



Echols County High School One-to-One Agreement Student Device Agreement 2025 – 2026

I. Receiving your device

- a. Read and sign ECS Technology Acceptable Use Agreement (AUA) and Student Device Agreements

The Technology AUA and Student Device Agreement must be signed by both the parent/guardian and the student after reviewing both documents.

- b. Distribution

Student devices will be distributed once the completed Technology AUA and Student Device Agreement are returned. Students are responsible for returning the same fully functional device, case, and charger. Failure to do so may result in a charge equivalent to the cost of the device. Laptops remain the property of the district.

- c. Dual Enrollment Students

Dual Enrollment students must attend a session with the Technology Director to receive their device, review login information, and complete digital citizenship lessons.

- d. New Student Distribution

New students will receive their device from the Technology Department and participate in a brief digital citizenship lesson. Both the student and the parent/guardian are required to sign the Technology AUA and Student Device Agreement.

II. Parent and Student Responsibilities

- a. Parents and students are responsible for maintaining the device and ensuring it is returned in good working condition.
- b. Parents and students must cover the cost of replacing or repairing any damage resulting from negligence or improper use.
- c. Parents and students are responsible for providing their own internet access at home for the device.
- d. Students and parents acknowledge that laptops are district property and are to be used solely for educational, non-commercial purposes.
- e. Parents and students agree not to install, uninstall, or modify any software, plugins, external devices, or extensions without written approval from the Echols County Schools Technology Department.

III. Device Care

- a. General

- i. Cords, cables, and removable storage devices should be inserted carefully into laptops
- ii. Writing, drawing, or applying stickers on the laptop itself, school-issued case, or charger are not allowed.

- iii. Always carry the laptop by the base, using two hands. Never lift the device by the screen.
 - iv. Do not remove any district labeling or tags
 - v. Keep food and drinks away from the device at all times.
 - vi. Devices MUST be kept secure and protected when not in use.
 - vii. Report any device damage or loss to a teacher immediately.
- b. Screen Care
 - i. Avoid placing heavy objects or applying pressure on the top of the device.
 - ii. Do not place items in the protective case that may press against the cover.
 - iii. Ensure there is nothing on the keyboard before closing the lid (e.g. pencils, pens).
 - iv. Clean only with a soft, dry cloth. Do NOT use liquids or solvents to clean the device.
- c. Background/Sound
 - i. Inappropriate media or use of the device camera for backgrounds, themes, or sharing is prohibited. Such actions will result in disciplinary action.
- d. Charging Devices
 - i. Using a non-school issued charger may damage the battery and/or device.
- e. Logging into a device
 - i. Students must log into their laptop using their school issued Microsoft account.

IV. Device Damage

- a. Students with a damaged device or lost charger should notify a teacher immediately.
- b. If a repair will take a long time, students will be issued a loaner device that will be assigned through Incident IQ.
- c. Students are responsible for the care and security of the loaner device while it is in their possession. Any damage to or loss of the loaned device will be the student's responsibility.
- d. Repairs and maintenance should only be handled by ECS Technology personnel. Students should not attempt to repair the device themselves or take it to an outside vendor for repair.

V. Device Theft and Loss

- a. Students will be responsible for replacing lost devices and chargers.
- b. If a device is stolen, students must file a policy report. The student must provide this report to school administrators, and the district will be responsible for replacing the stolen device.

VI. Device Replacement Costs

Device Replacement \$550
Acer, Dell, and HP Devices

Keyboards	Cost various depending on device model and parts availability.
Screens	Cost various depending on device model and parts availability.

VII. Appropriate Use

- a. Students will:
 - i. Charge the device at home and have it ready to use every day for every class period.
 - ii. Use appropriate language and graphics, whether at home or school, when posting, publishing work, using the internet, or communicating in email.
 - iii. Only use their district-issued Microsoft Education account on the district device
 - iv. Keep usernames and passwords confidential.
 - v. Follow copyright laws regarding the use of others' intellectual property.
 - vi. Report loss or damage of device immediately to the school
 - vii. Keep the audio muted or use headphones/earbuds to avoid disturbing others.
 1. Note that Bluetooth headphones/earbuds are not supported
- b. Students WILL NOT:
 - i. Remove any identifying emblems or stickers placed on the device by the district.
 - ii. Allow others to use their assigned device.
 - iii. View, use or copy passwords, data, or networks to which they are not authorized.
 - iv. Reveal personal information (phone numbers, addresses, passwords, etc.) about themselves to others.
 - v. Leave devices unsupervised or logged in to the network.
 - vi. Harass, bully or threaten anyone.
 - vii. Use offensive language of any kind.
 - viii. Misrepresent themselves or others
 - ix. Destroy or damage data, programs, networks, or any other system or component of a system owned or managed by the district
 - x. Attempt to override, bypass, or otherwise change the filtering software or other network configurations.
 - xi. Reset or wipe their device.

VIII. Privacy

- a. Students have no expectation of confidentiality or privacy regarding the use of their assigned laptop, whether the use is for district-related or personal purposes. The district may, without prior notice or consent, log, monitor, access, view, and record the use of student laptops at any time, for any reason related to the operation of the district. By using the laptop, students agree to such monitoring and recording of their usage.

IX. District Responsibilities

- a. The district will maintain a log of all laptops that include serial number, and name of the student assigned to the device.
- b. The district will comply with the Children's Internet Protection Act (CIPA) to prevent inappropriate use of the district devices and/or internet, whether in use at school or at home.
- c. Compliance will be achieved through the use of software that filters web access for inappropriate content and monitors students for incidents of cyberbullying or self-harm.
- d. Any malfunction of the laptop that is not the result of inappropriate use or negligence will be repaired at the district's expense.
- e. The district will provide loaner devices for students while their devices are being repaired or replaced.
- f. The district will provide internet access while students are on campus.

X. Digital Citizenship

- a. Students are encouraged to follow basic Digital Citizenship rules when utilizing district devices and browsing the web:
 - i. **Respect Others:** Treat others with kindness and respect, just like you would in person. Avoid cyberbullying or harmful comments.
 - ii. **Protect Personal Information:** Never share sensitive personal information, like passwords, addresses, or phone numbers, unless you are sure it's secure.
 - iii. **Be Mindful of Copyright:** Always give credit to others for their work. Don't plagiarize or use images, music, or text without permission.
 - iv. **Think Before You Post:** Once something is online, it can be difficult to remove and is never truly deleted. Think about the impact of your posts before sharing anything online.
 - v. **Stay Safe:** Avoid clicking on suspicious links or downloading unknown attachments. The links could be harmful or contain malware.
 - vi. **Practice Good Online Etiquette:** Use proper language, be clear in communication, and follow the guidelines of the platform you're on.
 - vii. **Respect Privacy:** Don't share others' private information or pictures without their consent.
 - viii. **Stay Informed:** Regularly update software and tools to ensure you are protected from the latest security threats.
 - ix. **Be Critical of Information:** Not everything you read online is true. Verify facts before sharing them and be aware of misinformation.



**Echols County High School
One-to-One Agreement
Student and Parent/Guardian Signature Page
2025 – 2026**

By signing below, both the student and parent/guardian acknowledge receipt and understanding of the guidelines, responsibilities, and expectations outlined in the Echols County Schools One-to-One Device Program. This includes, but is not limited to, proper use and care of the assigned device, consequences of misuse or damage, and requirements for returning the device in good working condition.

We understand that:

- The device is the property of Echols County Schools.
- The device is issued for educational purposes only.
- We are responsible for the care and security of the device while it is assigned to us.
- Any damage, loss, or misuse may result in financial liability and/or disciplinary action.
- The device must be returned upon request, withdrawal from the district, or at the end of the academic year.

By signing this document, we agree to comply with all district policies regarding acceptable use, internet safety, and device management.

Student Information

Student Name: _____

Grade: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Information

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____