

DEVICE USER AGREEMENT

Atlanta Public Schools Department of Information Technology Parent-Student Contract for APS-issued devices



The APS Digital Bridge initiative is designed to help close the “Homework Gap” by providing APS students with a take home device with access to applications which promote College and Career Readiness. The mobile device is an important part of your school’s curriculum and will also be used in school to support your learning.

Please read the contract and sign showing that you have read, understand, and agree to it.



Purpose: In order to support instruction for all students, Atlanta Public Schools is providing a Digital Bridge Device to all students. Like a textbook, this device is a resource to support learning. Students receiving this device are required to follow the guidelines within this document, as well as all school, classroom, and School District policies and procedures regarding behavior and technology use.

Contact Person: If you have questions or concerns regarding the APS Digital Bridge Program, contact your school administration.



Receiving the Device: It is strongly encouraged that parents/guardians and students attend a Digital Bridge Training at your school as well as sign and return the mandatory device user agreement form before a device is issued. Note: as a part of the 1:1 roll out, APS will register all device serial numbers into the APD database so that they cannot be sold or traded at local pawn shops.

Monthly Device Check Point: Each school will perform monthly device check-ins. The purpose of the check-ins will be to ensure that devices are in good working order and can be used to take any district-mandated assessments, the End of Grade (EOG)/End of Course (EOC) tests. Schools may provide incentives for students who show themselves to be good digital citizens and stewards of their Digital Bridge Device.

Returning the Device: Devices will be returned to the school at the end of the school year unless otherwise communicated by the school. The use of this device is provided by Atlanta Public Schools and is not transferable to anyone other than the student to whom it was issued. The possession of this device terminates when a student is no longer enrolled at the issuing school.

Withdrawal/Termination: Students who transfer, withdraw, are expelled, or terminate enrollment at the school for any reason must return their device to the front office on the date of withdrawal/termination. Failure to do so may result in withholding of records up to 30 days or until the device is returned or a stolen report is submitted.

Damage and Loss: All district-issued devices are the property of Atlanta Public Schools. If a device is damaged, lost, or stolen during the time that it is issued to the student, whether intentionally or due to negligence, please report to your school administration.

Theft: If the device is stolen during the time that it is issued to the student, the student's parent/guardian will be responsible for filing a police report with the APS/APD or local police department and submitting it to the district's help desk (404-802-1000) within five days.

Failure to Return the Device: Any student who fails to return the Digital Bridge Device may be subject to paying up to the full replacement cost of the device and any accessories. The failure to return may also result in a delay of receiving report cards, transcripts, diplomas, or certificates of progress up to 30 days or until restitution is made.

*For families experiencing hardship, we will consider a payment plan, grant or waiver for certain or all of the fees depending on circumstances.

Monitoring Student Use: 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 action if they use the device for inappropriate activities, whether on or off school grounds.

Privacy: Nothing done on District-issued devices is private. District staff may, at any point, confiscate and search the contents of any District-issued electronic device.

Atlanta Public Schools recognizes all aspects of the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), and the Family Education Rights and Privacy Act (FERPA).

Applications: Atlanta Public Schools has researched key applications some of which will be pre-installed on each device but the majority of which are available via web access. Throughout the year, additional applications may be added to support learning. Purchasing and installing these applications is the responsibility of Atlanta Public Schools. No one other than an authorized School Official may add or delete applications from a district issued device. "Jailbreaking" or hacking of devices is not permitted.

Participation: If you do not sign and return this user agreement form or if you desire to have your student opt-out, a Digital Bridge Device may not be issued for your student. If you have questions or concerns about your student using a device, please contact your school administration.

Verizon Innovative Learning Services Devices Only

Students from the following schools receiving Verizon provided devices are subject to the conditions below. The schools include B.E.S.T. Academy, J.E. Brown Middle School, Ralph J. Bunche Middle School, Coretta Scott King Young Women Leadership Academy, John Lewis Invictus Academy, Martin Luther King Jr. Middle School, M.R. Hollis Innovation Academy, Crawford W. Long Middle School, Luther J. Price Middle School, Sylvan Hills Middle School, Jean Childs Young Middle School, Frederick Douglass High School, Benjamin E. Mays High School and Booker T. Washington High School.

Data Services: If a student uses more than 10 GB of data in any given month, the internet service provider reserves the right to limit the data throughput speed of additional data usage to the then-current 3G or 1x speeds during that given month and/or to suspend service without notice. Mobile Hotspot/Mobile Broadband Connect services are not available on this plan.

Wireless Device and Service:

The wireless device is intended for Student Participant's use alone, solely for purposes of the program, and it cannot be sold or transferred to any other person or entity. The Internet Service Provider will provide voice and/or data service solely to facilitate participation in the program; however, if the Student Participant has excessive usage, makes international calls/text messages with the wireless device, streams audio or video other than in connection with the program, or streams games, the service may be limited, slowed or terminated without notice. At the end of Student Participant's participation in the study, The Internet Service Provider will discontinue wireless service to the device, and you agree to return the device to Atlanta Public Schools.

Treatment of Information Associated with the Use of the Device and Service:

Anonymous data regarding Minor's usage may be shared with VCRG, however, no personally identifiable information will be shared.

Failure and/or Disruption of Services:

Cellco Partnership d/b/a Verizon Wireless ("Verizon Wireless") or its vendors and suppliers shall have no liability whatsoever for End User's losses, claims or damages for any cause whatsoever, including direct, indirect, special, consequential, treble or punitive damages, or for limitations in service, including but not limited to, any failure or disruption of services provided hereunder, regardless of the form of action, whether in contract or in tort or otherwise. This limitation includes losses, damages, claims or expenses of any kind arising out of the use or attempted use of the services, or inability to access life support or monitoring systems or devices, 911 or E911 or other emergency call or service. You shall not be deemed a third-party beneficiary of any contract between the Grantee and Verizon Wireless.

By accepting this device, you agree that any lost/stolen asset is your responsibility and must be reported to the school regardless if the theft is on school premise, home, or other location. This device is the property of Atlanta Public Schools and contains a tracking device so that the device can be located.



- All devices must be returned at the end of the school year.
- Any device not returned may be reported as stolen and rendered inoperable.
- If a student withdraws without returning a device, the school must report the device as lost/stolen and file an APS police report within 48 hours of awareness. The school must upload the police report to Incident IQ within 5 business days of receiving the police report.
- A police report must be filed with the APS/APD or local police department for any device that is stolen within 48 hours of notice of theft. The school must upload the police report to Incident IQ within 5 business days of receiving the police report.

Note: The protective cover must remain on your Digital Bridge Device at all times. Removing the protective cover will void the warranty and may be counted as intentional damage.



****THIS COPY IS FOR YOUR RECORDS****

Student Signature Page

1. I will take good care of my Digital Bridge Device:
 - a. Cords and cables must be inserted carefully into the device to prevent damage.
 - b. Devices must never be left in an unlocked area or any unsupervised area.
 - c. Report any software/hardware issues to your teacher as soon as possible.
 - d. Keep the device in a well-protected, temperature-controlled environment.
2. I will keep my Digital Bridge Device in its protective cover at all times. I understand that if I remove the device from its protective cover, the warranty is no longer valid.
3. I will never loan out my school issued device to other individuals.
4. I will keep food/beverages away from my device since spillage will cause damage to the device.
5. I will not disassemble, jailbreak, or hack into any parts of my device or attempt any repairs.
6. 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 may be disciplined by the school.
7. I will only place decorations (such as stickers, markers, etc.) on the protective cover of the device. I will not deface the serial number tag on any school issued device.
8. I understand that my school issued device is subject to inspection at any time without notice and remains the property of Atlanta Public Schools. **Nothing I do with the device is private, and nothing I have on the device is private.**
9. I will not share my login information with anyone other than a teacher or adult from my school or my parent/guardian.
10. I will not download any paid applications except those that are provided by my school.
11. I will only use my assigned device within the 50 states of the United States of America.
12. I understand that if I damage or lose my device, or if it is stolen, there are steps that will need to be taken to have it repaired or replaced.
13. I understand that I need to monitor my data usage so that it does not exceed 10 GB per month and that I may not stream audio or video except in connection with the program, and that I may not stream games.
14. I will be kind and safe in my digital interactions with others and take care of the device assigned to me.

I understand and agree to the stipulations set forth on the Atlanta Public School's website and the Parent-Student Contract for the APS Digital Bridge Initiative.

I agree to the rules set forth in the Device User Agreement and the Student Code of Conduct.

School: _____

Student Name (Print): _____

Grade: _____

Homeroom Teacher: _____

Student Signature: _____

Date: _____



****KEEP THIS COPY FOR YOUR RECORDS****

Parent Permission and Release Form

I have reviewed the Digital Bridge Handbook and I am aware of the expectations and consequences as stated in the handbook.

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. You understand that there are steps that need to be followed should the device issued to your student(s) become broken, lost or stolen.

Expectation of Parent Responsibility:

- Supervise students' use of Chromebook at home.
- Discuss appropriate use of the internet at home.
- Ensure student is charging the device each night.
- Contact the school with any questions regarding maintenance or functionality of the device. Make sure only District personnel troubleshoot, diagnose, or repair the device. Do not allow 3rd party service vendors to handle, service, or repair.
- Parent may be responsible for replacement if there is evidence of intentional damage or negligence.

You and your student agree that Atlanta Public Schools is not responsible for anything that happens with this device. You agree that your student uses this device at his/her own risk.

☐ By checking THIS box, I DO give permission for my student to bring their assigned Digital Bridge Device to utilize for content instruction and homework.

☐ OPTING OUT: By checking THIS box, I do NOT give permission for my student to bring their assigned Digital Bridge Device home to be utilized for content instruction and homework. I understand that my child will still be able to use their assigned device while in the classroom.

Child's Name: _____

Child's Grade: _____

Parent/Guardian
Name (Print): _____

Parent/Guardian
Signature: _____

Date: _____

Address: _____

Serial Number: _____

Digital Bridge Device User Agreement | Frequently Asked Questions [FAQs]

All students are required to bring a charged device to school every day in order to complete academic work.

What if the student leaves their device at home?

Students are expected to bring their laptop daily to use as a tool for productivity and creativity. The 1:1 model allocates a device for every student. APS teachers design work that requires the use of technology on a daily basis. The same campus procedures that are currently in place for forgotten supplies, textbooks and homework will be followed.

Will there be places to charge the device on campus?

Students are asked to charge their device at home every night. There will be charging stations throughout the campus and power plugs available in classrooms that may be used as needed.

What are the district's usage guidelines?

In general, all students are expected to use good judgment and common sense; be safe, appropriate, careful, and kind online; not attempt to get around technological protection measures; and ask an adult if they need help.

Students must:

- Use the device provided only to access remote learning activities.
- Follow the same guidelines for respectful, responsible behavior online that students are expected to follow offline.
- Treat this device carefully and alert the helpdesk if there is any problem with the operation.
- Understand that this equipment is property of Atlanta Public Schools and should be treated as such. If equipment is stolen, a police report must be filed.
- Alert a teacher or other staff member if students see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of the student and others.
- Help to protect the security of school resources.

Students must not:

- Attempt to bypass the school's mobile (internet) filter.
- Use this device in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others. Such conduct will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for student use.
- Alter a school's device hardware or installed software.

Is there an Internet filter in place?

Internet access is filtered based on the wireless network the device is accessing. When the laptop is at school, it is connected to APS' wireless network which offers to filter in accordance with the Children's Internet Protection Act. We have also implemented "at home" Internet filtering. But please remember that no filter is 100%. Please always monitor your children. We encourage you to have them use their devices in family rooms and not in the privacy of their own rooms.

How can my child protect their personal safety and privacy?

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission. If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.

What will you teach my child about Internet Safety and Digital Citizenship?

We will incorporate the appropriate grade level digital literacy curriculum provided by [Common Sense Media](#).

What do I do if my device needs repair?

If your student device needs physical repair, please call the help desk at 404-802-1000.

What do I do if my device is stolen?

If your students' device is stolen, please contact the local police immediately to make a report. The police report must be submitted to the help desk within five days, in order for the device to be covered by the warranty. After you have a police report number, please call the APS Help Desk at 404-802-1000 and provide the appropriate information.

What are the fees if the device gets damaged?

A prorated fee will be charged for intentional damage.

Fines:

Intentional Damage/Lost	\$250 (Prorated)
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*For families experiencing hardship, we will consider a payment plan, grant or waiver for certain or all of the fees depending on circumstances.

Intentional Damage:

Intentional Damage or Vandalism of a student device has the potential to earn disciplinary consequences such as, but not limited to School Based Interventions, After School Detentions, In-School Suspensions, and Out-of-School Suspensions as noted in the Student Handbook Section 5.20.1 under Property-Related Offenses. Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Throwing the device to the ground or from a moving vehicle
- Plucking the keys off the keyboard
- Using a pencil or pen to put a hole in the screen
- Engraving or defacing the device