



## Grand Ledge Public Schools Device Agreement 2023-2024



The Grand Ledge Public Schools device program allows your child to take a device home for the purpose of completing school-related activities. Taking the device home expands the learning day, allows students to complete projects started at school, and is intended for educational purposes only. Devices must never be taken out of Michigan for any reason. However, by taking home a device, families agree to assume the risk of loss and damage to the device and related accessories. Parents/Guardians may be responsible for the repair or replacement of the device in the event of loss or damage.

- Chromebook replacement cost is approximately \$275 and includes the Chromebook and charger. Replacement Chromebooks must be purchased through the school district's account.
- iPad replacement cost is approximately \$500 and includes the iPad, charger, and case. Replacement iPads must be purchased through the school district's account.
- Hotspots/Jetpack replacement cost is approximately \$90 and includes the Hotspot and charger. Replacement Hotspots must be purchased through the school district's account.
- In the event of damage, the family will be responsible for up to \$50 for the first incident, and up to \$100 for each additional incident.
- In the event of loss (other than theft), the family will be responsible for the replacement cost.
- In the event of theft, the device will be replaced at the school district's expense when the school district receives a copy of the police report, additionally, parents agree to cooperate with any investigation regarding the stolen device.

The student is responsible at all times for the care and appropriate use of the assigned device. If the student violates the District Technology Acceptable Use Policy, Agreements, Regulations, or the Rules and Guidelines as explained in the device Handbook for Students and Parents, his/her privilege to take the device home may be restricted or removed and he/she may be subject to disciplinary action.

The school district makes every attempt to filter inappropriate material on the Internet while at school; when the device is away from school and connected to the Internet the filters may not be in place. Therefore, it is the responsibility of the parent to monitor Internet use away from school. By accepting the device the parent absolves the school district of and assumes this responsibility.

The device remains the property of Grand Ledge Public Schools. At the end of the school year or upon leaving the school or district, parents and students agree to return the device and all accessories to the school in the same condition it was issued to the student less reasonable wear. Failure to return devices by the student's last day of school will be treated as stolen devices, which may include additional fees, police investigation, and possible legal action.

By accepting the device, I acknowledge and have reviewed the device Handbook for Students and Parents and understand the Rules and Guidelines for appropriate use including but not limited to student use of the device including Internet access, ethical, and appropriate use.



## Grand Ledge Public Schools Parent and Student Device Handbook



### Overview

The following policies refer to the use of an individual student computing device. Students are also required to follow all the guidelines outlined in the Grand Ledge Public School's current Technology Acceptable Use Policy, Technology Acceptable Use Agreement, and other pertinent regulations. As the Grand Ledge Public Schools technology initiative centers on new devices, software, and educational methodologies, additional policies will continually be reviewed and this set of policies updated. Please refer to the Grand Ledge Public School's website for the most up-to-date information.

### Benefits of Taking Home the Devices

1. Student learning activities done on the device tend to be done better and in greater depth than in the past and student learning can now be shared easily with families.
2. Students who are not as proficient at using technology get the extra time they need to complete learning activities effectively.
3. Many students do more than the required minimum on assignments when they have their devices at home.
4. Students learn additional responsibility by taking the devices home.
5. Your student can use the device to connect to the Internet if you have wireless access at home. (This requires you to purchase access through the phone, cellular, cable, satellite companies, or other Internet providers.)
6. Notes and communication to parents and students can be done through the device eliminating the need to make copies.

### Care and Maintenance of the device

1. Do not attempt to gain access to the internal electronics or repair the device. If the device fails to work or is damaged, report the problem to your school as soon as possible. Device repair/replacement options will be determined by the school district's administration. You may be issued a temporary device or other materials until the device is working properly or replaced.
2. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment.
3. Never expose a device to long-term extremes in temperature or direct sunlight. An automobile is not a good place to store a device.
4. Devices do not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
5. Devices will scratch. Avoid using any sharp object(s) on the device.
6. Avoid placing weight on the device.
7. Never throw or slide a device.
8. The device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued device accessories are the responsibility of the student and their families.

9. Each device may have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the acceptable use policy.
10. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.
11. Do not lend the device or charger to another person. Each device is assigned to an individual student and the responsibility for the care of the device solely rests with that student and his/her parent/guardian. When the device is at the student's residence it is intended for that student's use as a learning tool.
12. The device is electronic and care must be exercised when handling the device. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
13. The device is designed for daily use; therefore, each device must be charged and ready for use each school day. Devices should be charged at home.
14. The device must remain free of stickers, writing, painting, or any other form of adornment.
15. District-issued software applications (apps) are needed for student learning and should not be deleted. Device Apps are installed for all students and synchronized regularly at school. Because of this, any Apps not purchased by the school may be deleted automatically. Therefore, students/families are not permitted to install Apps. If students or parents find Apps that they feel might be of educational value, please notify your teacher and they will explore the possibility of acquiring that App.

#### Cost of device and Accessories

1. Chromebook replacement cost is approximately \$275 and includes the Chromebook and charger. Replacement Chromebooks must be purchased through the school district's account.
2. iPad replacement cost is approximately \$500 and includes the iPad, charger, and case. Replacement iPads must be purchased through the school district's account.
3. Hotspot/Jetpack replacement cost is approximately \$90 and includes the Hotspot and charger. Replacement Hotspots must be purchased through the school district's account.
4. In the event of damage, the family will be responsible for up to \$50 for the first incident, and up to \$100 for each additional incident.
5. In the event of loss (other than theft), the family will be responsible for the replacement cost.
6. In the event of theft, the device will be replaced at the school district's expense but will no longer be allowed to go home with the student until the school district receives a copy of the police report, additionally, parents agree to cooperate with any investigation regarding the stolen device.
7. Families should consider procuring additional insurance coverage (typically through home or renter policies) to cover the cost of a replacement device.
8. In the event that a district-issued device is lost or stolen the student and parent/guardian should immediately notify the school.
9. It is the parent/guardian's responsibility to cover the actual cost of district-issued accessories in the event of theft, loss, or damage due to intentional or unintentional abuse or misuse. The approximate cost for accessory replacement includes, but is not limited to:
  - \$35 Chromebook Charger
  - \$25 Chromebook Case
  - \$40 iPad Charger
  - \$50 iPad Case
  - \$25 Hotspot/Jetpack Charger

## Distribution and Collection of devices

1. Students who leave Grand Ledge Public Schools during the school year must return the device along with any issued accessories; on or before the last day of attendance. Failure to return devices by the student's last day of school will be treated as stolen devices, which may include additional fees, police investigation, and possible legal action.
2. The device must be returned to the school daily for classroom instruction and possible maintenance.

## Student Use of the Device

1. The device is the property of Grand Ledge Public Schools and as a result, may be seized and reviewed at any time. The student should have no expectation of privacy of materials found on a device or a school-supplied or supported service such as email.
2. The device comes equipped with a camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school-related activity.
3. Students are responsible for bringing their devices to school every day unless otherwise directed by the school. Failure to bring a device or any other class material(s) does not release the student from their responsibility for class work.
4. It is the student's responsibility to bring their device to school fully charged.
5. Inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, intimidating, or gang-related images are not permitted.
6. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and school administration.
7. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
8. Grand Ledge Public Schools encourages students to take their devices home at night for classwork and recharging. All care, handling, and appropriate use that is in effect during the school day shall extend to the use of the device at home.
9. Devices must never be taken out of Michigan for any reason.
10. Grand Ledge Public Schools makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise.
11. Modifying the settings of the district-issued device or deleting district-issued software applications(apps) without the consent of a staff member is prohibited.
12. The district reserves the right to, at the discretion of the administration
  - Remove the device from any user.
  - Limit the student's right to take the device home.
  - Recall the devices at any time.
13. Devices that are damaged shall be reported and returned to the school immediately for repair.