

ORLANDO SCIENCE SCHOOLS

STUDENT/GUARDIAN DIGITAL DEVICE CHECK-OUT AND USAGE AGREEMENT FORM



This agreement applies to the use of all Digital Devices (e.g., Chromebooks, Laptops, iPads, etc.) owned by Orlando Science School ("The School") used on or off school property. Students may receive a Digital Device to use at The School and/or at home as a means to promote achievement and provide for flexible learning opportunities. **A school-issued Digital Device is to be used as a productivity tool for school-related tasks only** which may include homework completion, curriculum enhancement, research, and communications. Students must act in accordance with applicable Policies and Procedures when using a school-issued Digital Device. **Device availability and procedures may vary from campus to campus.** Students are responsible for maintaining the condition of their issued device. This agreement includes the following specific expectations.

CHROMEBOOK USAGE GUIDELINES

- Devices must be put away during snack and lunch times.
- Students must have their own headphones and/or computer mouse when using. School-issued accessories will not be provided.
- Student work **cannot** be saved on the computers; however, they can be saved to a USB drive or in their Google Drive/OneDrive.
- NEVER place a device on the floor where it may be stepped on.
- NEVER attempt to visit blocked sites or use the computer in a way that is not for academic purposes.
- In order to prevent exposure to inappropriate or offensive material, students may NOT play music on the device.
- Students are responsible for following classroom-specific guidelines and expectations for use. This means following instructions, guidance, and protocols regarding when and how to use the technology in the instructional setting.
- CARRYING DEVICE
 - Students should hold the device (cover closed) with two hands if they need to carry the device in the classroom during instructional time.
 - Never carry the device with the screen open.
- OPENING DEVICE
 - Only open the device on a flat, hard, stable surface.
 - Do not lean on top of the device.
 - To open the device, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position (Figure 1. Opening a Device)
 - NEVER push the device screen back too far or pick the device up by the screen as this will cause a short in the screen.
 - NEVER touch the screen or the device with fingers or any other object.
- CLOSING DEVICE
 - Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device.
 - NEVER close the device with ANYTHING on the keyboard as this may damage the screen (be especially mindful of earbuds, pencils, papers, etc.)
 - Close the screen only when the device is resting on a flat surface such as a table or desk.
 - Close the device using two hands – one at either corner of the screen (Figure 2. Closing a Device)
 - NEVER touch the screen of the device with fingers or any other object
 - Close the screen gently
- MEDIA
 - Inappropriate media (pictures, music, movies, etc.) may not be used as device backgrounds or themes or stored on or accessed on the device. The presence of such media will result in disciplinary action.
 - Students may not add backgrounds or change mouse settings on devices.
 - Students may not play music on the device.
- AUDIO
 - Sound must be muted at all times unless permission is obtained from a teacher.
 - Headphone use may be permitted at the discretion of the teachers.
 - Students should have their own personal set of headphones for sanitary reasons.



OVERALL RESPONSIBILITIES AND RESTRICTIONS

- Students are expected to abide by the OCPs [Parent Technology, Media and Information Consent \(PTMIC\)](#) Form acknowledged by a parent/guardian each school year, as well as all Policies and Procedures outlined in the [District Code of Conduct](#) and school Code of Conduct (See Student Handbook). The School utilizes [GoGuardian](#) to further enhance online safety practices.
- Students must **NOT** attempt to or install software, hardware, or change the system configuration including network settings on any equipment assigned to the student member without prior consultation with administration.
- Students are expected to prevent damage and theft to all Digital Devices assigned to them. Students are responsible for all content on their Digital Devices. Any inappropriate content, in any form (pictures, text, animation, video, sound, etc.) will be grounds for disciplinary action.
- Students will notify their teacher or administration immediately if the Digital Devices need repair or are lost or stolen.
- **Students are held personally and monetarily responsible for any loss or damage** caused by intentional vandalism or negligence concerning assigned Digital Devices.
- Students will not be held responsible for manufacturing defect or technical problems resulting from regular school-related use.
- Students must provide access to any Digital Devices they have been assigned immediately upon The School's request.
- All Digital Devices owned by The School are school property provided to students for a specific timeframe and **must be returned prior to the end of the school year during which it was issued.**
- Use of Digital Devices is filtered, but no filter is perfect. So, whether utilizing Digital Devices on the The School network or outside The School network, students are expected to refrain from accessing inappropriate content.

SUGGESTED PRECAUTIONS FOR TECHNOLOGY USE

- Do not place drinks or food near your Digital Devices.
- Extreme temperatures or sudden changes in temperature can damage Digital Devices. Do not leave your Digital Devices in a vehicle.
- When using Digital Devices, keep on a flat, solid surface. This will allow air to circulate through them. For example, using Digital Devices directly on a bed can cause damage due to overheating.
- When charging Digital Devices always keep them plugged into a surge protector.
- Do not leave Digital Devices in an unattended vehicle, even if the vehicle is in your driveway or garage.
- Never leave Digital Devices unattended in a car, unlocked home, or public place.
- Keep information password-protected; log off when away from Digital Devices.
- Never check Digital Devices as luggage at the airport.

REPLACEMENT COSTS

Replacement cost of damaged/lost Digital Devices	\$375
Replacement cost of damaged/lost Charger	\$50
Cost of repair per occurrence	Full cost of repair

Lynx Campus Addendum

It is crucial that all students have their Chromebook devices in good working order on a daily basis. To ensure every student is fully prepared the following policies are in place. Please note that loaner Chromebooks are not guaranteed and are based on availability. Additionally, if a student does not have their Chromebook on testing days, they may not be able to test and will need to make up the test once they have their Chromebook available..

Daily Loaner Limitations – Loaner Chromebooks are available on a limited, first-come, first-served basis. Borrowing a loaner is considered being unprepared for class and will result in 3 conduct points issued to the borrowing student.

Loaner Borrowing Cap – Each student is allowed to borrow a daily loaner up to 5 times between now and the end of the school year. After reaching this limit, the student will no longer be eligible to borrow a loaner device.

Food & Drink Policy – Eating or drinking while using a school-issued device is a violation of the Orlando Science Schools Student/Guardian Digital Device Check-out and Use Agreement. If a device is damaged due to food or drinks, it will be considered negligence, and the student will be liable for repairing or replacing the device. Additionally, if a student is caught using their device during lunch, they will be issued a referral for violating the Check-out and Use Agreement.

Repeat Damage Policy – If a student breaks their device in the same manner twice in one school year, it will be considered negligence. The student will be responsible for the repair costs or replacement of the device.

No Loaners for Negligence/Vandalism – If a device is broken due to negligence or vandalism, the student will not be issued a loaner and will not be allowed to borrow daily loaners.

Loaner Device Damage Policy – If a device is issued during the repair of a student's assigned Chromebook and the loaner device is damaged; the student will forfeit access to a loaner Chromebook until their assigned device returns from repair. (exceptions will be made for state testing)

Lost Chromebook Policy – If a Chromebook is lost, a loaner or replacement will not be provided until the \$350 Chromebook replacement fee and/or the \$50 charger fee is paid.

We appreciate everyone's cooperation in ensuring that these devices are taken care of so that all students are prepared for the testing season and beyond.

AGREEMENT

I have thoroughly reviewed and agree to abide by the policies and procedures outlined in this agreement as well as the referenced Parent Technology, Media and Information Consent Form, the district Code of Conduct, and the school Code of Conduct.

I understand that all Digital Devices the school has provided to me are the property of The School. I will not install any additional software or change the configuration of the Digital Devices assigned to me in any way without prior consultation with administration.

I understand that The School may request the Digital Devices be returned at any time. Upon request of The School or termination of the agreement, I must return the Digital Devices to The School in the same condition they were received, reasonable wear and tear excepted. I understand that The School may ask to examine the devices at any time.

I agree to accept the Digital Devices "as is." In no event shall The School be liable to me for my use of the Digital Devices. I understand that in the event of theft, misuse, or carelessness, there is no provision for replacement by The School. I understand that if loss or damage occurs due to intentional vandalism or negligence while the Digital Devices are in my possession, I am personally and monetarily responsible for any damage, and in case of theft, for filing an official police report and informing The School immediately.

I understand that the rules and procedures stipulated in this agreement shall not be broken for any reason and violation may result in the restriction and/or termination of my use of The School Digital Devices. I also understand that any violation of the terms in this agreement may subject me to disciplinary action.

STUDENT INFORMATION

First Name	Last Name
GRADE	STUDENT ID #
SIGNATURE	DATE

As the parent/legal guardian of the student listed above, I have also thoroughly reviewed and agree to the stipulations of this document.

GUARDIAN INFORMATION

FIRST NAME	LAST NAME	RELATIONSHIP
SIGNATURE	EMAIL ADDRESS	DATE

DIGITAL DEVICE INFORMATION

DEVICE TYPE	ASSET TAG #
CHECKOUT CONDITION COMMENTS (e.g. Scratched, dented, bent, missing keys, missing parts)	

