

School Device Information

Agua Fria Union High School District

Students are expected to have a school device daily. The device is to be working and fully charged. Personal devices cannot be used during the school day.

Students will not be issued a device if they forget to bring a device to school. It is the teacher's discretion whether the student will have extra time or if full points can be earned for late assignments.

RECEIVING A SCHOOL DEVICE:

The District will loan a device to the student under the following conditions:

1. The parent and student understand that a device is being loaned to the student and it remains the property of the Agua Fria Union High School District.
2. The device will be returned to the campus the student attends
 - at the end of the school year,
 - in the event of withdrawal or transfer, or
 - at the request of Agua Fria Union High School District.
3. All students will be issued or have access to a school device.
4. It is the expectation that students will have the same device each year.

HOW TO MAINTAIN A SCHOOL DEVICE:

Whether at school or home, proper care of the school device and power cord is important. Please adhere to these guidelines:

- Each device and power cord has a barcode label. Know the barcode numbers for your device and power cord, and keep track of them at all times.
- Do not leave the device or power cord unattended, or loan either to friends and classmates, as they are your responsibility.
- Protect the device and power cord from food and drink, and extreme temperatures (don't leave in a vehicle or outside).
- Do not use the device to charge your phone or any other personal device, as it affects the device's battery.
- Do not place items on the device or put too much pressure on the device while in your backpack.
- Charge the device every night. Students are expected to arrive at school with a fully charged battery daily. It is possible to sustain the charge all day if used properly.
- When charging your device, do so in a manner that does not create a hazard for people and the device.
- Report any lost or stolen device to the Library staff as soon as possible.

DEVICE SUPPORT

The Campus technician is responsible for assessing and repairing school devices. They will work with the Library and Bookstore staff when fees are imposed and replacement devices are needed.

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- Students should seek support during non-class time: before and after school, during lunch, Power Hour, Extended Time.
- Devices that are damaged will be repaired and returned as soon as possible. The technician will determine if a temporary or replacement device needs to be issued while repairs are being made.
- Payment for repair must be made at the Bookstore before the device is returned to the student. Replacement costs are also due before another device is issued. Please bring the receipt to the Library when picking up the device.
- All repairs must be made by an Agua Fria Union High School District certified technician.

RETURNING A SCHOOL DEVICE:

The device must be returned in working order with all parts and accessories, or appropriate fees will be assessed for damage. Failure to return the device and power cord at the end of the school year, upon withdrawal or at the school's request will result in:

- the student's account being charged the full replacement cost for the device and power cord
- deactivation of the device.

The device must be evaluated by the campus technician and any damage will be assessed a fee.

DEVICE PROTECTION PLAN:

Students and parents have the option of purchasing the Device Protection Plan to minimize any costs that may arise during the school year. [See the district website for more details at www.aguafria.org/dpp](http://www.aguafria.org/dpp)

DPP is \$30 per device, per school year. The activation deadline is Friday, September 10. Payment can be made at the Bookstore.

ACCEPTABLE USE:

Students must:

- use technology provided by the district (devices and network) to support educational objectives consistent with the educational goals and objectives of the school district.
- not submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material.
- abide by all copyright and trademark laws and regulations.
- not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated school authorities.
- not use the network in any way that would disrupt the use of the network by others.
- not use technology provided by the District for commercial purposes.
- follow the District's code of conduct.
- not attempt to harm, modify, add, or destroy software or hardware that interferes with system security.
- understand electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- understand inappropriate use may result in cancellation of permission to use the technology provided by the district and appropriate disciplinary actions up to and including expulsion for students.

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UNACCEPTABLE USE:

Unacceptable use includes, but is not limited to:

- Using the school device for non-school related purposes.
- Sharing usernames, passwords and other identifiers, or using another's username and password to access their account.
- Using an unreasonably high level of internet bandwidth.
- Violating copyright laws.
- Altering or removing components of the device, or attempting to repair the device.
- Do not allow any unauthorized user to access your account or school device. Students are accountable for any activity that occurs on the student's account and school device.

PARENT / GUARDIAN RESPONSIBILITIES:

A strong partnership between school and home will help students be successful with the 1:1 Technology Program.

Parent/Guardian responsibilities are to:

- Review all of the information in the handbook.
- Pay for Device Protection Plan offered by the District or assume full financial responsibility for damage, loss, or theft.
- Monitor student use away from school.
- Ensure the device is properly cared for outside of school, and the student is expediting the necessary steps to receive technical assistance when needed.