



2019-20 MOBILE DEVICE
PARENT/GUARDIAN/STUDENT
AGREEMENT

SWEETWATER UNION HIGH SCHOOL DISTRICT

INFORMATION TECHNOLOGY

Table of Contents

Keywords Definition.....	1
Procedure for Damage, Total Loss, Lost and Stolen Device.....	2
Mobile Device Care, Maintenance, Checkout and Return.....	4
Student Mobile Device Usage Policies.....	6
Mobile Device Acceptable Use Policy.....	7
Attachments.....	11
Board Policy 6161.2. Damaged or Lost Instructional Materials.	
Board Policy 6163.4(a) (b). Student Use of Technology.	
Education Code 17545. District Property	
Mobile Device Opt Out Form	
Mobile Device Costs-Addendum A (iPad)	
Mobile Device Costs-Addendum B (Laptop)	
Mobile Device Responsibilities and Usage Agreement (parent/guardian’s signature required)	

Keywords Definition

Damage

Damage will be defined as an action, incidental or intentional, causing the device to impair or diminish its value, usefulness, or normal function. For example, broken screen, home button damaged, LCD damaged, keyboard damaged, hairline cracks, etc.

Total Loss

Total loss will be defined as a device that cannot be repaired. For example, water damage, bent frame, and/or physical damage on any of the system ports like volume and power buttons; USB, power, Ethernet ports.

Manufacturer Defects

Manufacturer defects will be defined as a defect in the device that was not intended. For example, Wi-Fi connectivity, battery issues, software issues.

Theft/Stolen Device

Theft/stolen device will be defined as the felonious taking or removing of personal property with intent to deprive the rightful owner of it.

Negligence

Negligence will be defined as anything the student does that violates the mobile device Acceptable Use Policy which results in theft or loss. For example, a student that leaves the device on a bench.

Vandalism

Vandalism will be defined as an action involving deliberate destruction or damage to public or private property. For example, removing a key from the keyboard, writing with a marker on the device, using non-district stamps or stickers on devices.

Procedure for Damage, Total Loss, Lost and Stolen Device

Damage

In the case of a damaged device, the student will be charged accordingly and will be issued textbooks to assist with school work in case a device is not available or ***in the event damage needs to be evaluated***. For example, a device that doesn't turn on needs to be evaluated as the cause could be liquid damage (total loss) among other reasons. ***If there is a suspicion that a laptop could have water damage, place the device upside down immediately***. Students are encouraged to take VERY good care of their device.

If a device is damaged by two or more students, the amount of the charge for each student will be determined by the school Administration (Principal or Assistant Principal in charge of technology) based on the results of an investigation.

*Damaged devices must be taken to the Library **immediately** for repair. All damaged devices will remain at site for two (2) weeks in the event parent requests to see the damage.*

Repairs done by outside vendors are prohibited. If it is discovered that device was opened without an authorization, a replacement fee will be created. ***All repairs are processed through SUHSD Informational Technology department.***

Total Loss

In case of total loss, the student will be charged accordingly (see addendums A and B attached. Payment plan available) and the student will be issued another device or textbooks to assist with schoolwork. ***All devices and accessories provided to the students are District property even when payment to replace a device has been made*** (Ed. Code 17545 attached).

Lost Device

Any time a mobile device goes missing, it must be reported to the Assistant Principal in charge of technology and Librarians ***immediately***. Delayed reporting may increase student liability.

The District has a clear policy *B. P. 6161.2* (see document attached) regarding who is responsible for lost or damaged District property on loan to students. Based on that policy, parent/guardian/student are responsible for loss or damage to mobile devices and accessories. ***The cost of reparation is equal to the current replacement cost of the device or device accessory.***

If a lost device or accessories are found in good working condition within a year after device was reported as lost, parent/guardian will be reimbursed for any amount of money they have paid to replace the lost item. If the device or accessories are found but is not in good working condition, parent/guardian/student will be charged for the total cost of repair.

Stolen Device

Since mobile devices are school property, the school administration (**not the parent/guardian**) will be responsible to fill out a police report **and** a [Mobile Device Theft report](#) **immediately**.

The [Mobile Device Theft report](#) can be found in the Technology Portal (sweetwateruhsd.sharepoint.com/technology) under the [Policies and Procedures](#) view. Parent/guardian and student will be called to meet with law enforcement and school officials to help complete the report. The school administration must submit the police report **and** the [Mobile Device Theft report](#) to IT department **no later than 15 working days** after the incident.

If the mobile device was stolen out of the Country or State, the parent/guardian will be asked to create a police report where the incident happened and submit that police report to the school administration and Librarian. If a device is stolen as a result of a home or car break-in, the police report information can be provided and will serve as the only report required. Parent/guardian must submit the police report **no later than 15 working days** of the incident. The status of the device in MDT (Mobile Device Tracker) will be "Lost" and a proper charge will be created. "Lost" status and charge will be changed/removed when police report is filed. **If police report is not submitted within 15 working days of the incident, the device will be considered as "Lost" permanently.**

If device or accessories were stolen in the State, and a copy of the police report is not available within the 15 working days, the [Mobile Device Theft report](#) including the police report number and details of the incident can be sent to IT to start the process for stolen devices.

Parents/guardians and students are responsible for replacement costs of stolen property if negligence is involved and contributes to the mobile device being stolen.

Parents/guardians and students may pay for the mobile device in one of the following ways:

- Pay in full at time of loss
- Payment plan (to be determined by the Assistant Principal in charge of technology). Payment plan form will be provided by the school Administration/Library.

Parent/guardian who **does not** want to assume this liability may opt to have a student check out and return the device to the school daily. Opt out form available at the Library.

Students on daily checkout (Loaners) are responsible to go in a daily basis to the library to check-out/in a device. All responsibilities for lost, stolen, total loss or damage to the device are still applicable to the students while it is checked-out to them.

Mobile Device Care, Maintenance, Checkout and Return

READ CAREFULLY

Mobile Device Care and Maintenance.

The mobile device is school property. Students are responsible for the care of the mobile device. Devices that are broken or fail to work properly must be taken as soon as possible to the School Library Media Center.

General Care and Precautions:

- Power off and on the device (at home) once a week after the school week for software updates.
- Use a clean, soft cloth to clean the screen, no cleansers of any type.
- Do not use liquid cleaners to clean your device screen.
- Do not submerge your device in water or any cleaning solution. Your device screen is glass.
- Do not “bump” the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen. Avoid placing too much pressure and weight on your device.
- If you have an iPad, use ***only*** the heavy duty case (in this case for iPads) provided by Sweetwater Union High School District at all times. You must not take off any School District labels, barcodes, or tags. Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Sweetwater Union High School District.
- Devices must never be left unattended in a classroom, unlocked locker, school common area, other public facility such as a library or restaurant, or unlocked car (it is recommended not to leave device inside a car or car trunk).
- If liquid is spilled onto a laptop keyboard, flip the device (tree shape^) to allow it to drain. This may prevent permanent damage.

Home Internet Access.

- Educational activities can be completed without home access.
- Electronic textbooks installed on students’ devices can be accessed without an Internet connection.
- Students **are allowed** to connect to home wireless networks.

Filtering at Home.

When students are at school, they access the Internet through a content filter that applies child Internet safety policies to student devices. This means that students are restricted from accessing websites that may have inappropriate content when they are at school and at home. Parents/guardians who think their child may be able to access inappropriate content from a home wireless device should contact their child’s school immediately.

Parents/guardians should note that filtering policies don't always function when students use free public Wi-Fi networks like those found at Starbucks, similar stores or hotels offering Wi-Fi. The District is not responsible for content students access via public networks outside of school or when the student tampers with configuration of the device.

Mobile Device Checkout.

Student will test and check the device for any physical damage or malfunctioning of the device during the configuration process. Student will report any issue to the Librarian or Administrator in charge of technology before leaving the check-out/configuration area. If any physical damage or normal wear and tear is found after student leaves the check-out/configuration area, parent/guardian is financially responsible.

Students will be provided with a checklist (with pictures) during the check-out process to mark any physical damage or normal wear and tear. This checklist has to be returned to the Librarian before leaving the check-out/configuration area. If any damage or normal wear and tear is found, a note (based on the checklist information) will be added in the Mobile Device Tracking system.

NOTE:

Students have two weeks to report any software issues (not physical damage) after device is checked-out to him/her. If any software issue is detected after this period, the device will be evaluated. If the issue is not due to a manufacturer defect (e.g. water damage), charge may apply.

Mobile Device Return.

Devices with accessories (cases, chargers, power bricks) will be returned to the school library if/when students transfer to other schools **including within SUHSD school district**. The same applies to students who are expelled or terminate enrollment out of the Sweetwater Union High School District schools or programs.

All other students will return their devices and accessories (as indicated by the school) at the end of the school year during the final week of school.

Parents/guardians must replace/pay for damaged or lost accessories (case, USB cable, charger cable, and power brick).

Parents/guardians must return the device and accessories to the Library Media Center in satisfactory condition.

Student Mobile Device Policies

READ CAREFULLY

- The mobile device is distributed for educational purposes.
- It may be confiscated and inspected at any time.
- All content can be investigated at any time as the device belongs to Sweetwater UHSD.
- Primary purpose is to use with school assignments.
- Sweetwater Union High School District encourages students to take their device home daily for class work and to recharge the device daily. **All device rules and regulations apply at all times, both during the school day and at home.**
- Students **must** bring a fully charged device to school every day. Failure to bring a device does not affect the student responsibility for completing their work. If a student repeatedly fails to bring the mobile device, the student will be subject to classroom/school consequences.
- Students are provided with access to One Drive or Google drive where all work will be stored.
- Safety of data is not guaranteed.
- Any photographs or video cannot be taken without permission of the subject. Nothing can be posted without permission of the school/district.
- Inappropriate or provocative images/text including but not limited to: pornography, guns, weapons, inappropriate language, threatening language, drug, alcohol, terrorism or gang symbols are not permitted and subject to classroom/school consequences.
- All student should recognize and guard their personal and private information. While the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- Students should not share login information. If they believe it has been violated, it needs to be reported to the Library **immediately**.
- Using staff or other student's credentials to login can be considered as identity theft and will be treated as a crime.
- Sweetwater Union High School District makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise. It is good practice to **back up, duplicate, e-mail, or archive files** to Google Drive. **All students have a Google Drive account** with unlimited storage space.
- Some of the devices come equipped with both a front and rear-facing camera and video capacities. Student must request permission before recording an individual or group. Recording must be used appropriately in an educational manner. Sweetwater Union High School District reserves all rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school-related activity.

Mobile Device Acceptable Use Policy

Statement of Responsibility

The use of the device is a privilege. The user is responsible for what he/she says and does on his/her school assigned device. Network administrators will make reasonable efforts to maintain reliable service. They cannot guarantee that the system will always be available or operating correctly. The student should know that **none** of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

Parent/Guardian Responsibilities

Talk to your student about values and the standards that he/she should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

Take extra steps to protect your child. Encourage your child to use and store the device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help enforce safe browsing habits. Children often model adult behavior.

Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as he/she works and socializes online.

Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.

Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.

Limit the time your student is on the device. While the device is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.

Students should not have access to a device after 10 PM.

Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.

Help your child develop a routine. Many parents/guardians have found success by helping create a routine for their child's computer use. Define a routine as to how the device is cared for and when and where its use is appropriate.

Take a look at the apps or programs. It is to the advantage of the students, parents/guardians, and school that the parents/guardians have a working understanding of the programs and student work found on the device.

Read and share with your child the SUHSD care and use policies. By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

Please explain to your child that his/her device may be selected at random to provide their devices for inspection. Your child should have NO expectation of privacy of any materials found on a device.

Remind your child to charge his/her device nightly and bring it to school daily. If your child leaves his/her device at home, he/she is responsible for getting the coursework completed as if he/she had a device present.

School Responsibilities

- Provide Canvas LMS, Internet, digital textbooks and Email accounts and access to all students.
- Provide Internet filtering/blocking of inappropriate materials while at school.
- Provide "cloud" storage via Google Drive. Sweetwater Union High School District reserves the right to review, monitor, and restrict information stored on or transmitted via SUHSD owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.
- Provide access to digital citizenship curricula via Canvas LMS.

Student Responsibilities

- Using mobile devices/digital devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to network use and according to the SUHSD Acceptable Use Policy.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the students' own negligence, errors or omissions. Use of any information obtained via SUHSD's designated Internet System is at your own risk. SUHSD specifically denies

any responsibility for the accuracy or quality of information obtained through its services.

- Helping SUHSD protect our mobile device by contacting an administrator about any security problems they may encounter.
- Monitoring activity on their account(s).
- If a student should receive email or other electronic message containing inappropriate, threatening or abusive language or if the subject matter is questionable, he/she is asked to contact a school administrator.
- Returning their device to the school Library/Media Center at the end of each school year. Students who move schools, are expelled or terminate enrollment at Sweetwater Union High School District must return their individual school device on the last day of attendance.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing SUHSD Board Policy, or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of sites to sell or buy term papers, book reports and other forms of student work.
- Social media, messaging services and chat rooms (i.e.: Facebook, Instagram, Snapchat MSN Messenger, ICQ, etc.) by policy [6163.4\(a\)](#) (see document attached) is prohibited unless authorized by Teacher/staff.
- Any photographs or video cannot be taken without permission of the subject. Nothing can be posted without permission of the school/district.
- Internet/computer games with inappropriate content (i.e. extreme violence)
- Changing of device settings, (exceptions include personal settings such as font size, brightness, etc.).
- Downloading non-school inappropriate Apps.
- Spamming or sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Intranet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications through web services such as MSN Messenger, Yahoo Messenger, Facebook, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Sweetwater Union High School District's web filter through a web proxy or Virtual Private Network (VPN).

- “Jail-breaking” of a device for any purpose or reconfiguration of any mobile device.
- Other activities deemed inappropriate by SUHSD.

Student Device Care

- Device batteries must be charged and ready for school each day.
- Students will be held responsible for maintaining their individual device and keeping it in good working order.
- Only labels or stickers approved by Sweetwater Union High School District may be applied to the device and/or device protector/cover.
- Devices that malfunction or are damaged must be reported to the Library/Media Center. SUHSD Information Technology Services will be responsible for repairing devices that malfunction. Devices that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to devices.
- Students are responsible for any and all damage.
- Devices that are stolen/lost must be reported immediately to the school Administration.

Following the Law

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent/guardian.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action in accordance with all applicable District, state, federal laws. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Student Discipline

- The discipline procedure in the SUHSD Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the device.
- Depending on the seriousness of the offense, students may lose device and/or network privileges as well as being held for detention, suspension or even in extreme cases expulsion.

ATTACHMENTS

BOARD POLICY 6161.2

Instruction

DAMAGED OR LOST INSTRUCTIONAL MATERIALS

The Board of trustees recognizes that instructional material are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed material in good condition, with no more wear and tear than usually results from normal use.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3260 - Fees and Charges)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Superintendent or his/her designee shall determine an appropriate charge.

If it can be demonstrated to the Superintendent or his/her designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional material issued to him/her, the Superintendent or his/her designee may excuse the student or parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student or parent/guardian, the district may withhold the student's grades, diploma and transcripts in accordance with law, Board policy, and administrative regulation.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Legal Reference:

EDUCATION CODE

48904 Willful misconduct; limit of liability of parent or guardian

48904.3 Withholding grades, diplomas or transcripts of students causing property damage or injury

60119 Public hearing on sufficiency of materials

60411 Purchase and use; property of district

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

CIVIL CODE OF REGULATIONS. TITLE 5

305 Student responsible for care of property

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

STUDENT USE OF TECHNOLOGY

The Board of Trustees intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

(cf. 0440 - District Technology Plan)
(cf. 1113 - District and School Web Sites)
(cf. 4040 - Employee Use of Technology)
(cf. 6163.1 - Library Media Centers)

The Superintendent or his/her designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, as well as consequences for unauthorized use and/or unlawful activities.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process: Students with Disabilities)
(cf. 5145.12 - Search and Seizure)

On-Line Services/Internet Access

The Superintendent or his/her designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The Board desires to protect students from access to inappropriate matter on the Internet or other on-line services. The Superintendent or his/her designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students and student information when using electronic mail, chat rooms, and other forms of direct electronic communication.

Staff shall supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.

Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

STUDENT USE OF TECHNOLOGY (continued)

In order to help ensure that the district adapts to changing technologies and circumstances, the Superintendent or his/her designee shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures. He/she shall also monitor the district's filtering software to help ensure its effectiveness.

Legal Reference:

EDUCATION CODE

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education technology

60044 Prohibited instructional materials

PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications.

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, No Child Left Behind Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's online privacy protection

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

K-12 Network Technology Planning Guide: Building the Future, 1995

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1223.94 Acceptable Use of Electronic Information Resources

WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Department of Education: <http://www.cde.ca.gov>

Federal Communications Commission: <http://www.fcc.gov>

U.S. Department of Education: <http://www.ed.gov>

EDUCATION CODE 17545

DISTRICT PROPERTY

The governing board of any school district may sell for cash any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. There shall be no sale until notice has been given by posting in at least three public places in the district for not less than two weeks, or by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation there. If there is no such newspaper, then in a newspaper having a general circulation in the district; or if there is no newspaper, then in a newspaper having a general circulation in a county in which the district or any part thereof is situated. The board shall sell the property to the highest responsible bidder, or shall reject all bids.

The governing board may choose to conduct any sale of personal property authorized under this section by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm. The board may delegate to the district employee responsible for conducting the auction the authority to transfer the personal property to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

Resources:

WEB SITES

California Legislative Information: <http://leginfo.legislature.ca.gov>

Mobile Device Opt Out

Parent/guardian who **does not** want to assume this liability may opt to have a student check out and return the device to the school daily.

Students on daily checkout (Loaners) are responsible to go in a daily basis to the library to check-out/in a device. All responsibilities for lost, stolen, total loss or damage to the device are still applicable to the students while it is checked out to them.

Student full name (print): _____ Grade: _____

Student ID#: _____

- I **do not** want my student to receive a mobile device. My student will be issued printed textbooks for all courses.
- I **do want** my student to have a mobile device checked out to him/her on a daily basis to use it exclusively at school. ***My student won't take the mobile device home.***
Note: In the event Library is closed, device has to be returned to the designee staff member in the main office.

Reason:

Parent/Guardian's Name (Print)

Parent/Guardian's Signature

Email Address

Date

MOBILE DEVICE COSTS

Addendum A

IPAD

REASON FOR CHARGE	FEE
iPad Asset Tag Removed	\$2.00
iPad Case	\$18.00
iPad Cleaning Maintenance	\$20.00
iPad Damaged-Broken Screen	\$49.00
iPad Lightning Cable	\$10.00
iPad Power Brick	\$22.00
iPad Replacement	\$325.00

Price subject to change.

When a charge is created, an automatic e-mail is sent to parent's primary e-mail address and student's e-mail address with the charge information. An e-mail will be sent as a reminder every two weeks after the charge is created until balance is paid in full.

MOBILE DEVICE COSTS

Addendum B

LAPTOP

REASON FOR CHARGE	FEE
Laptop Asset Tag Removed	\$2.00
Laptop Chassis Damaged	\$50.00
Laptop Cleaning Maintenance	\$20.00
Laptop Panel (LCD)/Broken Screen Replacement	\$310.00
Laptop Power Cord Damaged or Lost	\$25.00
Laptop Palm Rest Damage	\$50.00
Laptop Keyboard Damage	\$50.00
Laptop Replacement	\$540.00
Laptop Top Cover Damage	\$100.00
Laptop Stylus Lost/Damage	\$35.00
Laptop System Board (Volume/Power Buttons and System Board Ports)	\$240.00
Laptop Vandalism	\$50.00
Laptop World-Facing Camera	\$65.00

Price subject to change

When a charge is created, an automatic e-mail is sent to parent's primary e-mail address and student's e-mail address with the charge information. An e-mail will be sent as a reminder every two weeks after the charge is created until balance is paid in full.

*To view the entire contract go to mom.sweetwaterschools.org

**Parent-Guardian/Student
Mobile Device Responsibilities/Usage Agreement
2019-20**

Read Carefully

Filled out the bottom of this page and turn it in to Librarian.

Library and School Administration have to be notified if the device cannot be found for any reason or if the device is damaged or stolen.

My student will be responsible for taking good care of the mobile device and to follow all school rules.

My student will **POWER OFF AND ON** the device after school hours (*preferable at HOME*) once a week at the end of the school week for software updates.

My student will leave the protective case on (if applicable) that comes with the device a ALL times.

My student will keep the mobile device and accessories in a safe place at all times.

I understand the financial liability for a lost, damaged or total loss of the device and/or accessories. Please refer to addendum A (iPads) and B (laptops).

I understand the consequences for breaking school rules with improper use of my device.

I agree to ALL the SUHSD guides and policies for students and parents. I **will share** this information **with my student**.

Student Name: _____ Stu. ID#: _____ Grade: _____

Parent Name (print): _____

Parent/Guardian's Signature: _____ Date: _____

The receipt of a mobile device will meet the Williams Legislation for some courses as listed below. This legislation states that every school in the district is required to provide "Sufficient" instructional materials for all students in the core subject areas of mathematics, English Learner Development (ELD), history/social science and science (plus health and world languages).