

Munday CISD
Grades 9-12
Device Guidelines and Agreement
Updated July 2025

Student Device Instructions- For Grades 9-12

STUDENTS WILL NOT BE ALLOWED TO BRING THEIR OWN LAPTOP/TABLET!!!!

Student and Parent: READ and SIGN "Device Guidelines and Agreement". Turn into the office.

Your device MUST be in a case or backpack when you carry it home.

You will turn the device back into the school at the end of the year, with the account information page. At that time, you will complete an "End of Year Device Check-in".

Take the device home and fully charge (up to approximately 5 hours). **It is your RESPONSIBILITY to make sure the device is charged and ready for school each day.**

You have Google and Office 365 accounts. If you forget your password, I can reset it for you.

Per your "Agreement", you can only install programs approved by the district. **Any student caught Powerwashing their Chromebook and re-enrolling it as a personal device WILL lose device privileges!!**

Remember, if you install something that damages your device, or makes it unusable, the device will be restored to factory settings, and you will lose anything not saved. Save often to your GoogleDrive.

You are responsible for keeping/replacing the charger, charging cord. The current cost to replace these items are as follows: 1) AC adapter - \$20, 2) Dell Laptop - \$1,200

DEVICES with STICKERS on them will invoke a \$20 fee! (Take the stickers off before you turn your device in.)

MUNDAY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Technology Device(s) Loan Agreement- HS Students

Name _____

Date _____

Grade _____

Phone _____

<u>Item Description (Circle one or more)</u>
Chromebook, with charger, cable, and protective case.

The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is the property of Munday CISD of Munday, TX, and is herewith being loaned to the student for educational purposes until further notice. The equipment may not be defaced or destroyed in any way. Inappropriate material on the machine may result in the student losing his/her right to use this device. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year.

If the District Property is lost, stolen or damaged while in the Borrower's possession, Borrower is responsible for the replacement or repair thereof, beyond the insurance amount, and Borrower agrees to indemnify the District from any claim occurring during or resulting from Borrower's possession or use of the District Property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower's use of the District Property.

The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license and it is Borrower's responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with Borrower's use of the District Property other than software owned by the District and made available to Borrower in accordance with this Receipt and Agreement and Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any device or electronic viruses that may be transferred to or from data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair.

A student whose device is damaged will not be provided with a "substitute" device while the one issued to them is being repaired. The student will work from their own device or with paper and pen/pencil.

A student who has damage to their device two times in a school year will not be issued a device until they or (you as the parent) pay for the repair of the device. The student will work from their own device or with paper and pen/pencil.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Printed Name _____

Student Signature _____

Date _____

Munday CISD Device Acceptable Use Agreement

Learning in the Present; Preparing for the Future

Munday CISD is pleased and proud to offer our staff and students Laptop devices and the Internet. Use of the wireless network will provide MCISD campuses access to numerous software programs and the Internet for educational purposes. Munday CISD believes that teaching using 21st Century tools will improve the educational opportunities for our students.

Internet connection at home will be beneficial to students. This information will be provided to parents. The device will have many uses at home without Internet Access, but the students' ability to get full benefit from their assigned device will be much greater if they have Internet access.

We hope that you share our excitement of being able to offer the devices as an instructional resource to our students and teachers at MCISD. The impact on teaching and learning will be enormous. Our students will gain access to up to date information and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any new initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students. We are committed to that goal.

This Agreement represents an outline of the Device Policies and Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies and Procedures. Students and parents/guardians are encouraged to read and understand these Policies and Procedures prior to signing this Agreement.

Access to the Munday CISD devices and systems is a **privilege, not a right**. Violating the letter or spirit of the regulations may be cause to deny a student access to the Munday CISD devices and systems, and/or may result in more serious disciplinary action(s) and/or financial obligations.

Responsibilities of Stakeholders:

General Care of the devices

- Treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- If the device is damaged or not working properly, it must be turned in to the Tech Office for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.
- Keep your device closed when transporting it and inside your approved case or backpack. If repeated abuse occurs, device privileges will be revoked.
- Do not leave your device in an unsecured area. This includes an unlocked locker/locker room.
- Do not loan the device to anyone.
- Protect the device by unplugging the power supply and other peripherals when transporting the device.
- Protect the display by carefully closing the lid when moving the device (if applicable).
- When transporting their device to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed. Students are expected to treat their device with care and respect. The device and hard case are the property of Munday CISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device or carrying case are not allowed and will result in loss of privileges and disciplinary consequences.

- Students should not use their device while walking, on the bus, or otherwise being transported. devices should only be used while they are on a flat, stable surface such as a table. devices can be fragile, and if they are dropped they may break.
- Students should protect their device from extreme heat or cold. devices should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their device, or use their device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in their power cord.
- Computers should never be placed in their carrying case while they are turned on. The device should either be turned off or in “sleep” mode. In addition, devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to overheat, and will result in damage to the device.

General Use of the devices and the MCISD Network System

- Munday CISD fully expects that all members of the school community will use the device systems in a responsible, appropriate, and legal manner. **Use the following regulations as a guide when working within our devices or device system:**
- Follow the Munday CISD Acceptable Use Policy when using the Internet at home or at school.
- Any inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.
- Students must immediately report theft or damage to a teacher or administrator. For hardware and software problems, students must take their device to the technology office, or contact Ms. Bowman (Kim.Bowman@mundaycisd.net)..
- Do not load software from the Internet unless you have permission from a MCISD teacher.
- Do not remove programs or files from the device. **Any student caught Powerwashing their Chromebook and re-enrolling it as a personal device WILL lose device privileges!!**
- Honor your family’s values when using the Internet. Parents will discuss family values and expectations regarding the use of the Internet at home. **Parents will supervise their child’s use of the device at home.**
- Do not give personal information when using the Internet.
- The school’s Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the MCISD faculty.
- During school hours, game playing on devices is not allowed unless the game is directly related to a school assignment or activity.
- E-mail (or any other device communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students may access only those files that belong to them or which they are certain they have permission to use. Students are expected to follow all copyright laws.
- Files stored within the school device systems (both device and file servers) should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school device systems.
- Students are expected to only access teacher authorized sites at the appropriate times.
- Students are expected to notify their teacher immediately if they accidentally access an inappropriate site.
- Students may only use their assigned network drive or cloud drive to store school related files only.
- Students should always protect their user account by logging off when not on their device.

- Each device is assigned to an individual student. Students should never “swap” or “share” their device with another student. devices should be in a student’s possession or secured at all times.
- Students may never share their password with another student. Passwords should always be kept confidential.
- Students are responsible for saving or backing up their documents to the server.
- Students should never attempt to “Hack” into any device system or engage in unauthorized use of the network.
- All users must agree to never maliciously damage or steal school device equipment or electronic data.
- All users must agree to never change the settings of school-supplied software.
- If the device is stolen while at home, parents/guardians should immediately report the theft to the local police. This information should also be conveyed to the campus principal at the first opportunity available.
- The students may only use the email account that is set up by MCISD.

Daily Preparation Tasks

- **Recharge the device battery every night.**
- Bring the device to school everyday and have it ready to work at the beginning of each class.
- If a student fails to bring their fully charged device to school each day, consequences outlined in the student code of conduct will be applied.
- Students who do not have permission to take their device home may pick up their device in the designated area each morning, and are required to return their device to the designated area at the end of each day.
- Students will be allowed to recharge their devices each day during classes that are conducive to this. **Very few classes will have this capability, so avoid any potential problems by charging them each night at home.**

Using the Computer for Internet and E-mail

- Students and parents/guardians understand that Munday CISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the device while at home. **It is the parent/guardian’s responsibility to supervise the information that a student is accessing from the Internet while at home.**
- Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their devices are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student’s access to them at any time, and for any reason.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this device in an appropriate manner will result in consequences, as determined by the staff and administration of Munday Consolidated Independent School District.

Students who leave the District and fail to check in their devices and related equipment will have felony theft charges filed against them immediately upon the District’s knowledge of such an event. The District will prosecute the occurrence to the fullest extent of the law.

G Suite for Education Parental Consent

To parents and guardians,

At Munday CISD, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Munday CISD, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

Viewing this document indicates that you've read the notice and given your consent. If you choose to deny consent, please notify the school office and we will not create a G Suite for Education account for your child and your child may need to use other software to complete assignments or collaborate with peers.

Permission grants Munday CISD the right to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

G Suite for Education Parental Consent

To parents and guardians,

At Munday CISD, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Munday CISD, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

Viewing this document indicates that you've read the notice and give your consent. If you chose to deny consent, please notify the school office and we will not create a G Suite for Education account for your child and your child may need to use other software to complete assignments or collaborate with peers.

Permission grants Munday CISD the right to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync

- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

Chrome Web Store	Google Bookmarks	Google Books	Google Cloud Print
Google Earth	Google Maps	Google Photos	Google Play
Managed Google Play	Google Translator Toolkit	Individual Storage	
Material Gallery Search and Assistant	YouTube	MyMaps	Kahoot

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html

Munday Consolidated Independent School District Device Acceptable Use Agreement

We have read this Parent/Guardian and Student Agreement and understand our responsibilities in the use of the device, device network, Internet, and any other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the technology immersion program Munday CISD is implementing.

Parent Signature

Date

Parent Printed Name

Student Signature

Date

Student Printed Name