

1:1 Device Student Agreement

The term one-to-one (1:1) refers to the assignment of one mobile computing device (e.g. iPad, tablet, netbook, Chromebook) to every student in a given class or program. Each device will remain the property of the school district, and is for use by the student until the end of current school year, at which time the device and accessories, where applicable, will be returned in working condition to the school. The device provides a simple and portable way to manage information, communication, collaboration, and allows students constant access to learning opportunities. The individual use of a 1:1 device is a way to empower students to maximize their full potential to innovate and to prepare them for college and the workplace.

RECEIVING YOUR DEVICE

An assigned device and available accessories (e.g. charger and case) will be distributed to each student by the student's instructor. Students must sign and return the 1:1 Device Student Agreement signature page before the device can be issued. It is recommended that students/parents purchase the applicable Mobile Device Protection Plan (MDPP) to assist with accidental damages. Students will be provided information regarding the MDPP and instructions on the basic use of the device by their classroom instructor or someone appointed by their instructor.

Device Identification

- Devices will be labeled in the manner specified by the school.
- Devices can be identified in the following ways:
 - Device serial number
 - Francis Tuttle device label

RETURNING YOUR DEVICE

The assigned student device and accessories will be collected by the instructor at the end of each school year for maintenance over summer intermission. Your device is due no later than:

JUNE 1, 2023

Any student who transfers, graduates, or otherwise leaves Francis Tuttle will be required to return their device and accessories to the issuing instructor. If a device and accessories are not returned, there will be a hold placed on the student's grades and applicable fees applied.

GENERAL PRECAUTIONS

The device is school property and all users will follow this agreement and the Francis Tuttle Technology Acceptable Use agreement.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices should be shut down when not in use to conserve battery life.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Francis Tuttle Technology Center.
- Devices must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping the device batteries charged for school each day.
- All Francis Tuttle Technology Center labels are to remain on the devices.

DEVICE TECHNICAL SUPPORT

Students are responsible for the general care of any device they use during the school year. Devices that are broken or fail to work properly must be taken to Information Technology Services (ITS) for an evaluation. Instructors will obtain the student's device and contact ITS for evaluation.

Device Damage/Replacement

- Students will be held responsible for all damages to their device including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. In the event that a device or any of its accessories are lost or damaged, the student will be referred to administration. In such cases, accommodations will be made to ensure the student does not lose access to instruction during the school day.

INSTRUCTIONAL SOFTWARE SUPPORT

Francis Tuttle provides the necessary apps to the device for the student to perform his/her school work. The ID3 team provides support for all instructional apps on the device.

PROTECTING AND CARING FOR YOUR DEVICE

Carrying Devices

Any protective cases provided with devices have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Devices should always be within the protective case provided by Francis Tuttle Technology Center when carried.

Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- If applicable, do not place anything in the carrying case that will press against the cover.
- Do not "bump" the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Charging Devices

- The device should be charged using the provided wall charger.
- Waiting to charge the device until the charge is low (less than 20% life or red indicator light) will extend the battery life.
- It is the student's responsibility to charge the device and ensure it is ready for use in school each day. Failure to do so may result in the inability to participate in learning activities.

Storing Your Device

- When students are not using their devices, they should be securely stored by the student.
- Nothing should be placed on top of the device.
- Devices should not be stored in a student's vehicle at school or at home.
- Never expose a device to long-term temperature extremes or direct sunlight.

Devices Left in Unsupervised Areas

- Under no circumstances should devices be left in unsupervised areas.
 - Unsupervised areas include the school grounds, campus, and anywhere the student does not have direct management or sight of the device.
 - Any device left in these areas is in danger of being stolen.
- If a device is found on campus in an unsupervised area, it will be taken to ITS. The student will make arrangements to pick up the device from ITS.
- In the event that a device is misplaced, lost, or otherwise determined missing, the student will notify their instructor immediately so that tracking and recovery procedures can be initiated.

DAILY DEVICE USE

Devices are intended for school use each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device computer.

Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the device only at designated times and can be used at the discretion of the teacher.
- Internet Games are not allowed on the devices.
- Data Storage will be through apps on the device and email to a server location.

Software Use

- Students are not allowed to load extra software/apps on their school devices unless permission is given. Francis Tuttle will synchronize the devices so that they contain the necessary apps for school work. Students will not synchronize devices or add apps to their assigned school device, to include home syncing accounts.
- Francis Tuttle makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

SIGNATURE PAGE

Students and parents should carefully read the 1:1 Device Student Agreement including FT Technology Acceptable Use Agreement, prior to completing the portion below.

----- RETURN THIS PAGE-----

Your signature below indicates your understanding of the Francis Tuttle 1:1 Device Student Agreement as well as the FT Technology Acceptable Use Agreement. Your signature further indicates you will follow the guidelines contained in both documents, and understand the replacement/repair fees involved.

Student name (printed): _____

Student Signature: _____ Date: _____

Parent name (printed): _____

Parent Signature: _____ Date: _____