

Sonora ISD Technology Device Checkout Agreement

Overview:

Sonora ISD (SISD) may allow students and staff to checkout a technology device to take home and use outside of SISD. Examples of possible devices are a laptop, Chromebook, iPad, WiFi hotspot, calculators, etc. To check out a device, the student/staff, the student's parent/guardian and an SISD administrator must sign the agreement document before a device may be checked out from SISD.

Terms:

You will comply at all times with the SISD's device checkout agreement document, SISD's Technology Responsible Use Guidelines, student/parent handbook and SISD policies. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the device(s).

- Responsible Use Guidelines
- Student Code of Conduct
- Student/Parent Handbook
- District policies

Ownership of the device:

Title/Ownership of the device is to Sonora ISD and shall at all times remain to Sonora ISD. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the items listed in the "terms" section above.

There will be no loaning or borrowing of devices to/from others. The device is checked out to you and you are responsible for the device.

- Do NOT loan device(s) to other students/staff.
- Do NOT borrow a device(s) from another student/staff.
- Do NOT share passwords or usernames with others.

Loss or Damage:

If the device is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its replacement costs. Loss of the device must be reported to the District by the next business day after the occurrence. Theft of the device must be reported to the district by the next business day and must also include a copy of the police report.

Term of Agreement:

Termination of your right to use and possession of the device will be set by the campus administrator or upon the student's withdrawal or staff termination from the District.

Personalizing the devices (ex: iPad, Chromebook, Laptop)

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not permitted.

Deleting Files

Do not delete any system folders or files that you did not create or that you do not recognize. Deletion of certain files will result in device failure and will interfere with your ability to complete class work or use of the device.

Inventory Stickers

The device(s) will have inventory stickers that must remain attached at all times. If the sticker, through natural wear begins to peel or fade, the district will replace the sticker. Please notify a campus admin.

Device Chargers

The device is issued with a charger. The charger should be kept with the device. If chargers are lost or damaged, you will be responsible for paying for a replacement charger.

Music, Games, or Programs

- Any music downloaded or streamed over the Internet must be appropriate as per District policy.
- Any games streamed over the Internet must be appropriate as per District policy.
- Decisions regarding appropriate music and games will be at the discretion of the Campus Administration.
- All software on the laptop must be District approved.
- All copyright laws will be enforced.

Student Pledge for Device Use

- I will take good care of the device checked out to me.
- I will never loan out my device to other individuals & I will know where my device is at all times.
- I will keep food and beverages away from my device(s).
- I will not disassemble any part of my device or attempt any repairs.
- I will only use my device in ways that are appropriate and educational.
- I will not place decorations (stickers, markers, etc.) on the device.
- I understand that the device is subject to inspection at any time without notice and remains the property of Sonora ISD.
- I will follow the policies listed above in the “terms” section of this document.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District device and power cords in good working condition immediately upon request by the District.

e tips for parents:

- If your child takes the device to a friend's homes, talk with their parents about how they monitor online access.
- Spend time with your children online. Have them teach you about their favorite online destinations.
- MONITOR: Monitor your child's internet use. Make sure you know where your child is going online, where he/she's been, and with whom.
- Closely monitor your child's participation in any chat room.
- Make sure you understand how your children are using the internet, what web sites they are visiting, and who they are communicating with online.
- Always maintain access to your child's online account and randomly check his/her e-mail. Be upfront with them about your access and the reasons why.
- COMMUNICATE with your child about your expectations and what you consider appropriate for him/her while they are online.

Tips for discussions with your student:

- Never give out any type of personal information to anyone on the Internet. (Including name, address, phone, age, family income, friend's names, school location, photos, etc.)
- Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure.
- Never share passwords with anyone. When selecting passwords to use on the Internet, do not pick something that could easily be figured out or deciphered or is a common term.
- Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be; Sally who says she's 12 can really be Bob who is 45.
- Never open emails if you do not know who they are from or if they make you feel uncomfortable in any way. Unsolicited e-mail that is opened could give you a virus and be the cause of unwanted mail (spam).
- Never click on banner ads in a site. Most of the time, they will add your address to a database and you will receive unwanted spam mail.
- Never use bad language or send mean or threatening email. Never joke around about inappropriate things when emailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
- Never upload (post) pictures of yourself or your friends/family to the Internet or online service to people you do not personally know.

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Signature Page

Please Print:

Name of Student/Staff _____

Student ID Number: _____

Grade Level: _____ Campus: _____

Agreement and Signature

If the device is lost or stolen, I agree that I am responsible for the cost of a replacement device. If the device is damaged, I agree that I am responsible for the repair of the device including cost of replacement parts.

I have read the Sonora ISD Technology Device Checkout Agreement document and discussed it with my student, including the policies listed in the “terms” section. I understand the terms of the Sonora ISD Technology Device Checkout Agreement document and agree to them.

Student/Staff Signature _____ Date _____

Parent Signature _____ Date _____

Approved by (Campus Administrator signature): _____

Device(s) assigned (list type of device & SISD inventory #)

Device(s) should be returned by: _____