

School Device User Agreement

Agua Fria Union High School District

The Agua Fria Union High School 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 a school device. Personal devices cannot be used during the school day for class work.
4. Students are expected to have a school device daily. The device is to be working and fully charged.
5. It is the expectation that students will have the same device each year.

Students and parents have the option of purchasing the [Device Protection Plan](#) to minimize any costs that may arise during the school year.

Acceptable Use (Governing Board Policy IJNDB-R)

Students must use the school device and the district's Electronic Information Services in accordance with Governing Board Policy. Violation of this policy will result in loss of privileges and disciplinary action. All users shall:

1. Use the school device and EIS to support personal educational objectives consistent with the educational goals and objectives of the school district.
2. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
3. Abide by all copyright and trademark laws and regulations.
4. Not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated school authorities.
5. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
6. Not use the network in any way that would disrupt the use of the network by others.
7. Not use the school device and EIS for commercial purposes.
8. Follow the District's code of conduct.
9. Not attempt to harm, modify, add, or destroy software or hardware that interferes with system security.
10. Understand that inappropriate use may result in cancellation of permission to use a school device and EIS, and appropriate disciplinary actions up to and including expulsion for students.

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.

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Maintaining School Devices

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

1. 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.
2. Do not leave the device or power cord unattended, or loan either to friends and classmates, as they are your responsibility.
3. Protect the device and power cord from food and drink, and extreme temperatures (don't leave in a vehicle or outside).
4. Do not use the device to charge your phone or any other personal device, as it affects the device's battery.
5. Do not place items on the device or put too much pressure on the device while in your backpack.
6. 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.
7. When charging your device, do so in a manner that does not create a hazard for people and the device.
8. Report any lost or stolen device to the Library staff as soon as possible.

Device Care

1. Use a soft, dry microfiber or lint-free cloth to clean the screen. When necessary, rubbing alcohol may also be used to remove surface level grime after the device has been powered down.
2. Do not remove the barcode/school identification sticker from your device or power cord. If the barcode label is fading or peeling off, it is the student's responsibility to bring the device and/or power cord to the Library to be relabeled before the label is lost or illegible, which can result in a fee. Any device or power cord returned without a legible barcode label is not guaranteed to be associated with the student's account and may result in a fee for lost technology.
3. Any defacing or intentional damage to the device or power cord, which includes but is not limited to stickers, graffiti, marker, and gouges, can result in a referral. Students can be charged a cleaning cost of \$15 for turning in a device that requires extensive cleaning.
4. Students can only use masking tape or painters tape to label the device and power cord.
5. Do not attempt to remove device screws, disassemble or repair device.
6. Report any issues with your device promptly to the Campus Technician. A School Device Repair Request must be completed; the link is available on the school's website.

Device Support

The Campus Technician's office is located in the Library. The 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.

1. Students can receive support during non-class time: before and after school, during lunch, Power Hour, Extended Time.
2. 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.

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3. 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 receipt to the Library when picking up the device.
4. 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.

Returning School Devices

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.
- 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 or upon request will result in the student's account being charged \$200 for the device and \$30 for the power cord, and deactivation of the device.
- If the device is returned, the charges will be reversed, however a \$50 overdue fee will be assessed. The device must be evaluated by the campus technician and any damage will be assessed a fee.