



## About This Document

You are being provided an Eau Claire Area School District device to support your learning. You are responsible for following the Eau Claire Area School District's [Student Acceptable Use of Technology Policy \(364.1\)](#). Use this item safely and responsibly. Your school rules regarding online behavior and good digital citizenship apply ([364.1 Exhibit 2 Digital Citizenship](#)). Keep your device clean and safe from physical damage, or you may be held responsible ([Mobile Device Student Agreement](#)). You will be expected to return this device to school clean and in good condition when you leave the District. If you have any issues using this device, please contact our Technology Helpdesk between 7:00 AM and 5:00 PM on school days at 715-852-3411.

Below is a reproduction of the [Mobile Device Student Agreement](#), which is an official Exhibit of the ECASD Board of Education [Policy 364.1 "Student Acceptable Use of Technology"](#) and [364.1 Rule "Guidelines for Student Acceptable Use of Technology."](#) Families and students are made aware of this through the ECASD Student Handbook.

## Mobile Device Student Agreement – BOE Policy 364.1 Exhibit 1

### Introduction

The Eau Claire Area School District strategic plan aligns with the International Society for Technology in Education (ISTE) standards for students. For the latest ISTE standards, visit [www.iste.org](http://www.iste.org).

### Terms of Agreement

For purposes of this document, a mobile device refers to any laptop or tablet. Examples include, but are not limited to, the Chromebook, iPad, Windows or Apple Laptop and any accessories like power supplies, charging cables or stylus devices like Apple Pencils. Each piece of equipment is issued to a student as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook, school-issued calculator, musical instrument or athletic uniform.

The Eau Claire Area School District is the legal owner of the mobile device and its accessories. The District reserves the right to take back the mobile device at any time. Right of possession and use is conditioned upon successful completion of the ECASD Digital Citizenship curriculum and compliance with the following:

- The Mobile Device Student Agreement
- All Board policies, rules, and exhibits
- Classroom and school guidelines
- Local ordinances
- State statutes
- Federal laws
- Copyright laws and educational Fair Use provisions

Damage and/or violations may result in the loss of privilege, disciplinary action, and/or legal action for the student. Students are responsible for the mobile device at all times and will be required to pay for damaged, defaced, lost, or stolen mobile devices and protective cases **due to accidents or negligence** as determined by their principal. Families concerned about these costs should consider scheduling the mobile device through their personal insurance plan. Costs are derived from the current fair market value. Refer to this link for a list of current repair and replacement costs – <https://go.ecasd.us/techfees>.

The right to use and possess the mobile device and all accessories terminate no later than the last day of attendance. Failure to return the device on or before this date to the school principal may result in charges being sought against the student and/or family.

Students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian. When using the mobile device, all rules and guidelines are in effect before, during, and after school hours, for all ECASD mobile devices. All files stored on the mobile device or the network are also a property of the District and may be subject to review and monitoring.

### Student Use of the Mobile Device

When using the mobile device, students need to act in an ethical and legal manner. All students need to demonstrate proper digital citizenship by recognizing and guarding their personal and private information. While on the Internet, students shall not share any personally identifying information.

Some devices are equipped with a camera, video recording, and audio recording capabilities. ECASD retains the rights concerning any recording and/or publishing of any student or staff member's work or image. These digital media are for school use only.

Students are expected to report any damage to their issued mobile devices as soon as possible. A student should contact their teacher immediately if they identify or know about a security problem, or if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

## **Personalization and Apps/Software on the Mobile Devices**

- All students will have access to a cloud-based drive on which to store data.
- It is the responsibility of the student to back up files on a regular basis.
- All mobile devices may be re-imaged when they malfunction, or at any point during or after the school year. Re-imaging removes all data on the mobile device.
- All content must be legally purchased when downloaded to the mobile device.
- Students should protect their mobile devices through digitally locking.
- District email accounts will be added to the mobile device.

## **School Provided - Required Apps**

- The District may install required software/apps throughout the school year.
- In compliance with the Children's Internet Protection Act, students under the age of 13 may not create online accounts outside of those managed by the District.

## **Care of Mobile Device**

### **General Information**

- Students are responsible for the general care of the device
- Mobile device repair/replacement will be done by the ECASD Technology Department. Students may be issued a temporary mobile device, or other materials until the damaged/lost mobile device is working properly or replaced.
- Each mobile device has a unique identification numbers (internal and external). At no time should the numbers or labels be modified or removed.

### **Battery and Charging**

- Devices come with ports for charging and other accessories. Be careful when plugging and unplugging accessories.
- The mobile device is designed for daily use. Each user should monitor the battery status of the issued mobile device to ensure it is charged for classroom use.
- Extending Battery Life: Fully charged mobile device batteries will typically last 8-10 hours of use. Waiting to charge the mobile device until the charge is low (less than 20% of life will extend the battery life. The battery should be drained entirely once each month, and then fully charged.
- Mobile devices should never be placed in extreme conditions (e.g., in a hot or below-zero car, the rain, damp locations, etc.).

### **Cases**

- Some mobile devices come with a protective case. In those situations, leave the device in its case at all times.
- Mobile device cases furnished by the school must be returned with only normal wear. To avoid replacement fees, no alterations (e.g., stickers, marks, etc.) should be made to the case.

### **Screen**

- Cleaning: The device should only be cleaned with a soft, lint-free cloth. Electronic devices do not respond well to liquids.
- Scratching: Avoid using any sharp objects on or near the mobile device.
- Cracking: Handle the mobile device with care, avoiding drops, crashes, and placing under heavy objects.

### **Storage and Carrying**

- Never leave a mobile device unattended.
- Place the mobile device in a safe location when transporting it in a bag.
- Keep the mobile device away from food and drinks.