



Pasadena ISD 1:1 Device Guidelines

The 1:1 program provides exciting learning opportunities that incorporate the use of technology in the classroom and at home. These guidelines are intended to provide essential information about the use of student issued devices in Pasadena ISD.

Parental Responsibilities

- Parents must review the Student Guidelines for Responsible Use Policy in the Pasadena ISD Student Handbook with their student.
- Parents are responsible for monitoring their child's use of the Device, including Internet activity, while at home and away from campus at all times.

Student Responsibilities

- Students are personally responsible for their Device and accessories at all times, whether at home or school. If equipment becomes damaged, lost or malfunctions students must report damage or loss to their teacher immediately. Students are responsible for any damage or loss of the Device.
- Students will bring their Device (fully charged) to school every day.
- Students will only use the device assigned to them and not the device of another student.
- Students will not leave their Devices unattended.
- Students are responsible for properly storing and carrying their Device in the District issued case while being transported and/or not in use.
- Students will not download any software, music, pictures, videos or any other files or reconfigure the Device unless instructed by a teacher.
- Students participating in this program will be required to adhere to the guidelines relating to use of District computer and Internet resources, Responsible Use Policy as well as all other electronic media and telecommunication devices standards set in the Code of Conduct.
- Students will have no privacy rights regarding any information stored on, accessed from, or used with the Device. The Device is the property of Pasadena ISD, and appropriate District and school officials may monitor a computer or access its contents at any time.
- Each Device will be identified by a specific number (bar code number) and assigned to a student. To ensure that a student always has his assigned Device, Devices should never be switched.
- The identification tag must remain on the device at all times. If the identification tag is lost, the student must immediately notify a teacher or an administrator.
- Under no circumstances may Devices be left unsupervised. It is the student's responsibility to secure the Device.

Students are responsible for the general care of the Device. It is in the student's best interest to take great care of the Device since the same Device will be reissued each year. Please follow these precautions: Do not place food and/or liquids near the Device.

- Do not stack heavy objects on top of the Device.
- Do not attempt to repair or reconfigure the Device.
- Do not write, draw, stick or adhere anything to the Device or the District issued case.
- Do not leave the Device in any vehicle.
- Do not obstruct the Device's vents, and do not place the Device on surfaces such as carpet while it is turned on.
- Keep the Device away from magnets.
- Use only a clean microfiber cloth to clean the screen.
- Do not place anything on the keyboard before closing.
- The power cord must not be plugged into the Device while in a case.

District Device Management:

- Internet filtering software automatically filters all access to the Internet while the student is at school and the Device is connected to the PISD network.
- Electronic tracking is embedded in the Device

Fees, Fines and Repair

Each student is issued a Device in good working order with standardized software. Students are expected to keep the Device in good condition. Failure to do so could result in out-of pocket costs summarized in the table below. All monies owed must be paid in full before a Device will be reissued.

Accidental Damage and Protection Coverage (ADPC)/Usage Fee:

Accidental Damage and Protection Coverage will be purchased through the school for \$30.00 (*non-refundable*) per year by the parent/guardian. **This fee does not cover loss or damage due to negligence.** The Accidental Damage Fee/Usage fee will not cover damage if the Device is not properly stored within the district provided case while not in use. The fee does cover the use of the device for the school year and provides coverage for one accidental screen breakage. Negligent screen breakage will be the financial responsibility of the parent.

Item	Cost
Charger Power Adapter	10.00
Charger Power Cord	3.00
Charger USB cord	2.00
Screen	75.00
Keyboard	30.00
Pen	10.00
Device Battery	30.00
Back cover	20.00
Case	20.00
Virus removal fee	15.00
Venue 11	430.00

Missing or stolen Devices must be reported immediately to school administrators. It is the responsibility of the student/parent to provide information for a Pasadena ISD police report by the soonest available school day. This police report demonstrating evidence of theft must accompany any claim of theft.

If a Device is deemed intentionally damaged or persistent damage is noted, the student is responsible for the full cost of the repair.

Failure to follow the guidelines listed above can result in disciplinary action and may have an impact on student academic performance where appropriate. *CQ (Legal), CQ (Local) and CQ –R

Pasadena Independent School District

STUDENT & PARENT DEVICE AGREEMENT

Student Name _____ Student ID# _____

Parent Name _____ Parent Email _____

Address _____

Home Phone _____ Work Phone _____

Accidental Damage and Protection Coverage (ADPC)/Usage Fee:

Every student will pay a \$30.00 annual fee. This fee will be paid at the beginning of each school year. If a Device is deemed intentionally damaged or persistent damage is noted, the student is responsible for the full cost of the repair. Please commit to one of the 3 types of payment options for the \$30.00 fee.

- _____ Money Order made payable to Pasadena ISD
- _____ \$30.00 Cash
- _____ Online payment

TERMS OF AGREEMENT

Before a Device is issued, the parent/guardian and student must sign the *Pasadena ISD Student & Parent Device Agreement* and pay the \$30.00 fee. The student and parent/guardian will abide by the *Student & Parent Device Agreement, Responsible Use Policy and Device Guidelines*. Students and parents are responsible for damaged parts of the Device while in student's possession and use. Any failure to abide by these terms can end your right of possession effective immediately. The school official has the right to take possession of the Device immediately upon request.

If the Device is not returned immediately upon request, it will be considered lost or stolen. Upon withdrawing from PISD, the Device and accessories must be returned to the school. Unreturned Devices will be reported to the Police as stolen. Signing this form is acknowledgement of receiving, understanding and agreeing to the terms outlined in the *Student and Parent Device Agreement*.

Signatures

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

OFFICE USE ONLY: Receipt Number: