

Student  
Name

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Grade

**Wilmington Academy of Arts and Sciences  
Device User Agreement  
2018-19 School Year**



This agreement is made effective upon receipt of a 1:1 MacBook Air (“device”) between Wilmington Academy of Arts and Sciences (“WAAS” or “school”), the student receiving a device (“student”), and his/her parent or legal guardian (“parent”).

The student and parent, in consideration of being provided with a device, including power adapter, charging cable, and software for use while a student at WAAS, hereby agree as follows:

**Purpose:** In order to support a personalized approach to learning, WAAS is providing devices to elementary and middle school students. Like a textbook, the device is a resource to support learning. Students with devices are required to follow the policies and guidelines in this document, as well as all other school and classroom policies and procedures regarding behavior and technology use.

**Contact Person:** If you have questions or concerns please contact the WAAS Director or Director of Technology.

**Receiving the Device:** The student and parent must both sign and return this agreement before a device can be issued.

**Participation:** If the student and parent do not sign and return this form, a school device will not be issued to the student and an opt-out form must be signed. If you have questions or concerns about your student using a school device, please talk to the school about how to ensure the student can participate fully in learning. No personal devices will be allowed on school grounds or in classrooms.

**Responsible Device Use:** All users of school-issued devices must follow the expectations outlined in this agreement, the Parent-Student Handbook, and any communications from the school. When in doubt, ask a teacher or other WAAS staff member. Failure to follow these responsibilities and expectations will lead to applicable student disciplinary consequences.

Initials of Parent \_\_\_\_\_  
Initials of Student \_\_\_\_\_

WAAS provides content filtering within the WAAS network. However, WAAS does not have full control of the information on the Internet, the sites a student visits, or incoming email while off school grounds. While off school grounds, parents/guardians are solely responsible for monitoring the student's use of the device. Students may not exhibit inappropriate behaviors, or access prohibited materials with the device, at any time, at any location. Students will be subject to disciplinary and/or legal action if they use the device for inappropriate activities as defined in this agreement and the Student & Parent Handbook, whether on or off school grounds.

Irresponsible or inappropriate device use will result in a minimum of the following, along with any other necessary disciplinary measures (at the complete discretion of WAAS Director and Technology Director):

1 <sup>st</sup> Offense	lose device and all associated privileges for 2 school days (48 hours)
2 <sup>nd</sup> Offense	lose device and all associated privileges for 1 school week (5 days)
3 <sup>rd</sup> & subsequent Offense(s)	lose device and all associated privileges for 2 school weeks (10 school days)

**Privacy and Monitoring:** Nothing done on school-issued devices is private. WAAS retains the right to monitor, collect, and/or inspect the device and any accessories at any time, for any reason, including via electronic remote access; and to alter, add, erase, or delete installed software or hardware with no notice. WAAS further retains the right to systematically and/or randomly search the device at any time.

**Applications:** WAAS has researched key applications that will be preinstalled on each device. Throughout the year, additional applications may be added to support learning. Purchasing and installing these applications is the responsibility of WAAS. **No one other than an authorized school official may add or delete applications from a school-issued device.** "Jail breaking" and hacking of devices is not permitted. Operating System and Application updates will be run from a central location.

**Customization:** Students are permitted to alter or add files to customize the assigned device to their own working styles (e.g., wallpaper, fonts, screen saver). However, WAAS reserves the rights to ensure all customizations are appropriate and may periodically conduct maintenance that may configure the device back to the original state.

Initials of Parent \_\_\_\_\_

Initials of Student \_\_\_\_\_

**Technical Support:** WAAS will provide technical support and regular maintenance. Students can make an appointment to meet with the Technology Coordinator during regular school hours.

**Damage, Loss or Theft:** All school-issued devices are the property of the WAAS. If a device is damaged, lost, or stolen during the time that it is issued to the student, whether intentionally or due to negligence or due to circumstances beyond the student’s control, the student or parent must notify the school immediately and fill out an incident report. If the device is stolen during the time that it is issued to the student, the student or parent will also be responsible for filing a police report and submitting it to the school administration. The student and parent will be responsible for paying the fines outlined in this document. **Fines/Costs for Device Damage, Loss, or Theft:** If for any reason the device is damaged, lost, or stolen, during the time it is issued to the student, the student and parent are responsible for the following costs and fines:

Device/Accessory	Lost/Stolen	Damaged
MacBook Air	Full replacement cost*	Full cost of repair at authorized repair shop, or full replacement cost, at the school’s sole discretion
Power Adapter/Charger	\$60	Will be replaced*
Software	n/a at this time	

*\* Power Adapters/Chargers are excluded from and not covered under the insurance policy. If a charger is lost or stolen, a fine or charge for replacement of the charger will be issued.*

- \* Full replacement cost for devices includes the device, software licenses, and setup. Current estimated cost is between \$350-\$450.
- \* Because there is a huge amount of administrative time involved in trouble shooting and programming a new device, there will be a fine charged for each incident requiring replacement of the device after the first incident. Please see the chart below for fine costs:

1 <sup>st</sup> Offense	No fine
2 <sup>nd</sup> Offense	\$25 fine
3 <sup>rd</sup> and subsequent offense(s)	\$50 fine

Initials of Parent \_\_\_\_\_

Initials of Student \_\_\_\_\_

**Insurance:** Parents must choose to purchase insurance for the device either through WAAS (Worth Ave. Group Insurance) or another company. (Worth Ave. Group has an approved repair center)

**To avoid voiding our warranties, parents may only use insurance companies with repair centers authorized by the device manufacturer:** As of June 2018, Worth Ave Group (<https://www.worthavegroup.com>) uses authorized repair centers for ALL of our devices. This information is provided for convenience only. While WAAS does not endorse any particular insurance provider, each family should carefully verify the services provided by any insurance provider. If you choose to use Worth Ave Group, then WAAS handles the claims process for you. If you choose to purchase insurance thru another provider, WAAS will not be responsible for communicating with that private insurance provider. You remain solely responsible for paying costs/fines directly to WAAS.

**Returning the Device:** Devices must be returned in good working order without damage, ordinary wear and tear excepted, to the school by the last day of school, unless otherwise communicated in writing by the Director. Each device and its accessories will be inspected and costs for repair or replacement, at the school's sole discretion, will be charged to the student account. The use of devices provided by WAAS is not transferable to anyone and terminates when a student is no longer enrolled.

A student that transfers, withdraws, expelled, or terminates enrollment at the school for any reason must return the device by the date of withdrawal/termination. A student who fails to return the device will be subject to paying up to the full replacement cost of the device and any accessories, and may also have report cards, transcripts, or certificates of progress withheld until restitution is made.

**Failure to Return a Device or Accessories upon Withdrawal from the School:** A student who fails to return a device or any accessories without reporting them lost or stolen will be responsible for the full replacement cost of the items that were not returned (see above).

**Protective Cases:** The device comes in a thin polymer case which protects the surface from scratches, although it is not extremely durable. Therefore, it is recommended that parents purchase a protective case for the device. Not only will this help protect the device from potential damage, but it will also allow students to feel pride and ownership in their device, as well as to show individuality. Leather, rubber, and hard plastic shell cases are available online at local retailers. The school issued device MUST remain in a protective case at all times. If at any time, a device is found without a protective case, the device will be collected and safe guarded until a protective case is provided by the student or family.

Initials of Parent \_\_\_\_\_  
Initials of Student \_\_\_\_\_

**Devices Left Unattended:** If a device is left unattended, i.e. in a classroom, in the hallway, by the lockers, etc. it will be collected for safe keeping. First offense, device will be returned to student upon request. Second offense, device will be kept by administration for 24 hours. Third offense, device will be kept by administration for 48 hours. Fourth and subsequent offenses, device will be kept for 5 school days and returned on the 6<sup>th</sup> school day.

**Power Adapter/Charger:** Devices should come to school fully charged. Per this agreement and the handbook, devices are to be charged each evening at home. In the event that a device needs to be charged during the school day, the device must be brought to the front desk to be charged in a designated charging station. The device must remain in the charging station until a full charge is reached (typically 45 minutes to 1 hour 15 minutes). Partially charging a device will not be permitted as it is detrimental to the life of the battery. Students are not allowed to charge their device in a classroom, hallway, lunchroom or anywhere other than a designated charging station. Students are not permitted to access the charging station. Devices will be charged by a staff member and returned by a staff member.

Initials of Parent \_\_\_\_\_

Initials of Student \_\_\_\_\_

**STUDENT PLEDGE**

1. I will take good care of my school-issued device by storing it in a safe place.
2. I will protect my device and keep it in a protective case at all times.
3. I will bring my device to school every day with a fully charged battery.
4. I will avoid use in situations that are conducive to loss or damage.
5. I will not expose my device to extreme temperatures or elements including water.
6. I will never loan out my school-issued device to other individuals.
7. I will keep **food and beverages** away from my device since they may cause damage to the device.
8. I will not disassemble, jail break, or hack into any part of my or any school-issued device or attempt any repairs.
9. I will use my school-issued device in ways that are appropriate and meet the school's expectations—whether at school, at home, or anywhere else. If I use my device in a way that is inappropriate, I understand the school may discipline me.
10. I will not use my WAAS technology or device to cheat on assignments.
11. I will follow copyright laws.
12. I will not place any **permanent** decorations on the school-issued device. I will not deface the serial number sticker on any school-issued device.
13. I understand that my school-issued device is subject to inspection at any time without notice and remains the property of WAAS. Nothing I do with the device is private, and nothing I have on the device is private.
14. I will not share my password(s) with anyone other than a teacher or adult from my school or my parent/guardian.
15. I use this device at my own risk.
16. I understand that if I damage or lose my device, or if it is stolen, my parent or I will have to pay a fine and/or replacement cost.

*I agree to all of the rules and expectations set forth in this Device User Agreement and the WAAS Student and Parent Handbook.*

Student Name

Printed

\_\_\_\_\_

Grade

\_\_\_\_\_

Student

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

**PARENT/GUARDIAN PERMISSION AND RELEASE**

By signing below, you indicate that you have read and understand the guidelines in this document and accept the issuance of a device to your student.

1. I understand that my student and I are responsible for damage, loss, or theft of the device while in his/her care and agree to the fines and costs outlined in this document.
2. I understand and agree that, while my student is off school grounds, I am solely responsible for monitoring his/her use of the device and the content that is accessible through any wireless network.
3. I understand that students will be subject to disciplinary action if they use the device for inappropriate or prohibited activities, whether on or off school grounds.
4. I agree that the school is not responsible for anything that happens with this device.
5. I agree that my student uses this device at his/her own risk.
6. I understand that the device is to be kept in a protective case at all times.
7. I understand that the device should come to school fully charged each day.

We choose the school provided insurance and will write a \$42 check made payable to WAAS for Worth Ave. Group Insurance   
*(Payment due by August 20, 2018)*

We will provide proof of personally purchased device insurance that has a repair center approved and authorized by our device manufacturer.   
*(Proof due by August 20, 2018)*

*I agree to all of the rules and expectations set forth in this Device User Agreement and the WAAS Student and Parent Handbook.*

Parent Name  
Printed \_\_\_\_\_

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

***This entire signed agreement will be kept in the Director's office. Keep a copy for your files.***