

FWISD Student Device Responsibility Form

TAKING CARE OF YOUR ASSIGNED DEVICE

1:1 DEVICE Students are responsible for the general care of the device that was issued to them by the District. Devices that are broken or fail to work properly must be reported to the school's Campus Asset Facilitator.

General Policies

- Students are responsible for bringing their fully charged device to school each day, unless specifically instructed not to do so by their teacher.
- Protect the device screen by following the rules below. The device's screen can be damaged if subjected to rough treatment.
- All 1:1 devices are sensitive to damage from excessive pressure on the screen.
- No food or drink is allowed next to your device while it is in use.
- To conserve battery life devices should be shut down before moving them.
- 1:1 device must remain free of any writing, drawing, stickers, or labels that are not the property of the Fort Worth Independent School District.
- Devices must never be left in a car or any unsupervised area.
- Students are responsible for charging their device's battery before the start of each school day.
- Students may be selected at random by teachers or administrators to provide their device for inspection for damages or misuse.

Screen Protection Tips:

Close the device screen before moving it.	Do not lean on the top of the device when it is closed.	Do not place anything near the device that could put pressure on the screen.	Do not place anything in the carrying case that will press against the cover.
Do not poke the screen.	Do not place anything on the keyboard before closing the lid.	Clean the screen with a soft, dry cloth or anti-static cloth.	Do not bump the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

 Failure to comply with the General Policies listed above may result in the loss of 1:1 privilege for a period to be determined by the school administration.

DIGITAL CITIZENSHIP

1:1 Devices are for educational purposes; it is expected that students will practice good digital citizenship both in and out of school. This includes, but is not limited to, accessing inappropriate materials and sites, cyber bullying, downloading of illegal materials such as songs, videos, and/or movies, and plagiarism and use of copyrighted materials without proper citation.

CHARGING YOUR 1:1 DEVICE'S BATTERY

1:1 Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. Repeat violations of this policy will result in possible loss of student 1:1 privilege.

NON-FUNCTIONING 1:1 DEVICES

1:1 Devices that are broken or fail to work properly must be taken immediately to their Media Center. If deemed necessary, a replacement may be issued.

RECEIVING AND RETURNING YOUR 1:1 DEVICE

Receiving Your Device

Parents and students must sign and return the Fort Worth Independent School District Acceptable Use Policy before a 1:1 Device can be issued to their child.

Device Check-in

1:1 Devices will be returned at each school site prior to the end of the school year on date(s) determined by the school administration. **If a student transfers out of Fort Worth ISD during the school year, the device must be returned prior to the student's last day in Fort Worth Independent School District. If the student transfers schools within the district they must check-in the device from the first school before transferring.** They will be assigned a different device as required by their new school.

Check-in Fines

If a student's device, AC power adapter, and/or case have been damaged or defaced, the student will be billed either for the repair or replacement of the device, the adapter, and/or case.

Current Fines Per Item:

Lost MacBook	Lost IPAD	MacBook Power Adapter	MacBook Case	IPAD Case	IPAD Power Adapter
\$375	\$250	\$30	\$30	\$70	\$30

⚠ If a student 1:1 Device is not returned during year-end check-in or on transferring out of district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's device, the student's grade reports/transcripts may be withheld, and the matter may be turned over to local law enforcement.