



MT. VERNON
COMMUNITY SCHOOL CORPORATION

Mobile Device and Technology Policies

2017 - 2018

The policies and information within this document apply to all Mobile Devices, this includes Chromebooks and iPads used at Mt. Vernon Schools by students, staff, or guests including any other device considered by the Administration to fall under these guidelines. Teachers may set additional requirements for Chromebook and/or iPad use in their classroom.

Receiving Your Chromebook and/or iPad:

Chromebooks and iPads will be distributed each fall during the first part of school. Parents and students must sign and return the CHROMEBOOK/iPAD RENTAL AGREEMENT & SCHOOL POLICY AGREEMENT as soon as possible.

Accidental Protection Plan:

Mt. Vernon Community School Corporation (MVCSC) offers Chromebook and iPad protection that may be purchased prior to deployment of the device to your child. The protection plan is for the device ONLY. Case, cable and charger are NOT covered. Full replacement cost will be charged for the damage or missing item. The annual fee must be paid at student registration or prior to the first claim. Details on this program are attached.

Return:

Student Chromebook/iPad and accessories (charger and case) will be collected at the end of each school year for maintenance. Students will retain their original Chromebook/iPad, charger and case each year while enrolled at MVCSC for the lifecycle of the device. Any student who transfers out of MVCSC will be required to return their Chromebook/iPad and accessories. If a Chromebook/iPad and/or accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Carrying the Chromebook and/or iPad:

The protective shell of the Chromebook/iPad will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook/iPad in the school issued case is required when not in use. Chromebook/iPad covers can not be replaced with a different cover. This will void the protection.

Personalizing the Chromebook/iPad:

The cases provided by MVCSC must be returned in their original condition. No personalization can be done to the Chromebook or iPad cases. Devices are subject to inspection and must follow the MVCSC acceptable use policy.

At School:

The Chromebook/iPad is intended for use at school each and every day. In addition to teacher expectations for Chromebook/iPad use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook/iPad.

At Home:

All students are required to take their Chromebook/iPad home each night throughout the school year for charging.

CHROMEBOOKS/iPads MUST BE BROUGHT TO SCHOOL EACH DAY IN A FULLY CHARGED CONDITION. Students need to charge their Chromebook/iPad each evening and bring them ready for use daily. Students should not carry the AC adapter power cord (charger) to school. The battery will last throughout the day.

Identification of Chromebook/iPad

Chromebook/iPad Identification:

Chromebook/iPad will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number, asset tag and student name label
- Individual's account username or device name

Under no circumstances are students to modify, remove, or destroy any identification labels. Parents/Students will be charged for full replacement cost of a device if label is modified, removed, or destroyed.

Repairing or Replacing Your Chromebook/iPad

Chromebook/iPad Undergoing Repair:

- Loaner Chromebook/iPad may be issued to students when their Chromebook/iPad is sent out for repair at the Media Center or tech office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook/iPad.
- Students and parents will be charged for Chromebook/iPad damage that is a result of misuse or abusive handling. Parents will be billed for Dell/Apple parts and labor. The corporation has the right to decide when a Chromebook/iPad should be repaired in house versus filing a claim.

Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook/iPad initiative MVCSC is recommending the purchase of accidental damage protection prior to the deployment of the Chromebook/iPad to your student. MVCSC will be the sole provider of this protection. Under this accidental protection plan, the Chromebook/iPad is protected against accidental damage or loss due to an act of nature. The MVCSC will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. This protection plan does not cover for loss of the Chromebook/iPad and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. MVCSC will assess the Chromebook/iPad damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. MVCSC may bill for any repair necessary to an Chromebook/iPad to return it to its original working condition. Device should not be disassembled or any attempt to repair by anyone other than school authorized vendor.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Acceptable Use Policy for Network and Internet Use

MVCSC's "Acceptable Use Policy for Network and Internet Use", is located in each school's handbook which can be found on the school's website. The signature on the following page indicates you have read and agree to this policy and all handbook policies.

MT. VERNON COMMUNITY SCHOOL CORPORATION
2017-2018 CHROMEBOOK/IPAD RENTAL AGREEMENT & SCHOOL POLICY AGREEMENT

In this agreement, "Chromebook" means DELL Chromebook and all its components, software, apps, case, and charger. "iPad" means Apple iPad Air 2 and all its components, software, apps, case, and charger.

TERMS: You will comply at all times with the Mt. Vernon Community School Corporation Mobile Device and Technology guidelines as well as the MVCSC Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Chromebook/iPad are assigned to a single individual and are not to be shared.

TITLE: Legal title to the Chromebook/iPad is in the School Corporation and it shall remain in the School Corporation. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Mobile Device Guidelines.

LOSS OR DAMAGE: If the property is accidentally damaged or incurs loss due to an act of nature, MVCSC will assess the Chromebook/iPad damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School Corporation by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.

REPOSSESSION: Students not complying with all terms of this agreement including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence or other location of the Chromebook/iPad to take possession.

TERM OF AGREEMENT: Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School Corporation or upon student withdrawal from MVCSC.

APPROPRIATION: Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

GOOGLE FOR EDUCATION:

The district provides access to Google Apps for Education for cloud based storage. District issued emails are created for educational work and a collaborative online workspace. Parents agree to provide consent for the use of Google Apps for Education, district cloud storage and collaborative educational workspace.

APPLE/GOOGLE APPS:

Students will have access to Apps on their device for educational purposes that have been authorized by the school. When pre-approved, students will have limited access to app stores to access apps for the educational needs.

SCHOOL HANDBOOK POLICIES AGREEMENT: I acknowledge that I have read the student handbook of the school my child attends for the 2017-2018 school year, and agree to abide by these policies. These policies include how the student's Directory Information can be utilized by/through MVCSC. All student handbooks can be found on each school's website.

(Parent Signature required on next page for Mobile Device and Technology Policies and Protection Plan Agreement)

MVCSC 1:1 Accident Protection Plan
Coverage Effective June 1, 2017- May 31, 2018

This form is due back to the school within 30 days of your child starting school

Student Name: _____ **Grade:** _____

<input type="checkbox"/>	<u>Device</u>	<u>Grades</u>	<u>Premium Cost</u>
	Apple iPad Air II	K to 4	\$35.00

<input type="checkbox"/>	<u>Device</u>	<u>Grades</u>	<u>Premium Cost</u>
	Dell Chromebook II	5 to 12	\$20.00

I do not wish to elect coverage on my child's device. I understand that any cost associated with the repair or replacement of my child's device will be my sole responsibility.

DEDUCTIBLE: Both accident protection plans will have a tiered deductible (shown below). The deductible will be owed to Mt. Vernon Community School Corporation should a claim be made on a device.

TIERS:	1st Claim Deductible	\$50.00	2nd Claim Deductible	\$75.00
	3rd Claim Deductible	\$100.00		

*If a repair costs less than the deductible a parent or guardian will only be billed for the cost of the repair and not the full deductible.

LOST OR STOLEN DEVICE: If a device is lost the parent/guardian will be responsible for the full replacement price. If a device is stolen you must turn in a police report in order to file an accident protection claim. If you do not have a police report the device will be considered lost.

PAYMENT: Payment for the accident protection plan is due at the time this form is returned to the school. If this form is returned without payment your accident protection plan will not be active until payment is received. Payment can be made by check, cash, or credit card. Late payments will not be accepted.

SCHOOL HANDBOOK POLICIES AGREEMENT: I acknowledge that I have read the student handbook of the school my child attends for the 2017-18 school year, and agree to abide by these policies. I understand that the student handbook for each school can be found on each school's website.

Student Signature (Grades 3-12)

Date

Parent Signature

Date

***This form must be turned in whether or not you are electing to participate in the protection plan.**

****If you elect to participate in the Mt. Vernon Protection Plan you must submit your payment with this form.**