



Webster Parish School Board

1-to-1 Device Contract

For educational uses only during the upcoming school year, the Webster Parish School Board (“School Board”) will issue a personal computing device (hereinafter a “Device”) to each student enrolled in the school system, pursuant to the School Board’s 1-to-1 Device Program. The ownership of each Device will remain with the School Board; however, a Device will be assigned to each student who, along with their parent or legal guardian, agree to abide by all terms and conditions applicable to the student’s use and care of their assigned Device. Prior to being assigned any Device, each student, as well as, their parent or legal guardian must sign this Device Contract (the “Contract”) delineating the student’s rights and responsibilities as to the use and care of their assigned Device.

Device Care, Usage, And Maintenance

As a condition of each student being assigned a Device for their educational use, each student as well as each parent/guardian on behalf of their child, agrees to:

- ❖ Be responsible for the general care of the Device he/she has been issued. A student who damages their Device due to misuse and/or neglect will be responsible for the cost of repair and/or replacement.
- ❖ Report all damages, malfunctions, and theft as soon as possible to their teacher or school contact. WPSB may install tracking software that may be used in the event of theft.
- ❖ Give consent for geolocation tracking software and features to be used in the event the Device is lost or stolen to allow for precise and immediate physical location of a specific tracked Device as of the most recent time it has contacted the monitoring center. Determining the location of a tracked Device may by implication also determine the location of individuals who use or possess the Device.
- ❖ Follow the guidelines in this Contract, as well as, the School Board’s Internet Safety Plan, the Student Acceptable Use Agreement, and/or the teachers’ directives.
- ❖ Not allow any food or drink near the Device, and always wash your hands prior to using the Device.
- ❖ Not attempt to remove or change the physical structure of the Device (keys, case, etc.).
- ❖ Not press the keyboard keys in a way that causes damage to the Device or the keyboard.
- ❖ Insert and disconnect cords and cables carefully to prevent damage to the Device. This includes plugging and unplugging headphones into the audio jack.
- ❖ Not write, draw, or place stickers or labels on the Device.
- ❖ Not allow anyone other than the student, to whom the Device is assigned to, the ability to use the Device.
- ❖ Keep the Device safe from others in the household including other children.
- ❖ Not drop or damage the Device.
- ❖ Not remove or interfere with any identification label or number placed on the Device by the School Board.
- ❖ Carefully inspect the Device at the start of each use and report damage or improper function of the Device immediately.
- ❖ Always use the Device on a desk or secure surface. Do not use the Device on the floor or on your lap.
- ❖ Not walk from one location to another while the Device is open. Always carry the Device with two hands while the Device is closed.
- ❖ Not hold, lift, or suspend the Device in the air solely by the screen/display.
- ❖ Close the lid of the Device when it is not in use in order to save battery life and protect the screen.
- ❖ Not use excessive pressure on the screens and not touch the screens with any objects.



- ❖ Only use a clean, soft cloth to clean the screen. Do not use cleaners of any type on the screen. The Device can be cleaned with a slightly damp cloth (not wet) or with a device-cleaning towel on a regular basis to avoid dirt and grime buildup.
- ❖ Not lean on top of the Device.
- ❖ Not stack any books, heavy material, etc. on top of the Device.
- ❖ Not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebook, earbuds, etc.).
- ❖ Not install or add any apps or extensions to the Device.
- ❖ Not attempt to “jailbreak” the Device or change the configuration.
- ❖ Charge the Device each night if students are required to bring them to school. The consequences for not charging the Device repeatedly will be up to the school. Loaner Devices and chargers will be provided at the discretion of the school.
- ❖ Obtain approval from their teacher or school before using the Device for taking pictures and for audio and video recordings.
- ❖ Not share, publish, or re-broadcast any pictures or electronic recordings without permission from the teacher and all involved parties.
- ❖ Save work to their Google Cloud Account which will be accessible from any Device with Internet access.
- ❖ Not use thumb drives in their Device without permission from the School Board.
- ❖ Pay for any damage to the Device caused by the student’s failure to properly care, operate, maintain, or protect the Device.
- ❖ Use their Device for educational purposes only.

Internet Usage

School staff is responsible for monitoring district personal computing device usage, district Internet system usage, work in progress, and online activities of minors while at school. Parents/guardians are responsible for monitoring the usage of district personal computing devices, district Internet systems, and access to information on the Internet while at home. Each student and his/her parent/guardian should be aware that the Webster Parish School Board does not have control of the information on the Internet, nor can it provide comprehensive barriers to students accessing information on the Internet. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, illicit, or potentially offensive to some people. While the Webster Parish School Board makes efforts to filter objectionable content on district personal computing devices and district Internet systems both at school and at home, parents and guardians must remain diligent in observing student behavior when using these devices at home, including the sites visited by the student and communications to and from the student while using the devices. Should access to an inappropriate site occur, or should a student send or receive inappropriate content while using a district personal computing device or district Internet system, the student must notify their teacher or building level administrator immediately. Additionally, students are prohibited from accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing and/or illegal.

- ❖ Each student, and their parent/guardian, acknowledges and agrees that the student has no privacy or ownership rights related to their Device or any data stored or processed on the Device, the school network, Google Drive, cloud services, or any district issued applications. The School Board makes no representation that any data placed on the Device will be saved or retained.
- ❖ The use of anonymous proxies to bypass content filters is strictly prohibited.
- ❖ Each student should always “sign-out” of their Google account at the end of each class period. Failure to do so will give others access to your work.



- ❖ Sharing passwords or using other users' passwords is not permitted. It is the user's responsibility to maintain the confidentiality of passwords which allow access to the district's systems and the information which those passwords protect.
- ❖ Do not allow another student to use your Google account.
- ❖ Do not log-on to another student's Google account or any personal account.

School: _____

Student

I Understand and will abide by the School Board's Student Acceptable Use Agreement, Internet Safety Plan, and this Device Contract. I further understand that any violation of this contract constitutes a violation of school discipline policy. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken and I will be responsible for any damage caused to my Device. If privileges are revoked, the student will be responsible for all assignments in paper/pencil format.

Date: _____ **Student Name (print):** _____

Student Signature: _____

Parent Or Guardian

As the parent or the guardian of the student identified above, I have read the Student Acceptable Use Agreement, Internet Safety Plan, and this Device Contract and agree to all guidelines and procedures. I understand that this access is designed for educational purposes. I hereby give my permission for my child to participate in the 1-to-1 Device program.

Date: _____ **Parent Name (print):** _____

Parent Signature: _____