

# Manvel Public School PSLD Parent-Student Contract

## **PURPOSE**

Under the MPS **responsible use policy**, administration and staff will periodically check Personal Student Learning Devices (PSLD) during the year to ensure proper and responsible student use. Students are not permitted to use PSLDs to play games, chat and/or use social media, and other non-educational purposes (unless specifically allowed by the classroom teacher).

The purposes/uses of the PSLDs are:

- **Educational, Academic, Research & Intraschool related communication**

## **DEVICE USE AGREEMENT**

Students enrolled at MPS will be issued a device for instructional usage during school hours. **Students will not be permitted to take devices home unless directed by a teacher.** Your knowledge of the policies described below, as well as your support in helping MPS in implementing these policies, is critically important. Following are the requirements that accompany school-issued devices.

## **DEVICE PROTECTION PLAN**

### **Device Protection Plan (\$25/student per year or \$50/family maximum per year)**

The Device Protection Plan is optional and available to families that wish to protect themselves from damage or replacement costs for their child's school issued device. The deadline to sign up and pay is September 15th. If you choose not to purchase the device protection plan and damage occurs to your child's device, it will be the parent's responsibility to pay for all repair costs as outlined below.

### **Coverage**

The Device Protection Plan covers 100% of all accidental damage, fire, flood, natural disasters, power surges, and vandalism to your child's school issued device with a \$0 deductible. The Device Protection Plan will provide coverage on school grounds, at home, on the bus, and anywhere your child may be using the device. If damage or loss were incurred to a school issue device with Device Protection Plan, there would be no additional fees charged for repair. The Device Protection Plan does not cover negligent or intentional damage.

### **Cost**

The Device Protection Plan provides pricing depending on your family's hot lunch free and reduced meal status. If you believe you qualify for free or reduced price meals but have not applied, please contact the school office to learn how to apply.

If you're interested in the Device Protection Plan, please complete the Google form and submit your payment to the school office.

Devices that malfunction or are damaged should be reported to a staff member. The school district will assume responsibility for repairing devices that malfunction; however, the cost of repairs will be assessed as stated below.

## **DEVICE LOSS, DAMAGE, OR MALFUNCTION**

### **Intentional Damage**

- If the school determines that intentional damage to a device has occurred, the family of the student will be responsible for the total cost (up to \$225 for Chromebooks & up to \$300 for iPads) of the device repair or replacement (dependent on the age of the device). The student may also be subjected to additional consequences.

### **Lost or Stolen**

- If a device is lost or stolen, the family of the student will be required to pay to replace the device (up to \$240 for Chromebooks & up to \$300 for iPads).

### **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 the amount due. Payments should be made at the school office.

### **Repair Rates**

Battery \$20 - \$70	Top case \$15 - \$50	Display/Screen \$35 - \$50
Power adapter \$20 - \$30	Power port \$5 - \$10	System board \$60 - \$125
Middle case \$25 - \$45	Trackpad \$25 - \$75	Bottom case \$15 - \$50
Daughter board \$40 - \$60	Keyboard \$35 - \$75	Hard disk drive \$40 - \$55
Display bezel \$20 - \$30	iPad screen \$100 - \$150	iPad display \$100 - \$125

## **GENERAL INFORMATION**

The policies, procedures, and information within this document apply to all students who are issued an electronic device owned by MPS. Classroom teachers may set additional requirements for use in their classrooms.

### **Receiving your device**

- A device will be distributed to all students in grades K - 8.
  - Chromebook carts in the 3rd - 8th grade homerooms will make devices available to your child.
  - K - 2 classrooms will use iPads and most elementary classrooms have charging stations for iPads.

- Parents and students must sign this contract in order to use devices at school.
- Beginning in the 2021-22 school year, 5th graders will receive a Chromebook to use for the remainder of their time at MPS. Upon 8th grade graduation, students will get to keep the device.

### **School Internet Access**

- Wireless network access is available throughout the school. MPS makes no guarantee that its 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.

### **Home Internet Access**

- In the event a device needs to be checked out from MPS and brought home, 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. Contact your Internet service provider for troubleshooting and assistance.

## **CARE OF THE DEVICE**

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to their teacher as soon as possible. The teacher will contact the tech coordinator to assess if repairs can be made to the device.

### **General Precautions**

- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left in an unattended area.

### **Screen Care**

- The device screens can be easily damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
  1. Do not lean on the top of the device when it is closed.
  2. Clean the screen with a soft, dry cloth or anti-static cloth.
  3. Do not “bump” the device against other objects as it could break the screen.

### **Device Identification**

- The serial number and the MPS asset tag identify student devices. Students should not remove any school identification labels from their devices. **Contact the MPS technology coordinator if you need a replacement asset tag.**

## **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 or students exhibit off-task behavior.

### **Charging Your Device's Battery:**

- Students are responsible to keep devices in a fully charged condition at the end of each school day by utilizing the charging cart in each homeroom.  
***Repeat violations of this policy may result in students losing device privileges.***

### **Managing Your Files and Saving Your Work**

- MPS uses Google Apps for Education, which allows cloud-based document creation, sharing, and storage. Each student has their own unique account

## **RESPONSIBLE USE**

### **Statement of Responsibility:**

- The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy; therefore it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.
- Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by teachers, the technology coordinator or school administration. ***Please remember that you are using a MPS issued device and it should be treated as such!***

### **Inappropriate Content:**

- Students are not allowed to access, view, and or store inappropriate content or materials on devices.
- The presence of weapons, pornographic materials, inappropriate language, threatening language, alcohol, drug, gang related symbols, or pictures will result in disciplinary action.
- All activity on the devices and any MPS issued email account, whether conducted at school or offsite, is subject to search as district property.

### **Legal Propriety:**

- All device users must comply with trademark and copyright laws and all license agreements. Ignorance of the law is no excuse for violations of such laws or agreements. If you are unsure, ask your classroom/homeroom teacher.
- Plagiarism is a violation of the MPS rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.

#### **No Loaning or Borrowing Devices:**

- Do not loan your assigned device to other students.
- Do not borrow a device from another student.
- Do not share passwords or user names.

#### **Unauthorized Access:**

- Access to another person's account or device without their consent or knowledge is considered hacking and is unacceptable.

#### **Music, Video Games, or Programs:**

- Music, videos, and games may not be downloaded or streamed over the Internet unless approved by a teacher. This may be a violation of copyright law.
- All software/apps must be provided by MPS.
- Data storage will be through apps on the device (Google Drive).
- Music & games are only allowed on the device at the discretion of the classroom teacher.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

#### **Parent/Guardian Responsibilities:**

- Talk to your child about values and the standards that they should follow on the use of the Internet just as you would on the use of all media information sources. Please talk with your child about your expectations for appropriate and responsible use in your home.
- ***MPS recommends that parents set device usage & time restrictions at home, and also take time to view your child's search history to make sure appropriate usage continues at home.***

#### **Student Responsibilities:**

- ***Students can only use their manvelk8.com account to log into any PSLD. Logging into other accounts while using MPS property could compromise the responsible use policy.***
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to network use according to MPS's Technology Policy.
- Keep passwords private. ***Should your password become compromised, contact the MPS technology coordinator as soon as possible to change your password.***

- Students should always log out, turn off and secure their devices after they are done working to protect their work and information.
- If a student should receive email or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, he/she should contact a teacher immediately.

**Student Discipline:**

- Depending on the seriousness of the offense, students may lose the device and/or network privileges. They may also receive detention, suspension or in extreme cases expulsion.

**MANVEL PUBLIC SCHOOL**  
**PARENT-STUDENT DEVICE USE CONTRACT**

- I have read, understand and agree to the stipulations set forth in the Manvel Public School Parent-Student Device Use Contract.
- I would like to sign up for the DEVICE PROTECTION PLAN (\$25 student/\$50 family maximum). Please submit your payment to the school office. Here is a link to the school's MySchoolBucks account if you would like to pay online: <https://bit.ly/MPSMySchoolBucks>
- I would **NOT like** to sign up for the DEVICE PROTECTION PLAN

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_