge when battery reaches 15% capacity. Immediately shutdown if you are unable to connect to the charger.

- When not in use, place the Device in sleep mode in order to save battery life.

Students may not receive their Device until a signed online acknowledgement or form has been received by the principal.