

## **Mayville Community Schools**

### **Student Personal Device Agreement**

It is the belief of Mayville Community Schools that: The individual use of the personal device is a way to empower students to maximize their full potential and to prepare them for college and the workplace. The result is increased learning from the continuous dynamic interaction with the personal device among students, educators, parents, and the extended community.

The following guidelines apply to all personal devices issued to students by Mayville Community Schools. The device remains the property of Mayville Community Schools and all users must follow the Technology Acceptable Use Policy, the Student Handbook, and the following rules regarding the personal device.

#### **1. Device Check-out and Check-in**

The student personal device will be issued according to the district curriculum plans. The device will include a charging cord. The district may ask for the device to be returned during school holiday breaks and during the last few days of the school year to prepare the device for the next grade level books and materials and to update the operating system. As soon as the update is complete, the device will be returned to the students. If a student graduates early, withdraws from school, is suspended or expelled, or transfers out of the Mayville School District, the device must be returned on the last day of the student's attendance at that campus. A student who does not return the device will face disciplinary and legal action in accordance with the Mayville Student Acceptable Use Policy.

#### **2. Warranty & Device Repair**

Turn in the personal device that is damaged or not working properly to your principal for evaluation. District devices, cables and chargers are under warranty and are only allowed to be serviced by the manufacturer or a district approved technician. Any device with repairs done by another person or company will void the warranty. Devices that have been worked on by another person or company will result in fines to reinstate the warranty. **If the device is accidentally broken, there is a charge of \$50.00, the 2nd time is \$150.00 the third time is \$250.00.**

#### **3. Use of Device**

Each school-issued personal device is intended for use at school every day. Students are responsible to bring their devices to all classes charged and ready for use. Student devices should not be shared with others.

#### **4. Care of Device and General Precautions**

- Use only a soft, dry, clean cloth to clean the screen. Never use cleansers or liquids of any kind.
- Insert cords and cables carefully to prevent damage.
- Do not etch, scratch, paint, write on with markers, damage or alter the personal device in any way.
- Stickers/skins of any kind are not allowed.
- Never leave the personal device in a vehicle. It could be stolen or damaged due to excessive heat or cold.
- If you have misplaced or lost your personal device, tell your building principal immediately. Missing devices can be remotely erased. In some cases they can also be tracked.
- Computing devices should only be used in a place where the temperature is between 50° and 90°F.

**READ FURTHER AND SIGN ON BACK OF THIS PAGE**

Low or high temperature conditions might shorten battery life or cause the device to stop working properly.

- Avoid placing the personal device where it will have pressure or weight on it.

## **5. General Care**

The personal device is particularly sensitive to pressure on the screen.

- Always keep a firm grip of the device when walking to prevent dropping.
- Do not place anything on or near the device that could put pressure on the screen or the device itself.
- Do not place anything in a carrying case that could press on or otherwise damage the device.
- Do not bump the device against walls, car doors, floors, or other hard areas.

## **6. Screensavers and Background Photos**

- You may personalize your school-issued device through copyright –free background photos or screensavers.
- Do not use images of weapons, sexual materials, inappropriate language, alcohol, drugs, or gang-related symbols as a background photo or screensaver.
- Do not password-protect your screensaver or background.

## **7. Saving Files**

Students may save work online in their Google Applications (apps) for Education account space or in a home folder if their device has access. There is storage space on all school-issued mobile devices, but in case of damage or power loss, things done on the device will not be backed up and may not be able to be retrieved. Problems with the device is not an acceptable excuse for late assignments or work not turned in.

## **8. Software**

The software or applications installed by the District must remain on the device in usable condition and be easily accessible at all times. Occasionally the school may add software or apps for use in the classroom.

## **9. Additional Software**

Students are allowed to load extra software or apps on the school-issued personal device. If technical difficulties occur or illegal software is loaded, the device will be restored to its original settings.

## **10. Synchronizing**

Students are not allowed to synchronize (sync) or connect their school-issued personal devices to any computer!

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Student Signature

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Date