Appendix A

OKCPS Student Mobile Device Agreement

In alignment with OKCPS Board of Education Policy F-26 and F-26-R1, students who are assigned mobile technology devices, including Chromebooks and iPads, must adhere to provisions outlined in the policy and may be fiscally responsible for lost, stolen or damaged devices.

Ownership:

OKCPS shall retain title to the equipment at all times, unless otherwise transferred. The student shall hold no security or ownership interest in the equipment or licenses to installed software.

Equipment can include the following:

- Chromebook - $317.00
- Chromebook Case - $19.00
- Chromebook Power adaptor - $40.00
- iPad - $397.00
- iPad Power adaptor - $49.00
- WiFi Hotspot - $84.00

Content Filtering:

All websites used for instruction are evaluated by staff for appropriateness. Families should note that when the OKCPS Chromebooks and iPads are connected to a personal home network they are not configured to filter the sites students may visit. Families should discuss the importance of being safe, responsible, and respectful online.

Chromebook Functions:

The Chromebook and iPad are both multifunction devices that allow for the following:

- Connection to any open or secured wireless network (if the password is known)
- Access to the Internet (e.g. access online accounts, surf the Internet, etc.)
- Taking pictures
- Recording audio and video
- Using various instructional apps
Responsible Use:
Users are responsible for securing and safeguarding data stored on OKCPS technology. When using OKCPS technology, this means that students should continue to use only approved OKCPS applications. If students choose to use digital tools or access online services that are not part of the OKCPS approved list, OKCPS cannot be responsible for any data privacy or security concerns that may arise.

Student/Parent Agreement:

We agree to use the device in accordance with all provisions of OKCPS Board Policy F-26 as it currently exists and as updated or modified.

We agree to report any objectionable content to a teacher and/or administrator.

We understand that OKCPS has the ability to monitor OKCPS device usage to ensure compliance with OKCPS policies. We understand that because of the need to monitor OKCPS devices, we have a limited expectation of data privacy while using OKCPS technology. We understand that students are to use only OKCPS approved digital tools in order to safeguard student data from unauthorized access. Furthermore, we are aware that the device may be randomly collected, inspected and searched.

We agree that the device is to be used exclusively by the OKCPS employees and the assigned student. Parent(s)/guardian(s) may use the device for purposes of assisting their child with educational studies.

We will obtain consent from participants before taking photos, recording audio or capturing video.

Ownership:
The equipment is a loan and remains the property of the OKCPS.

The term of this loan is for the course of the school year or as otherwise designated by the school administrator.

Upon request of an administrator or teacher, we will return the device, case (if provided) and power cords.
Proper Care:
To protect the device from damage, we will store this device in a protective case if one was supplied from OKCPS.

We are responsible for the safe handling, storage, and security of this device. We agree to take appropriate precautions to prevent damage, loss or theft.

We will secure the device when not in use.

We will not write, etch, scratch, mark or apply stickers to this device. Should student enrollment be terminated for any reason, the equipment must be returned within four (4) calendar days.

We will not alter any OKCPS markings and stickers applied on the device.

If the device is damaged, we will return the device. We will not attempt to repair the device or contact any other computer repair service facility directly.

Liability:
In the event that the device is damaged due to misuse, accidental care or handling, or neglect, and the damage is not covered under warranty, we agree to pay the cost of the repair or replacement of the device’s equivalent replacement including the device and case.

In the event that we install a program or modify the device which impairs the functionality of the device, we are financially responsible for reimbursing the school system for the monetary cost.

If the device is lost, stolen or damaged, it is our responsibility to immediately notify the school’s media specialist, teacher, principal or assistant principal.

If the device is not returned to the school system upon the teacher or school’s request or when enrollment is terminated for any reason, we agree to pay the cost of a replacement device within 30 calendar days. Furthermore, we understand and accept that OKCPS may file a police report for stolen property should we fail to return or pay for the device and related items within 45 calendar days.
Student Pledge for Mobile Device Use

1. I will take good care of my mobile device.
2. I will never leave the mobile device unattended.
3. I will never loan out my mobile device to other individuals.
4. I will know where my mobile device is at all times.
5. I will charge my mobile device's battery daily.
6. I will keep food and beverages away from my mobile device since they may cause damage.
7. I will not disassemble any part of my mobile device or attempt any repairs.
8. I will not install programs or applications.
9. I will save work to Google Drive, Canvas, or Seesaw as directed by my teacher.
10. I will protect my mobile device by carrying it in the case provided.
11. I will use my mobile device in ways that are appropriate and educational.
12. I will not write, carve or put stickers on my mobile device.
13. I understand that my mobile device is the property of OKCPS.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, mobile device case, or any other District provided accessory in the event any of these items are lost or stolen.
16. I agree to return the mobile device, power cords, case, and any other District provided accessory in good working condition.

Student Name: ____________________________ Date _____________________

Student Signature: _____________________________________________________

Parent/Guardian Name: ______________________ Date ______________________

Parent/Guardian Signature _______________________________________________