

# Smyer Independent School District Device Loan Agreement

## Security

The District will take several security steps:

1. Each device will be identified with asset tags and internal identification to facilitate ongoing tracking of district devices. Tampering with or removal of any identification tags is a violation of the Smyer ISD's Acceptable Use Policy.
2. Filter internet usage at home and at school. No filter is perfect, parents still need to monitor internet usage at home.
3. If the device is stolen a police report must be accompanied with administrative and parental approval for a replacement device to be issued (*replacement cost will apply*).

## Student Guidelines

### Device Appearance:

Do not tamper with or remove device labels. Do not apply stickers, paint, markers or decorate the device in any way. These are also a violation of the district's acceptable use policy and will result in disciplinary action and possible monetary fees or fines.

### Protective Sleeve or Case:

Students will be required to use issued/approved cases to store devices. Any damage occurring while issued/approved cases are NOT in place, will require student to pay full cost of repair or replacement even if it is the first incident.

### Usage:

Devices should be charged and brought to school daily to each class. Do not leave the device in your car or at home. Consequences for not having your device in every class every day will be determined by administration.

### Sound:

The sound should be muted at all times, unless permission is obtained from the teacher for instructional purposes. **Students will provide their own earbuds/headphones if needed.**

## Fees

### Breakage and screen replacement:

- If accidental damage should occur to the device, the student will be responsible for HALF of the repair cost.
- If there is a second incident, the student will be responsible for paying for the repair or replacement.
- In the event of a third incident, the student would lose "take-home" privileges and would be provided with a device for school use only during the day.

## Student Device Pledge

- I will take care of my device.
- I will never leave the device unattended.
- I will never loan out my device to others.
- I will know where my device is at all times.
- I will charge my device's battery daily at home.
- I will not disassemble any part of my device or attempt any repairs.
- I understand that my device is for educational use.
- I will not deface my device (no stickers, writing, engraving, etc.)
- I understand that my device is subject to inspection at any time without notice and remains the property of Smyer ISD.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the device and power cords in good working condition at required check-ins.
- I understand that my use of the device is subject to all applicable District policies and regulations, the student handbook, student code of conduct, and any individual campus procedures.

