



STUDENT MOBILE DEVICE CONTRACT

The Chromebook package is made available to students enrolled in the Nevada City School of the Arts (NCSA) for educational use. Students are responsible for the safe and appropriate operation of the Chromebook. Parent/Guardian acknowledges financial responsibility beginning when the laptop is issued to the student.

Expectations for the use and care of the Chromebook and laptop bag are as follows:

- **Financial Responsibility:** Technology Fees: NCSA retains the right to charge for lost, damaged or stolen school property, and will pursue all methods of reimbursement if it becomes necessary. All financial responsibility must be taken care of prior to the end of the school year. Failure to discharge any financial obligation may result in a hold on further school equipment including but not limited to technical devices and musical instruments. Families are strongly encouraged to purchase insurance for the Chromebook package. The insurance policy would cover the cost to replace the Chromebook in the event of damage, loss or theft. Note: Families may also pursue insurance through their homeowner's insurance. Many homeowner and renter insurance policies offer very affordable coverage for Student devices.
- **Ownership:** The Chromebook is for educational purposes. Only the assigned student will operate the Chromebook and will not give their password to any other person, with the exception of the Parent/Guardian. NCSA retains sole right of possession of the computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, NCSA administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. The use of a Computer is a privilege which may be rescinded at any time.
- **Equipment Package Provided:** Chromebook, power cable and case. All installed software and applications are licensed to NCSA and are available for the Student's use while on or off campus. NCSA will retain records of the serial numbers of provided equipment. In the event a computer becomes inoperable, a temporary loan of an alternate computer may be made, if available. The terms of this agreement also apply to any temporarily issued Computer.
- **Responsibility for Damage:** The Student is responsible for maintaining a 100 percent working Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. In the event of damage, the student and parent/guardian will be billed a fee according to the following schedule:
 - Full cost of repair or replacement, not to exceed \$200.
 - Replacement chargers - \$20 - \$35 depending on charger



NCSA reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence. Examples of negligence include, but are not limited to:

- Leaving equipment unattended and unlocked.
- Lending equipment to others other than one's Parents/Guardians.
- Using equipment in an unsafe environment, including in the presence of food or beverages.
- Using the equipment in an unsafe manner such as, throwing, propping, sitting on, etc.
- Defacing equipment, including stickers/decals, writing, scratching, etc

The student and parents/guardians accept full responsibility for the return of the Chromebook package in good condition.

- Willful and/or malicious damage to any part of the Chromebook package will result in a cancellation of privileges, disciplinary action and/or reimbursement for repairs and/or replacement cost of the Chromebook computer, the charger or the case.
 - Damage includes, but is not limited to, physical damage and/or unauthorized alterations to the Chromebook; attempts to destroy data of other users or the network, and the up loading or creation of computer viruses.
- **Suspension of Technology Access:** Students who repeatedly abuse the Computer through neglect or carelessness, or violate the Acceptable Use Policy may have their access to NCSA technology suspended. During a suspension, classroom assignments will be provided in an alternate format.

The NCSA Student Instructional Technology Acceptable Use and Internet Safety Policy (Acceptable Use Policy) can be found on our website and is part of this Mobile Device Contract. Both documents must be reviewed by parents with verified signatures;

Consequences for failure to abide by the terms of the contract (Acceptable Use Policy) will include one or more of the following:

- Parents will be contacted
 - Meet with School Director/Assistant Principal
 - Loss of use of Chromebook at home
 - Conference with parents/guardians and grade level team
 - Loss of use of Chromebook at school
 - Suspension/Expulsion
- **Actions Required in the Event of Damage or Loss:** Report the problem immediately. If the Computer is stolen or vandalized while not at NCSA or at an NCSA sponsored event, the Parent must file a police report. A copy of the police report must be provided to the School



before a substitute Computer will be issued to the Student.

- **Responsibility for Loss:** In the event the Computer is lost or stolen, report immediately to the School. The NCSA Computers are equipped with limited security measures that include GPS location software, as well as remote disabling of the device. These measures reduce or eliminate the “market value” of stolen devices and could help but not guarantee the recovery of lost devices. In the event a device cannot be located and retrieved, the student and parent/guardian will be billed the full cost of replacement. (Note: Families may pursue insurance through their homeowner’s insurance. Many homeowner and renter insurance policies offer very affordable coverage for Student devices.)
- **Technical Support and Repair:** NCSA does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available. The student must immediately report any problems with the Chromebook package. If the IT Department cannot restore the device to full functionality, a repair order will be issued for the device and a substitute device, if available, will be issued to the Student.
- **Fully charged devices:** Students are expected to bring their device to school and to have the Computer fully charged upon return to school. A depleted battery may result in lost instructional time and missing or late assignments.
- **All software originally installed by NCSA will remain on the device.** The Student is NOT permitted to install software on the assigned Computer.
- **Content Filter:** NCSA’s content filter, iBoss, does not work outside the campus provided network. Internet monitoring is the responsibility of the parent when the computer is in use on an outside internet provider. To assist with monitoring on NCSA owned devices we have added GoGuardian as an additional filter and way for teachers to monitor student activity while in their class; however, no filter is 100%. Ultimately, internet/content monitoring is the responsibility of the parent. Content filtering is NOT provided for personal devices. Parents can view their child(ren)s activity through the GoGuardian parent app. To request access please contact our IT Department at cj.taylor@ncsota.org.
- **Responsibility for Electronic Data:** NCSA reserves the right to access, monitor, review and delete any digital content found to be in violation of acceptable use policies. No monetary compensation will be due by the school for any purchased software, applications or digital content intentionally or unintentionally deleted by the school administration, either individually at the discretion of school administration or during a mass reimaging process. NCSA does not accept responsibility for Student files or personalized and downloaded content. It is the sole responsibility of the Student to back up personal data as necessary.
- **Unauthorized downloads/installations:** Do not download or use unauthorized games,



programs, files, music or other electronic media on school-owned devices. A student may not download or install any commercial software, shareware, or freeware onto local and/or network drives or disks.

- **Technology Department:** If a student is having problems with a school-owned device, or if they have questions about the technology, students/parent can contact the school. The IT Department will not make repairs, or install any software, on student-owned devices.

The IT department can be reached at cj.taylor@ncsota.org.



STUDENT MOBILE DEVICE CONTRACT

In addition to the requirements set forth in the Agreement, the Student and Parent/Guardian agree to all terms for legal and ethical use as defined in the Nevada City School of the Arts (“NCSA”) Student Instructional Technology Acceptable Use and Internet Safety Policy (Acceptable Use Policy). Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect his/her assigned Computer. Loss or damage resulting in failure to abide by the details in this agreement may result in full-financial responsibility. This signature also acknowledges receipt of the “Acceptable Use Policy”

Keep a copy of this agreement for your records and return only this signature page.

STUDENT: (Student section will be completed when device is issued to the student)

Student Signature

Date

Student Name Printed

Grade at time of issue

Asset # (assigned by the school)

PARENT:

Parent Signature

Date

Parent Name Printed



STUDENT CHROMEBOOK CARE & RESPONSIBILITIES

- Devices are sensitive to liquids and should not be used near pool, river, or bath. Do not place food or drink next to or on Chromebook. Water damage = up to \$90 repair fee.
- Bring your Chromebook to school fully charged.
- No objects should be placed on top of Chromebooks. Cases are padded to prevent damage but this does not guarantee it. Don't place anything in the case that will press against cover; screens are particularly sensitive to damage from excessive pressure.
- Do not lift the Chromebook by the screen, or transport or store with screen up.
- High and low temperatures may damage Chromebooks. Don't leave in car or anywhere else with temperatures above 100 degrees, or where it is colder than 32 degrees, for extended periods of time.
- Do not etch, draw or place stickers on device. Name tags will be placed in the card slot on the case for easy identification.
- Secure your assigned Chromebook at all times to avoid loss or theft. Report damage or lost device to Chromebook station immediately; if Chromebook is stolen, report must be made to appropriate police department and submitted to school.
- Students who transfer out of or withdraw from Nevada City School of the Arts must turn in device, charger & case on or before last day of attendance.

Chromebooks are property of Nevada City School of the Arts