



## Annual Student Device Insurance Form

### FBISD Device Protection Plan Fee

As part of the Verizon/Digital Promise Grant, we are pleased to inform you that your child will receive a digital device with a mobile data plan with up to 5GB/month to use at school and home during the school year. The device will facilitate and enhance your child's engagement and interest in learning in the 21st century. We hope it will serve as a tool to set your child on a path to reach a future beyond what he or she can imagine!

To cover the device for any potential repair, damages or loss due to theft or vandalism, each student must purchase a device protection plan. The protection plan must be purchased prior to the student receiving the device.

Full device protection plan at a cost of \$20.00 will cover the student's device for repairs. Any loss or damages not covered by insurance plan will be the responsibility of the student/guardian. (The only loss covered is loss due to theft or vandalism accompanied by a Police report. Student/Guardian must provide a copy of the Police report to the campus personal.)

(\*No refund will be made once payment is received)

The table below shows applicable deductibles based on incident type:

Protection Plan Cost Details & Deductible	
Repairs & Loss	Deductible Cost to Student/Guardian
Device lost, stolen or damaged beyond repair	\$430
Replace lost or stolen case	\$20
Damage of another student's device	Cost of repair up to \$430
Loss of brick & cable or not returned with ipad	\$20

**(Note: All payment of deductibles is the responsibility of the parent/guardian. Unpaid balances may be submitted to a collection agency.)**

#### Loaner Device Use:

##### **Broken & Loss incident:**

Student may checkout a loaner device (*based on availability*) for all repairs or loss occurrence with the following conditions:

- i. Student will not be allowed to take loaner device home. There may be up to a 2 week delay in issuing a loaner device.
- ii. The student will be a day user (*device cannot leave the school*) for the duration of time the student's device is in for repair or until lost device is found.
- iii. If lost device is not found, the student will remain a day user.
- iv. Student must return the loaner device before a repaired device is returned to student.

**NOTE: Lost, missing, damaged, or broken devices are required to be reported to campus personnel within 48 hours of the incident. Parents/Guardians are responsible for the cost associated with broken, lost, or missing devices.**

#### Insurance Cost:

\$20.00

#### Form Acknowledgment and Payment Option:

Option 1: Log into Skyward to acknowledge enrollment form and then log into Revtrack to make payment

Option 2: Visit campus on the designated date and time to acknowledge form and submit payment

(Note: For Option 2, we do not accept person checks. Only credit card or cash please)

#### Statement of Liability

I agree to all of the terms and conditions listed in this document. I acknowledge that if my child takes a device home, I am responsible for its care and safety as outlined in this document.

## Fort Bend ISD Student Device Use Guideline

### **1. Device Use**

#### 1.1 Transporting devices

Students will take their assigned device home each night and return to school with it fully charged each day. Students are expected to keep their assigned device with them at all times during the entire school year, whether at school, home, or travelling between the school and home. Backpacks are acceptable for transporting devices, as long as care is taken to ensure that it is not damaged or mistreated during transport.

#### 1. 2 Turn In

Any student who withdraws or transfers must turn in their assigned device immediately upon withdrawing from school. At the end of the school year, students will receive directions for turning devices in to the school before the last day. The school or district may require students to turn in devices at any point during the school year for maintenance or other reasons. Students must immediately surrender their assigned device upon request by school personnel. Efforts will be made for returning students to receive the same device as long as they are enrolled at the same school in the new school year.

### **2. Taking Care of Your Device**

Students are responsible for the care of their assigned device. Technical assistance is available to any student at the student's school.

#### 2. 1 General Precautions

- a. Do not eat or drink while using your device
- b. Do not walk or run while using your device
- c. Do not remove the case on student's device
- d. Do not draw on your device
- e. Do not allow others to use your device unless directed by school personnel
- f. Never leave your device outside, in a car, or anywhere it could become damaged or stolen
- g. Do not leave device in a vehicle in plain sight. Device must be hid from sight, ideally in the trunk of a car.

#### 2. 2 At Home and On the Move

Device should be transported between school and home daily. When transporting and using your device off campus, follow these guidelines:

- a. Always keep your device in its case and in your hands or backpack.
- b. Do not use your device on the bus, while walking, or while doing activities that could cause damage
- c. Take extra caution when in a public place or outside of your home or school.

#### 2. 3 Screen Care

Your device's screen can be damaged by rough treatment.

- a. Do not put excessive pressure on the screen by leaning on it or stacking other items on it.
- b. Do not put items against the device in your bag (such as pens, phones, etc.) that could scratch, puncture, or put pressure on it.
- c. Wipe the screen with a soft, dry cloth only (a microfiber or a clean cotton cloth works best - do not use papertowels).

### **3. Using Your Device at School**

All students are expected to transport device between school and home every day. Unless specifically instructed otherwise by a teacher, students are expected to take their device to every class. Device should never be left in lockers or classroom overnight or left at home during the day.

#### 3. 1 General

- a. Your device should be ready and available to use for every class, all day!
- b. **Charge your device every night**, regardless of the amount of battery left. The battery will last all day if it is fully charged each night
- c. The school will not provide extra chargers, cables, or locations for charging
- d. Certain apps can use a significant amount of battery and data. Students should be aware of their battery's life and adjust their use accordingly
- e. Unless specifically directed by your teacher, take your device to every class, regardless of how much you think it will be used
- f. Use your device regularly and for a variety of purposes. This will ensure familiarity when you are completing assignments and doing other work
- g. Periodically close applications that are running in the background when not in use
- h. Disable features that you do not need or use
- i. Put your device in airplane mode. This allows it to charge more quickly, avoids extra data use, and saves battery

#### 3. 2 Security

Students are expected to create and remember passwords when necessary. Students should set strong passwords and remember them. School staff typically will not know a student's password. The process for having a password reset depends on the application. Visit the school's Technology support team for assistance with passwords.

- a. The unlock code for your assigned device should be set to your student ID
- b. Your district Apps/Email password should be known only to you and your parents
- c. Maintain different passwords for different accounts
- d. Students may share your passwords with your parents or with the Technology Help Desk, but no one else. Never email your password or share it with friends or others

### 3.3 Getting Help

The school offers support at the Student Help Desk in the Media Center. Here, you can get questions answered, get help with an app or password, have a password reset, report issues, and learn more about how to use your device. Sometimes “problems” may occur when using your assigned device. Each is unique, but generally, you should follow these steps:

- a. **Troubleshoot the problem yourself:** Try doing something differently, closing and restarting the app that is causing the problem, or restarting your device.
- b. **Wait it out:** Often, problems are resolved behind the scenes within a few minutes, especially when using online resources
- c. **Consult a peer or your teacher for help:** Chances are someone else may have experienced something similar. It's worth asking around to see if anyone can offer advice
- d. **Google it:** If someone nearby does not have the answer, Google probably does.
- e. **Take it to the Technology Help Desk:** If you're still having trouble or can't figure out the problem on your own, take it to the helpdesk

Sometimes it will be necessary to skip some of these steps, depending on the situation. Always follow classroom and school rules. Having a problem with your assigned device does not give you permission to talk out of turn, leave the classroom, or show up to the media center without a pass.

## 4. Using Your Device at Home

Since your assigned device has 4G network access, it is easy to use anywhere and will have the same functionality as at school. The following section applies to anywhere off campus that the device is being used.

### 4. 1 Balancing Device Time

Although you are encouraged to use your assigned device regularly, while away from school, it is necessary to balance technology and non-technology time:

- a. Use your device primarily for schoolwork and personal organization, not entertainment
- b. Use the communication features of your device for school work only
- c. Only stream videos and audio and use apps that support school work
- d. Turn your assigned device off or put it on silent while you sleep or charge it in another room overnight to avoid disruptions.

### 4. 2 4G Data Access

Teachers may assign homework under the assumption that students will have network access even when not at school. Access to the internet is not limited to wifi access. However, there is a limit to the amount of data that each device can use, and it should be monitored by each individual student:

- a. Devices have 5GB per month of data included. After 5GB, your bandwidth will slow down and you will not be able to work effectively. If you exceed 5GB repeatedly, your data use will be shut down.
- b. The process for monitoring your data use will be covered in class at the beginning of the school year.
- c. Excessive data use is monitored by Verizon.
- d. 4G internet access is filtered by FBISD tech services
- e. The device data plan is for that device only. **Do not attempt to share the available data plan with other devices**

### 4. 3 General

Students should use their assigned devices at home under the same guidelines as at school. Obviously, home is a completely different environment, but the same general principles should apply:

- a. Follow the rules established by your parents.
- b. Apply the privacy and security guidelines outlined above.
- c. Respect the privacy and presence of others in the household.
- d. Pay attention to your data usage. Ration your data use so you do not run out.
- e. Keep your parents informed of what you are doing on your device
- f. Use the device for schoolwork and personal organization (not for entertainment).

## 5. Managing your Work

It is each student's responsibility to manage his/her own device and content. Students should make their device a personal learning device.

### 5. 1 Privacy

Privacy when using technology is an important part of each student's experience. To ensure privacy:

- a. Never post information that would be considered private, like your home address, student ID, Social Security number, home phone number, credit card numbers, etc.
- b. Do not share your passwords except with your parents or the school's Technology Help Desk (when appropriate).
- c. Remember that anything you do on your device could be made public, even if you are careful about who you share it with. **What you post online, stays online, forever.** Future employers are watching.
- d. Do not try to circumvent security policies on your device (like the filter). Some of the methods students use to bypass security on school devices could collect information and cause the device to not function properly.
- e. Use caution when communicating by email, chat, etc. Be wary of any communication that seems suspicious. Any communication regarding your Fort Bend ISD account will come through your teacher, not email

## 5. 2 Ethical Use

Technology offers access to nearly unlimited information on the Internet. Students are expected to use their assigned devices in an ethical manner at all times:

- a. Plagiarism is unethical and inappropriate. Always cite sources and respect others' intellectual property
- b. Certain functions of your assigned device are disabled, but others are accessible but still may be inappropriate. Remember that just because you can do something does not mean you should
- c. Lying, stealing, cheating, and bullying are wrong, even if you think you are anonymous or protected
- d. Circumventing security on your assigned device will result in termination of your access to the device
- e. Being an ethical user of technology means reporting issues to the appropriate authorities, standing up for victims, leaving a positive digital footprint, and using your assigned device for good.

## 5. 3 Personal Accounts

You may choose to access personal accounts with your device, however, if you do so, your personal accounts may be accessible by school staff under certain circumstances. While it is not the intent to monitor your personal information, some information may be accessible if your device is turned in for maintenance, if a teacher or staff member checks your device's history or files, or if you use your device for communications with other students. Adding your own personal accounts to your device does not change the expectations appropriate use of the device.

- a. Devices are for schoolwork and educational use only (not entertainment)
- b. All communications with teachers must be made with school email accounts only
- c. Any form of harassment, bullying, or intimidation is strictly prohibited
- d. Any files, pages, etc. that are accessed with your device are subject to search by school staff

## 6. Lost, Stolen, or Damaged Device

The best way to prevent a device from becoming lost, damaged, or stolen is to keep up with it at all times and to handle it in a responsible and cautious manner. The following section addresses what happens if a device is lost, stolen, or damaged.

### 6. 1 Precautions

- a. Keep your device within sight or secured at all times. When in class, your device should be on or in your desk, in your backpack, or in a place designated by your teacher. When it is not needed, your device should be kept with you or locked in your locker
- b. When transporting your device to and from class or school, it is best to keep it in your backpack
- c. When at home, your device should be placed in a location where damage is unlikely. Keep it within sight and never store anything on top of it. Keep it away from pets, water, or other places of potential damage
- d. Never loan out your device to anyone
- e. Check for your device often. If at the end of class you do not have your device in hand or in your backpack, notify your teacher immediately
- f. Never share your lock code, locker combination, or other passwords with anyone

### 6. 2 Damage

A damaged device is one that has been dropped, crushed, had liquid spilled on it, been exposed to extreme temperatures, or physically harmed in some way. A damaged device will likely malfunction and prevent you from using it effectively. Types of damage may include (but are not limited to) a cracked or shattered screen or case, broken buttons, damaged headphone or USB ports, or scratched screen. Damage most often happens due to neglect or carelessness.

In the event that your device is damaged:

- a. Stop using it immediately. Trying to fix or assess the damage yourself could cause the problem to become worse.
- b. If possible, turn your device off. Do not turn it on, especially if it is water damaged.
- c. Use caution. Damaged devices could cause injury.
- d. Report the damage and take your device to your teacher immediately.
- e. Report exactly what happened. The cause of most damage is easily discoverable, but reporting it will save time and effort and will be considered when fixing/replacing the device.
- f. Devices are the responsibility of the student/family. Every incident is carefully investigated.

Students who damage their device may be provided a single replacement device or a loaner device at the discretion of the staff of Fort Bend ISD and Digital Promise. Any replacement offered will only be available after the appropriate fee is paid based on the insurance plan selected (or a payment plan established).

### 6. 3 Lost devices

Devices are valuable technology and all care should be taken to ensure that they are never lost. If you misplace your device while at school:

- a. Immediately notify your teacher.
- b. Ask your neighbor for assistance.
- c. Stop and think about where it might be.
- d. Retrace your steps.

If you misplace your device while at home or elsewhere:

- a. Notify your parents or others who are nearby who can help you look.

- b. Stop and think about where it might be.
- c. Retrace your steps.

If your device is lost and you cannot quickly locate it, notify your teacher/campus personnel at school as soon as possible.

If you frequently misplace your device, consider developing a routine to help you keep up with it.

- a. Keep your device in the same spot when you get home. Always return it to that spot when you set it down.
- b. Check for your device each time you leave a room, no matter where you are.
- c. Keep your device in a brightly colored sleeve when not in use.

#### 6. 4 Theft

Every precaution should be taken to prevent theft.

- a. Never leave your device unattended in a public area or at school.
- b. Never ask someone else to watch your device for you.
- c. Never leave your device on display in a car, even if it is locked.
- d. Do not use your device in unsecured locations (e.g. on the bus).

In the event that your device is stolen while you are at school, report it immediately to your teacher. If your device is stolen outside of school, note the time and location when you first noticed it missing. If you are in a public place, check to see if it was turned in to someone in authority.

If device is stolen or missing, you may be required to file a police report describing the events surrounding the theft of your device.

#### 6.5 Alternative Plans

No student who has outstanding fees (without a payment plan) or who has used all replacement/loaner options will be allowed to take a device off campus. Such students will be considered day- use only and will check out a device each morning and return it each afternoon. Day-use students will coordinate with their last period teacher to arrange check out and return.

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