

## DOVER SCHOOL DISTRICT STUDENT ISSUED DEVICE PROGRAM ACCEPTABLE USE AGREEMENT FORM FOR STUDENTS AND PARENTS/GUARDIANS

The Dover School District (DSD) believes that technology is an important component of student learning. We believe that technology supports student engagement and student interest. DSD has the opportunity to provide your child with a tool to help students to become more actively engaged and excited about their learning. Dover School District is pleased and proud to have your child participating in a Student Issued Device Program for the current school year to improve and personalize your child's education. With this program, the student is able to take the device home to further aid in their studies and learning. It is DSD's goal to provide the best education possible and to have parents/guardians to be involved with their student's education.

### General Use, Care, and Expectations:

- Students are expected to treat the device with care and respect.
- Students are expected to bring the device to school every day fully charged along with the power cord, unless instructed otherwise.
- Students are expected to take the device to class every day, as instructed.
- Devices are labeled by DSD in order to identify and track each device. Students are prohibited from altering or removing these labels.
- Students will be required to keep the device in the protective case or sleeve when not in use to protect the device. If the device is an iPad, the students are not allowed to remove the iPad case.
- Students shall not leave the device or charging cord in an unsecured area.
- Parents/Guardians will supervise the child's use of the device at home.
- If the device is damaged or not working properly, it must be turned in to the appropriate staff member for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device.
- Report loss/theft of the device to the building principal and proper authorities within 24 hours. Incidents happening off campus must be reported to the police by the parent/guardian and a copy of the police report brought to the school by the next school day.
- The device is to be used exclusively by the student to which it is issued.
- The configuration of Apps, software, or hardware should not be modified. Files should not be removed from the device except those that are the personal documents of the student.
- During the year additional Apps, extensions, and programs will be added to the device to enhance learning as well as optional ones being available for use. Downloading or attempt to install Apps, extensions, or programs from the Internet without permission is not permitted.
- When transporting the device to and from school, the device should always be in the protective case or sleeve. If the device is an iPad, students should place the iPad case cover onto the screen. Protect the device by unplugging the power supply and other peripherals when transporting the device. Students should not use the device while walking, on the bus, or otherwise being transported.
- Devices should only be used while they are on a flat, stable surface such as a table. Devices can be fragile, and if they are dropped they may break.

- Students should protect the device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
- Devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using the device, or use the device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, sports equipment, etc. If placed in a backpack, do not sling or drop backpack.
- Students should use care when inserting cords, cables, and removable storage devices.
- The device should be kept clean and free of writing, drawings, or stickers. Use a clean, soft, dry microfiber cloth or anti-static cloth to clean the screen and wipe the device. Do not remove the District ID tags.
- Students should log off the device or lock the screen in order to protect their account and files. Students should not share passwords with others.
- The device should never be placed in the carrying case or sleeve while it is turned on. This will cause the device to overheat and will result in damage to the device. The device should either be turned off or in “sleep” mode. In addition, the device should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to overheat and will result in damage to the device.
- The sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Students will be responsible for the purchase of earbuds for use with some classes.
- Dover School District shall not be responsible for any loss of software or files on the device regardless of the cause.
- Students and parents/guardians are responsible for all damages to the device, case, and accessories outside of normal wear and tear. In case of damage to the device and/or accessories, you will be assessed the actual cost of repair or replacement based on fair market value, whichever is less. This will be determined by the District Technology Department.

This completed and signed form is a requirement for the assigning and issuing of a Dover School District owned device. It must be filled out prior to the issuing and assigning of the device. Students will not receive the device until the Principal or office staff at the school has received a signed form.

The Dover School District (DSD) owns the device and accessories. The device is loaned to you solely for educational purposes throughout the course of an academic year. The device is subject to this Acceptable Use Agreement and all applicable DSD Board policies. Failure to follow policies may result in student discipline. Any use of the device is subject to access and monitoring by the DSD in order to ensure compliance with these policies. All information stored on the device belongs to the DSD, and you should not assume that any information stored thereon is private or confidential.

We hope you share our excitement of being able to offer these educational tools as instructional resources for our students.

Student Name (print clearly): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_