



East Pennsboro Area School District

WHERE RELEVANCE AND PASSION INSPIRE SUCCESS

District Administration Center

890 Valley Street, Enola, PA 17025-1599 • Phone: 717-732-3601 • Fax: 717-732-8927

www.epasd.org

Donna M. Dunar, Ed.D., Superintendent of Schools

East Pennsboro Area School District 1:1 Device Agreement

In exchange for the East Pennsboro Area School District allowing the Student to use and possess a District-owned device outside of school, we agree to the following:

1. The Student and Parent/Guardian acknowledge that the device is the property of the school district and remains the property of the school district at all times.
2. The Student and Parent/Guardian acknowledge School Board Policy No. 815: Responsible Use of Electronic Resources, School Board Policy No. 224: Care of School Property, the East Pennsboro Area School District 1:1 device Handbook, and understand and agree to abide by the procedures and rules set forth in these policies as well as this agreement. These documents are available online or in paper form at each school.
3. The Student and Parent/Guardian understand and agree that the device, case, and charger are the property of the District and that the Student only has permission to install software using procedures as outlined in the device Handbook. Aside from applying school appropriate stickers to the case, physical modifications to the device and case are not permitted.
4. The Student and Parent/Guardian acknowledge that the device Insurance Fee is required. Students are required to purchase a protection plan for their EPASD issued Chromebook or iPad for a fee of \$25. The protection plan will cover the cost of a one-time Chromebook/iPad repair or replacement in the event of accidental damage. The protection plan does NOT provide coverage for the loss of the Chromebook/iPad and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. **The District reserves the right to request parents/guardians to pay additional fees based on claim history on loss, theft and damage.** Should damage occur to the Chromebook/iPad assigned to a student due to intentional damage, the parent/guardian will be solely responsible for reimbursing the school for repair and/or replacement costs in full.



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5. The Student will not permit individuals other than District personnel and their parent/guardian to access the device. The Student agrees not to use or allow the device to be used for any illegal reasons or other reasons prohibited by School Board Policy No. 815: Acceptable Use of Electronic Resources.

6. The Student and Parent/Guardian agree that the device is deemed to be in the custody of the Student from the time the Student receives the device until the time the device is returned to a designated school representative. If the device is reported lost or stolen, the Parent/Guardian and Student acknowledge that the District may use various tracking techniques to locate the device, but only until the device is actually located by the District, law enforcement, or until Parent/Guardian or Student provide written notification that the device is no longer missing.

7. In the event the device is stolen or otherwise not returned to the District while in the custody of the Student, the Student and Parent/Guardian agree they will be responsible to the District for the replacement cost **unless a police report is timely filed**. Lost or stolen devices must be reported to the Technology Department within 48 hours and police reports must be provided to the District within one week. Failure to abide by these procedures will result in the full replacement cost being billed to the Student and Parent/Guardian.

8. The Student and Parent/Guardian understand and agree that they will not attempt any repairs on the device and that damage must be reported to either the Student's teacher or Technology Department as soon as possible after such damages is discovered.

9. The Student understands and agrees that at the end of the school year, upon the Student's withdrawal from the District, or upon request from the District, the device and all accessories will be returned to the District in the same condition they were originally provided except for normal wear and tear as determined by the District. Failure to return the device and accessories to the District in a timely manner or the continued use of the device for non-school purposes without the District's consent may be considered unlawful possession of District property and the District may pursue legal remedies to obtain the device or its value.



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11. Student and Parent/Guardian understand and consent that the District may view Student files stored on the device under the following circumstances:

a. Files left after the device has been returned by the Student to the District at the end of the school year or any other time the Student is required to permanently return the device and has prior notice and adequate opportunity to remove files;

b. If the District has reasonable suspicion the Student is violating the law, District rules, or District policies, an Administrator may take custody of the device to review Student files;

c. During the course of the District's monitoring of Internet activity pursuant to School Board Policy No. 815: Acceptable Use of Electronic Resources. In addition, an inventory of the device will be performed remotely on a regular basis to keep a record of what applications have been installed and what system settings have been applied;

d. Teachers and other authorized school personnel may provide assistance to the student in locating files in the presence of and at the request of the Student.

12. Student and Parent/Guardian understand and agree if the District determines that the student failed to adequately care for the device or violates District rules, policies, or this Agreement, the District may terminate the Student's ability to use the device outside of school and the District may immediately repossess the device. If the District determines the Student acted with intent to damage the District's property, the District may refer the matter to the appropriate authorities for civil, criminal and/or juvenile proceedings. Parent/guardian will be notified if the student fails to adequately care for the device or violates District rules, policies, or this Agreement.

a. Other disciplinary measures may also be taken depending on the situation, including, but not limited to, restricting the use of personal software on the device, disabling the camera or microphone, or restricting the list of accessible websites.

NOV 2020



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13. Students are responsible for completing all schoolwork locally on the device and regularly backing up that work. The District assumes no responsibility for lost work due to issues such as a file corruption.

14. The District will not be responsible for unauthorized financial obligations incurred by students through the use of the device.



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East Pennsboro Area School District 1:1 device Agreement

I have access to and understand the terms and conditions in the following:

- East Pennsboro Area School District 1:1 device Agreement
- School Board Policy 815: Responsible Use of Electronic Resources
- School Board Policy 224: Care of School Property

These documents can be found on the district website at: EPSD.org

Student Name: _____

Student ID: _____

Device Serial/Asset Tag: _____

Current Grade: _____

Parent/Guardian Name:

Parent/Guardian Signature:

(this agreement must be signed by the student's legal guardian)

Date: _____