

## **2021-2022 CCS DIGITAL DEVICE AGREEMENT**

Colbert County Schools is committed to preparing all students to succeed in a 21<sup>st</sup> century globally-connected society. To that end, the Colbert County Board of Education provides access to digital devices at no cost to students or employees in hopes of:

- Increasing opportunities for collaboration, communication, and creativity,
- Increasing student engagement through the use of technology to enhance teacher instruction,
- Improving access to robust internet resources to foster acquisition of knowledge and skills.

Device deployment throughout any school system, especially with without technology use fees, is a significant investment for any district. In order to continue this practice, the district's official guidance directing students, parents, and employees towards the most responsible use and care of all district-owned devices is as follows.

Chromebooks and other digital devices (including chargers) issued to enrolled students and employees of the Colbert County Board of Education are the property of the district. All devices are deployed from the district's inventory (by both asset and serial number) to the individual it has been assigned to. Every device owned by the district is labeled by one or more unique stickers and/or asset tags located on the device.

***Inventory tags, asset numbers, serial numbers, or any other identifying device information should never be tampered with or removed. This includes peeling off or removing stickers, covering up serial numbers in any way, scratching or marking through any identifying device information. Tampering with or removing an asset number or serial number constitutes non-repairable damage and requires the device to be immediately returned and the full replacement cost of the device to be paid. In the event an inventory sticker or tag is unintentionally modified, removed, or begins to peel away, it must immediately be reported to the school and/or technology staff.***

### **CHROMEBOOK & DIGITAL DEVICE GUIDELINES**

- Parents/ guardians or other persons having custody of the student to whom the digital device and charger is issued shall be held liable and solely responsible for any loss, abuse, or damages to the student's devices without regard to cause, fault, location, or circumstances.
- Employees to whom digital devices and chargers are issued shall be held liable and solely responsible for any loss, abuse, or damages to the device without regard to cause, fault, location, or circumstances.
- Colbert County Schools Acceptable Use Policies apply to all students and employees using Chromebooks or any other school-issued digital device, regardless of location, both at school and at home. It is the sole responsibility of every student, parent, and employee to read, review, and agree to these policies.
- Assignment and use of Chromebooks/digital devices is considered to be a privilege, not a right. Inappropriate use or neglect of a Chromebook, charger, the Internet and/or any installed software could result in the loss of privileges. Loss of privileges will not change classroom expectations and/or assignment completion.

### **CHROMEBOOK & DIGITAL DEVICE EXPECTATIONS**

- ALL students will bring their Chromebook to school with them every day. Loaner devices may not be readily available for any student that forgets to bring their device to class.
- Chromebooks will be FULLY charged at home for the start of every school day. Failure to charge the device is equivalent to not being prepared for class.
- Chromebooks and chargers will remain free of any writing, drawing, stickers or labels that are not property of or added by the District.

## **CHROMEBOOK & DIGITAL DEVICE DISTRIBUTION & RETURN**

- At the beginning of each school year, every student's parent/guardian and employee must complete the Digital Device Agreement granting the district permission to provide a device.
- The device will be issued with one charger. NO device or charger will be issued without a completed device agreement and no device or charger will be issued to any student while payment is outstanding.
- Chromebooks are to be returned as received, except normal wear and tear as determined by the District, at the conclusion of every school year, or as requested by any school District official.
- Annually, the device and charger must be turned in by the date set by the school district to be assessed and may be reissued by a member of the technology staff or school employee designee.
- CCS Technology staff, the principal of the school, and/or school designee is empowered to approve or disapprove the condition of devices and chargers upon issue and return.
- Students owing fees and graduating Seniors must turn their device in by the date set by the school district.
- Any withdrawn/expelled student or individual whose employment has ended must immediately return the device and charger for inspection. If any damage is determined, payment must be made at that time.

## **BEST PRACTICES & PROPER CARE TO PREVENT DAMAGE & FEES**

- NEVER leave your device unattended, especially if stored in a backpack or other bag. You are responsible for any damage that may occur to your device, no matter the circumstances.
- NEVER let anyone else borrow or use your device. You are responsible for any damage that may occur to your device, no matter the circumstances.
- NEVER throw, slide, drop, or press harshly on your device.
- NEVER place anything on the keyboard before closing the lid (i.e. pen, pencil, etc.).
- NEVER use your device around food, liquids or drinks.
- Carefully and considerately store your device at school and at home.
- It is preferred that you carry your device in a protective sleeve or case when not in use.
- Devices must come to school with a full battery charge.
- Avoid getting any moisture or crumbs in any opening.
- Do not use household cleaners to clean your device- only a soft lint-free cloth on the screen.
- Do not leave your device in the sun or extreme cold.
- Cords, cables, connections, & storage drives should be carefully inserted and removed to prevent damage.

## **CHROMEBOOK & DIGITAL DEVICE DAMAGE & FEES**

- Parents, guardians, or other persons having custody of the student to whom digital devices and chargers are issued shall be held liable for any loss, abuse, or damage regardless of circumstances
- In the event a device is lost, stolen, damaged, destroyed, stops holding a charge, becomes inoperable, or exhibits any other problems during the time it is issued, the student to whom the device is assigned must immediately notify the appropriate person at their school and return the device.
- Students may be issued a replacement or loaner device, if possible, and a member of the Technology Staff or designated school staff member will assess the defective device.
- Depending on staff assessment, defects will be classified as:
  - o Manufacturer defects covered by warranty
  - o Accidental damage covered by protection policy
  - o Non-accidental damage to be covered by user to which device is assigned
- To assist parents, students, and employees, the guide below should be used to help in understanding what to expect in the event an incident occurs. *This is not an exhaustive list, only general examples and guidelines.*

**Technology staff and/or school designees are the ONLY authority approved to assess and determine condition of devices and chargers upon issue and return and the ONLY authorized persons to determine type of defect for any assigned devices or chargers.**

<b>MANUFACTURER DEFECTS EXAMPLES &amp; FEES</b>	
Determined by manufacturer (Dell, Asus, etc.) & verified by CCS Technology	
<ul style="list-style-type: none"> <li>- Constant Reboots</li> <li>- Persistent Crashes</li> <li>- Battery Problems</li> <li>- Motherboard Issues</li> </ul>	No fees assessed if determined a manufacturer defect by CCS Technology staff or school designee

<b>ACCIDENTAL DAMAGE EXAMPLES &amp; FEES</b>	
Determined by manufacturer's protection policy & verified by CCS Technology	
<ul style="list-style-type: none"> <li>- ACCIDENTAL liquid spilled on or in unit</li> <li>- ACCIDENTAL drops, falls, or other collisions</li> <li>- ACCIDENTAL damage/cracked LCD</li> <li>- ACCIDENTAL keys popped off keyboard</li> <li>- Electrical/Power Failure NOT attributed to user</li> </ul>	<ul style="list-style-type: none"> <li>- 1st Occurrence- No Cost due Damage Policy</li> <li>- 2nd Occurrence- \$25.00</li> <li>- 3rd Occurrence- \$75.00</li> <li>- 4th &amp; Subsequent Occurrences- \$350.00</li> </ul>

<b>NON-ACCIDENTAL DAMAGE EXAMPLES &amp; FEES</b>	
Determined & verified by CCS Technology or designee	
<ul style="list-style-type: none"> <li>- Theft and/or Damage by Vandalism</li> <li>- Rubber torn off Device</li> <li>- Intentional popping keys off of keyboard</li> <li>- Excessive cosmetic damage or defaced devices</li> <li>- Stripped, cut, exposed, frayed charging cords</li> <li>- Scratching, writing, graffiti, and/or markings of any kind on device or chargers</li> <li>- Tampered with Serial Number, Asset Tag/Sticker, Other Device-identifying Information</li> <li>- Damage due to the improper use of cleaning chemicals or solutions</li> <li>- Any condition that will otherwise render the device or charger unsuitable for reissue</li> <li>- Anything unreasonable considering the normal and expected uses of digital devices and chargers</li> </ul>	<ul style="list-style-type: none"> <li>- Student-issued devices - Non-accidental damage is the full responsibility of the parents/ guardians or other persons having custody of the student to whom the digital device and charger is issued.</li> <li>- Employee-issued devices - Non-accidental damage is the full responsibility of the employee to whom the digital device and charger is issued.</li> <li>- Lost/Damaged Charger Replacement- \$40.00</li> <li>- Full Device Replacement Cost- \$350.00</li> </ul>