Crawford County High School

1:1 School Device Use Agreement, Procedures & Information 2026-2027

The focus of our 1:1 school device program (1 device for each student) is to empower our students to be competitive participants in a global, technology-driven society. Through participation in the school device program, students will gain many skills that will help them to be college and career ready. These skills include technology aptitude, critical thinking, responsibility, problem solving, and time management.

All students at Crawford County High School are expected and required to use technology to complete academic assignments. Upon receipt of a school issued device, students and parents agree to the following policies and procedures. All CCHS students involved in face-to-face instruction will receive a School Device.

Ownership

Crawford County Schools retains sole right of possession of the School Device and grants permission to the Student to use the supplied School Device for educational purposes according to this contract and the school's Acceptable Use Guidelines. Moreover, the district administrative staff retains the right to collect and/or inspect the School Device at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware.

Standards for Proper Care of Equipment

If a student's School Device is broken or fails to work properly, they should report to the Media Center with the permission of their classroom teacher during designated times.

General precautions must be made to ensure a working School Device. These include keeping all food and drink away from your School Device, never carrying your School Device with the screen open, charging and shutting down your School Device every day, carefully inserting all cords and storage devices into the School Device, and never subjecting your School Device to extreme heat or cold. If the screen becomes dirty, clean it with a soft, dry cloth or with screen cleaner safe for LCD screens. NEVER touch the School Device screen with pens or pencils.

Student Pledge for School Device Use

- I will take good care of my School Device.
- I will never leave my School Device unattended in an unsupervised or unsecure location.
- I will never loan my School Device to other individuals.
- I will know where my School Device is at all times.
- I will charge my School Device's battery daily.
- I will keep food and beverages away from my School Device.
- I will not disassemble any part of my School Device or attempt any repairs.
- I will protect my School Device by only carrying it while in the case provided.
- I will follow the school's Acceptable Use Guidelines.
- I will not place decorations (stickers, markers, etc.) on the School Device.
- I understand that my School Device is subject to inspection at any time without notice and remains the property of my school district.
- I will file a police report in case of theft, vandalism, or other acts requiring police involvement.
- I accept full responsibility for all damage or loss caused by neglect or abuse.
- I accept full responsibility for any data stored on the School Device or in the cloud.
- I agree to pay for the replacement items in accordance with the details included in this document.
- I agree to return the CC School Device and charger in good working condition if I withdraw.

Photos, Music, Games, Software and Other Applications/Programs

- Inappropriate media may not be used as a screensaver or background photo.
    - This includes, but is not limited to: guns/weapons, pornographic material, inappropriate language, alcohol and/or drug use and gang related symbols or pictures. Use of the above mentioned images will result in disciplinary actions.

- Sound on the Chromebook must be muted at all times while in school unless permission is obtained from the teacher for instructional purposes.
    - Headphones and earbuds may be used when permitted by the supervising teacher/staff member.

- Students may NOT use the digital camera on the Chromebook to:
    - Reproduce images of tests or other assessments
    - Take or distribute illicit photographs
    - Record or distribute photos or video without prior authorization from a person, teacher or administrator (Includes taking photos of other students, faculty, staff, etc. without permission)

- All games, software, apps and other programs used on the Chromebook must be district approved.

- From time to time, the district may add software applications for use in a particular course or for testing purposes.

- If technical difficulties occur or inappropriate activity or usage is discovered on a student's Chromebook, the device will be restored to its original condition. The school does not accept responsibility for the loss of any files deleted due to a reimage.

Loaner Equipment

In the event the School Device is inoperable, the district has a limited number of spare devices for use while the School Device is repaired or replaced. We cannot guarantee a loaner will be available at all times.

<u>Procedure</u>

A student who leaves their device at home or fails to properly charge their device should report to the Media Center first thing in the morning. Protocol for a loaner are as follows:

- 1st time a student needs to checkout a one day loaner device is a recorded warning by media staff
- 2nd time is a lunch detention
- 3rd time is another lunch detention
- 4th time is parent/admin contact and a lunch detention
- 5th time and all subsequent times that a loaner device is needed, the parent will have to bring the child to school and have a conference with admin before the child is allowed to come back to school.

Returning School Equipment

Students who withdraw from Crawford County Schools, for any reason, must return their individual School Device to the Media Center on the date of withdrawal. Students will keep their devices over school breaks, but not over summer vacation. They will be required to turn in their device and charger at the end of the school year, and may also be requested to do so on an individual basis if any questions arise throughout the school year. Senior students must return their School Device and charger at the end of their senior year in order to participate in the graduation ceremony.

Responsibility for Damage or Loss of Equipment
The student is responsible for maintaining a 100% working School Device at all times and shall use reasonable care to ensure that the School Device is not damaged. If the student loses or damages the School Device or any of the accessories due to negligence, deliberate destruction, or repeated breakage, the student and guardian may be billed for the full cost of repair or replacement.

Students must keep the School Device in sight at all times or within a secure location where others do not have access. School Devices considered unattended may be confiscated by faculty or staff as a protection against theft. Unattended and unlocked equipment, even if stolen at school, will be the student's responsibility. In the event the School Device is lost or stolen, the student and guardian may be billed the full cost of replacement.

Replacement Costs	**Chromebook**
School Device	$250.00+
Screen	$125.00+
Replacement Keys	$30.00+
Touchpad	$70.00+
Battery	$100.00+
Charger	$50.00+

Actions Required in the Event of Damage or Loss
In the event the School Device is damaged, lost or stolen, students are to report the problem immediately to the Media Center or the building administration. If the School Device is stolen or vandalized while outside of school, the guardian shall file a police report along with reporting it to school authorities. In cases of theft or disappearance, a police report must accompany the claim before a replacement School Device can be issued. The police report must also directly cite theft or disappearance and the circumstances surrounding the situation.