



Dumas High School

Personal Student Learning Devices - Chromebooks Parent & Student Contract

Dumas High School will be entering into the first year of the Personal Student Learning Device Initiative also known as PSLD or 1:1. The PSLD Initiative directly supports 21st Century Learning goals set forth by the Dumas ISD School Board, Administration and Technology Department. The Chromebook is another educational tool, like a textbook or pencil, and is intended to facilitate the individual learning needs of every student. Dumas ISD believes in providing tools to its students to prepare them for a work force and higher education environment that is inundated with technology. We want our students to have a competitive edge when they leave Dumas ISD.

1.1.0 Receiving your device

Chromebooks will be distributed to all students second week of the school year. Students who wish to bring their machines home will be required to pay a \$40.00 nonrefundable usage fee. This is NOT a warranty and students will be required to care for their devices in the appropriate manner. Parents and students will need to agree to the terms of this contract before a student will be allowed to take a Chromebook home.

NOTE: This contract is considered complementary to, and does not replace, the District's Acceptable Use Policy (AUP) which is required for ALL students who will use a district-supplied device or digital account.

1.1.1 Bringing your Own Device

Students may bring their own device in lieu of being issued one by the District. Students will be expected to follow the same policies and rules on their own devices when in the school environment. If the student abuses this privilege they will be required to use a school loaner instead. The District is not responsible for the damage to or loss of a personal device on District property.

The personal student device will be required to be on the district's Bring Your Own Device (BYOD) wireless network. The BYOD wireless network is segmented from the districts server environment and the student will not have access to district internal resources such as printing, network shares, etc... The BYOD wireless network does have full filtered internet access for accessing instructional materials.

1.2 Returning your device

Students will be required to turn their device in at the end of the school year. Devices are expected to be in the SAME condition, both internally & externally, as they were when issued to them by the district. Students will be charged for machines that are damaged or defaced, based on the severity of the damage or defacement. Students are also required to turn in or replace any peripherals that were issued with the device, such as chargers and cases. Students who withdraw, are expelled, or otherwise terminate their enrollment at Dumas High School will be required to return their device on the date of termination. For More information on this see item 7.3 below.

1.3 School Internet Access

Wireless network access is available throughout DISD school buildings. Dumas ISD 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.

1.4 Home Internet Access

Students are encouraged to connect to home networks and wireless hotspots. School and District technical support staff are not responsible for supporting or troubleshooting connectivity to home networks nor personal hotspots. Contact your Internet service provider for troubleshooting and assistance.

2.0 Care Of The Device

Students are responsible for the general care of the device they have been issued to them by the District. Students should report damage to the IT staff immediately but at a time when it will not interrupt their classroom instruction.

2.1 General Precautions

- Device cords and cables must be inserted and removed carefully to prevent damage.
- Devices must never be left in an unlocked locker, unlocked car or in an unattended area.
- Devices must never be left in an area where damage or accidents are a possibility.

2.2 Carrying Devices

A protective carrying case is required to carry the device at all times. This case will be provided to the student with their Chromebook. Unless students have a backpack specifically designed for laptops (with reinforced padding around the laptop section), students must use the bag issued to them by the District. Students should exercise proper methods for carrying their device while it is outside of its case as well.

2.3 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.

- Do not lean on the top of the device when it is closed.
- Do not attempt to close the device before checking for objects such as pencils & pens that might be on the keyboard surface of the device.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use liquids of any kind to clean the screen.
- Do not “bump” the device, even if it is in its protective case, against lockers, walls, car doors, floors, etc., as it could break the screen.
- Do not leave your device on the floor in your home or classroom..
- Avoid leaving your device in any area where an animal may be able to reach or chew.
- Avoid exposing the device to environments where damage is possible or likely.

2.4 Device Identification

The serial number and Dumas ISD asset tag number identify student devices. Students should not remove any school identification labels from their device.

All Chromebooks are tied exclusively to Dumas ISD and cannot be used without an “@dumasisd.org” or “@disd.me” email account. Local pawn shops have also been informed about this. Chromebooks can be remotely disabled by DISD IT staff when a Chromebook is missing or stolen so that it is unusable by others.

2.5 Inspection

Dumas ISD reserves the right to inspect devices as necessary. Your student device may be taken up and examined without warning at any time and without cause.

3.0 Using Your Device at School

Devices are intended for academic use. Classroom teachers have the authority to manage use during class time and may choose to have students put devices away if they are a distraction, unneeded for that particular class time, or students exhibit off-task behavior. Students are responsible for bringing their device to all classes unless specifically instructed not to do so by the classroom teacher. Charging stations may be available in some classes but students should ensure that their device is always fully charged when they bring it to school.

Devices should never be exposed to possible damage in classroom situations such as science labs, construction trades classes, etc. Students should not allow others to use their devices when not in their presence.

Teachers and staff will have the capability to monitor student activities on the student devices while on the district's network. Teachers will also have the capability and authority to lock a device down while in their respective classroom(s).

3.1 Devices Left at Home

If students leave their device at home or bring it to school with the battery uncharged they are responsible for getting the course work completed as if they had their device present and/or charged. For students who repeatedly leave their device at home, loss of home-use privileges will be left to the discretion of the school personnel.

3.2 Device Undergoing Repair

Loaner devices may be issued to students if the device is in need of repair.

3.3 Charging your Device's Battery

Devices must be brought to school each day in a fully charged condition. Repeat violations of this policy may result in students losing at-home privileges and classroom discipline as outlined by the classroom teacher

3.4 Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and may result in disciplinary actions.

3.5 Managing Your Files and Saving Your Work

Students should not save data on their device because this data is not backed up. Dumas ISD uses Google Apps for Education which allows for cloud--based storage and document creation. While Google is a very secure system, the District strongly encourages students not to store sensitive information such as social security numbers, bank information, credit card information or other personal details in their Google Drive. Our system is only as secure as the person with the account. Never give your password to anyone for any reason, including at home, and do not share files and/or folders with other Dumas ISD users that might contain such information.

<https://edu.google.com/trust/>

4.0 Google G-Suite for Education (G-Suite)

DHS students and staff have been using Google G-Suite for Education (G-Suite) to enhance the way we use technology and share information within our school community. G-Suite is a cloud based learning platform allowing teachers and students to create a range of documents online, email within the DISD domain, share calendars and use cloud-based storage in Google Drive to be accessed at home and school on any device. G-Suite allows us to collaborate and learn more effectively through the use of technology and offers a range of learning opportunities for teachers and students.

Further information about G-Suite can be found here:

<https://www.google.com/edu/products/productivity-tools/>

Google G-Suite for Education:

- Allows teachers and students the ability to collaborate on documents simultaneously.
- Works on any device. This gives our students the ability to continue learning beyond the classroom and the ability to access their content at any time.
- Allows students to continue to work with many of the Google tools even while offline or away from internet access.
- Allows students to communicate and store information in both shared and private spaces online.
- Does not share any data or user information with any other party.

4.1 Student Information

Dumas Technology and Administrative Staff have COMPLETE access to every student's email and Google Drive folders. These systems are scanned frequently throughout every 24 hour period for dangerous, inappropriate, or offensive material. Students should not assume ANY measure of privacy in regards to their email or other District issued accounts. Violations of the Technology AUP will be addressed by the campus administrator who will determine appropriate punishment.

5.0 Acceptable Use Policy – Dumas ISD

The District AUP can be found at

http://www.dumasisd.org/users/0003/docs/2015DISD_AUP.pdf

6.0 Student Discipline

Depending on the seriousness of the offense, students may lose the device and/or network privileges. Students who lose device and/or network privileges are expected to complete the assigned classroom work by other means. They may also receive other disciplinary measures, including but not limited to, detention, suspension, or in extreme cases expulsion.

7.0 Device Loss, Damage, or Malfunction

Dumas ISD realizes that normal use and accidents happen, and when they do, damage can be done to a student's school-issued Chromebook. Devices that malfunction or are damaged must be reported to an IT staff member. The District will be responsible for repairing devices that malfunction through no fault of the student. Comment: Students are required to pay for damages they cause to their device whether intentional or accidental.



7.1 What To Do If Damage Happens To The Device.

1. Report the damage and complete an incident report in the IT Office located downstairs in the high school.
2. The Technology Department will assess the damage. If the damage does not need immediate repair the student may be allowed to continue to use the device. If the damage does require repair a loaner device may be available, if inventory allows.
3. If repair is necessary, the student (family) will be charged for the repairs based on the rates below.

7.2 Repair Rates

The following table is meant as a guideline for students to understand expectations in regard to device repair. These are only projected rates for damage based on current market costs for repair. NOTE: The actual cost to student will be determined upon current price of repair at the time it is required.

Keyboard \$35-\$77	Case / Palm Rest \$25-\$45	Display \$ 75- \$85
Power Adapter \$45-\$60	Bottom / Upper Case \$15-\$45	Logic Board \$60-\$125
Trackpad \$25-\$88	Display Bezel \$20-\$30	Hard Disk \$40 - \$55
Full Replacement \$225	Battery \$30-\$60	Keys (on Keyboard) \$3 each

7.3 Loss / Damage Payment

In the event that a family is responsible for payment, due to loss, theft or damage, a notice will be sent with a brief explanation and amount due. Payments should be made at the student’s school office. In the event of non-payment please see item 7.4 below. Students who fail to pay damage fees or fines for abuse or neglect of a device will receive disciplinary action that may include, but are not limited to, loss of special privileges, inability to purchase graduation tickets_____



7.4 Legal - Student / Guardian Obligation

All devices are District property and are therefore subject to State and Federal Law in regards to theft and vandalism. The District will pursue any device that has not been appropriately returned to the District as Theft.

Student Name: _____ Date: _____

Student Signature: _____

Parent Name: _____ Date: _____

Parent Signature: _____