

Garden City Public Schools
Wireless Computing Device Loan Agreement

Dear Parents and Guardians,

We are very excited to announce our 1:1 device initiative for all our students. Students in grades K-2 will be issued an iPad and a power adapter and students in grades 3-12 will be issued a Chromebook and a power adapter to be used for 2021-2022 school year.

Our goal is to provide our students with the tools that will make anywhere, anytime learning possible. The distinct possibility of remote or hybrid learning during the school year, makes it imperative to provide our students with devices to guaranty continuity of teaching and learning. Our students will be issued devices and will be responsible to bring the device to school and back home every day. Students will be able to keep their device for the duration of their attendance in a particular school.

Damage or Loss of Equipment:

Below is the district policy regarding damage, repair and replacement of a device:

- All damaged equipment remains the property of the District. Any damage, theft or loss of or to the wireless computing device must be reported to the District immediately.
- It is the Student/Parent/Teacher's responsibility to return the wireless computing device and all related equipment on the specified date and in the same condition issued, with normal wear and tear excepted as determined by the District.
- Expenses incurred to repair or replace a District-issued electronic device due to accidental damage, **FOR THE FIRST INSTANCE**, will be covered by the District. If the same student accidentally damages a second device, the parents are responsible for the cost of repairing or replacing the device. The cost of repair or replacement may vary based on the damage and the current cost for replacement. For example, a repair of a device costs may cost \$150, but if a total replacement is required, that cost may be more. Most of our devices are in the \$350-\$460 range.
- Costs associated with purposeful and repeated damage, loss or undocumented theft will be completely borne by the individual families. A police report must accompany a documented theft.
- The loss or damage to power adapter is entirely the parent responsibility; the cost of which is \$30-\$40.

Please Note:

All district-issued devices have **filtered Internet access** while on the school network and at home.

As a borrower of a Garden City UFSD wireless computing device, I accept the following responsibilities:

- I will follow the guidelines established in the [Garden City Acceptable Use Policy \(AUP\)](#) and this document.
- I will follow all existing district protocols for computer use and regarding data privacy and security, as well as state and federal standards including but not limited to CIPA, COPPA, FERPA, and Ed law 2-d.
- I will not write on or place labels on the device.
- I will report any problem/issue I encounter while using the device to the technology department immediately.
- I will place the device in a protective case when transporting it in between classes or between home and school.
- Devices will be returned at the end of the predetermined lending period (usually when a student leaves a building and enters a new one).
- Devices will be reassigned as deemed appropriate by district administration.

Guidelines for proper care of the wireless computing device:

- The device is not to be loaned to anyone.
- Proper care is to be given to the device at all times, including but not limited to the following:
 - Give care appropriate for any electrical device.
 - Keep food and drink away from the wireless computing device.
 - Do not leave the wireless computing device out in extreme heat or cold.
 - Do not attempt to repair a damaged or malfunctioning wireless computing device.
 - Use the appropriate wireless computing device adapter to charge the device.

- Proper security is to be provided for the wireless computing device at all times, including, but not limited to the following:
 - Place the wireless computing device in a protective case, when not in use.
 - Always carry the wireless computing device in its protective case, when transitioning between classes.
 - Do not leave the wireless computing device unattended or in open view.

Wireless Computing Device Management:

- Do not sync the wireless computing device to a home computer or to any personal email or application purchasing accounts.
- The policy for licensing Apps and/or Programs for district owned devices is the following:
 - Apps and/or Programs will be purchased by the district through the Volume Purchasing or other programs.
 - Only the Technology Department, in consultation with building principals and other administrators, will be authorized to approve and purchase apps and/or programs.

District Rights and Responsibilities:

The District reserves the right to:

- Monitor wireless computing device activity, including internet access or intranet access on the school's file servers.
- Make determinations on whether specific uses of wireless computing devices are consistent with the District's policies.
- Suspend the user's access to the District's network and/or use of the wireless computing device if at any time it is determined that the user is engaged in unauthorized activity or is violating District Acceptable Use policies.

Borrower Agreement:

I have read, understand and agree to abide by all of the conditions set forth in the Garden City Public Schools Device Lending Agreement, and agree to adhere to the District's Computer Network and Acceptable Use Policy when using the wireless computing device at school or at home:

Date: _____

Student name: _____

If this is being lent to a student borrower:

I am the parent or legal guardian of the Student. I consent to my child's use of the school-issued Laptop/iPad at school or at home, and agree to the foregoing terms and conditions applicable to such use.

Parent's name: _____

Parent's signature: _____

To be completed upon issuance of the device:

Date of Issuance: September 2021

Device Type: Chromebook