



## STUDENT TABLET AGREEMENT

The tablet computer is becoming an increasingly valuable piece of educational equipment. As such, St. Bernard School will be issuing an Acer tablet to all 7<sup>th</sup>/8<sup>th</sup> grade students for use during the school year. All students are expected to respect this equipment and follow the school's **Acceptable Use Policy** at all times. In addition, the following items also apply:

**Ownership:** It is understood that the tablet is the property of St. Bernard School and not the student. In accepting this tablet, the student (and parent) accept full responsibility for the device until it is checked back into the school at the end of the academic year.

**Use:** The tablet is loaned to the student for the sole purpose of school-promoted educational activities.

- Students should not use the tablet for personal or non-academic purposes.
- Students should not use the tablet for any activities that could be considered inappropriate or illegal.
- Students should not download or play games, music, or other apps without the express permission of a classroom teacher. Applications needed for class will be downloaded overnight by the school's technology staff.
- During the school day, students are expected to use their tablets only when directed to do so by a classroom teacher. Students are expected to stay on task, on the app or website they have been directed to, at all times.

**Care:** Students are expected to care for the tablet in a manner consistent with other school-issued items, such as textbooks.

- Special care should be taken in using, storing, and transporting this equipment due to the sensitive nature of electronics.
- Students are advised to be careful when carrying the tablets to prevent damage from being dropped.
- Students should take care not to place heavy items such as textbooks on top of the tablet as this can crack the screen.
- Students are expected to charge their tablets at home each night so they are fully charged upon arrival at school. Classrooms have limited outlets and cannot accommodate students needing to plug in or charge their devices during the day.



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**Damage or Loss:** Any damage or loss to the tablet (regardless of whether it impedes the functioning of the tablet or not) must be reported to the school immediately. The student (and parent) will be responsible for any damage or loss to the equipment. This includes:

- Breakage of any kind
- Replacement of damaged tablets or accessories such as chargers or protective covers
- Cost of cleaning out the tablet (unauthorized software/downloads/content, virus or malware activity caused by the student's inappropriate use of the device, etc.)
- Loss of the tablet or accessories provided by the school. Please note that it is the student's responsibility to prevent the theft of this device. All students have secure lockers outside their classrooms in which to store the tablets when not in use. Students should never leave a tablet out on a desk in an unoccupied classroom, in a backpack, or in an unsecured locker. Students (and parents) will be responsible for the replacement cost of a lost or stolen tablet at current market value.

**Content Integrity:** It is the student's responsibility to ensure the integrity of the content accessed by their equipment. Our school filters are set to block objectionable content on any device using our wireless network. We cannot, however, control the content that comes through systems that are not our own (at home, when accessing unsecured networks, or when using open public networks.) Therefore, students should exercise good digital citizenship whenever they use their tablets. Should students accidentally access inappropriate content, it must be deleted immediately. Assistance can be provided by the school's technology staff. Students found to be willfully accessing inappropriate content will face disciplinary action, as outlined in the school's **Acceptable Use Policy**.

**Return of Equipment:** At the end of the school year (or sooner, if equipment upgrades are needed or in cases of misuse of equipment) the technology staff will schedule an equipment check-in day. The visible tag number and the digital tag number **must** match for a valid check-in during this process. This prevents any student from taking another student's tablet and changing the visible tag number in order to turn it in as their own equipment. Any student not returning their tablet and accessories **within five days** of this date will be charged for the full replacement value. Graduating students who have not returned their equipment will not receive their diplomas until the equipment is either returned or paid for.



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### Student/Parent Acknowledgement

We agree to follow the **Student Tablet Agreement** as stated on the previous pages. We also agree to follow the school's **Acceptable Use Policy** at all times in connection with the school's tablet program.

Student's Name (please print) \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name (please print) \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date: \_\_\_\_\_

**Upon return of this signed agreement, a tablet with both a visible tag number and a digital tag number will be issued to the student for the current school year.**

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(Bottom section to be filled in by school technology staff)

**The following items have been checked out to this student at a current value of \$295:**

- \_\_\_ Tablet (visible tag # \_\_\_\_\_ and digital tag # \_\_\_\_\_)
- \_\_\_ Protective cover
- \_\_\_ USB charging cord and plug-in wall charger

\_\_\_\_\_  
Signature of authorized technology staff

\_\_\_\_\_  
Date of release

**All items have been returned (or paid for) by this student:**

\_\_\_\_\_  
Signature of authorized technology staff

\_\_\_\_\_  
Date of return