



**Saraland City Schools**  
**Device Issuance and Usage Agreement**  
**2020-2021**

**Eligibility:**

Students enrolled in Saraland City Schools who are in good standing (no serious discipline referrals) are eligible to participate in device issuance. *A signed "Device Issuance and Usage Agreement" and \$20.00 usage fee must be received before the device will be issued.*

Administration reserves the right to refuse device issuance to any student who misuses, damages, or intentionally or carelessly mishandles Saraland City Schools' technology.

**Digital Etiquette:**

- Use appropriate grammar in electronic communications. No texting lingo. For example, *I am ur tcher...show me that u have lrnd how 2 spell.*
- DO NOT PUT SENTENCES IN ALL CAPITAL LETTERS. This is considered *SHOUTING!*
- Do not end sentences with more than one exclamation mark!!!!!!!!!!!!!! Or question mark??????????????
- *Please please please* do not repeat a word more than necessary.
- Use a respectful tone in speech and written communication when engaged in online learning – remember not only **what** is said, but **how** it is said will be school appropriate.
- Use posts to discuss school-related content only.
- Personal information will not be shared digitally, including but not limited to phone number, address, email, etc.
- All school rules and consequences apply in a traditional and digital school setting.

**Personal Responsibilities:**

Each device will be verified to be in good working order and physical condition before being assigned to a student. Once a device is issued, the assigned student and parent/guardian are responsible for its care. The device must be returned to the school library/media center on the return date specified in this agreement. Contact a teacher or the library/media specialist for questions concerning return date.

Students are prohibited from revealing any photographs or personal information about themselves or other students, faculty, or administration, such as name, phone number, address, password, etc., through any means of digital communication on a school-owned device. This includes email and social media, such as Facebook, Twitter, Snapchat, iMessage, etc.

Cyberbullying is the use of electronic information and communication devices to willfully harm others through any electronic medium, such as text, audio, photo, or video. Any communication generated using school-owned technology that creates a hostile environment is not permissible.

Copyright information must be properly cited and in compliance with copyright laws.

Use the school-issued device in ways that are appropriate, educational, and follow Saraland City Schools' policies.

Device may only be used for school purposes by the student to whom it is assigned. Student login credentials and passwords will not be shared with anyone other than authorized school staff.

Device should not be left in vehicles nor on a floor, near edge of table, near food/drink or in any other location likely to result in damage.

Device activity on school-owned technology is subject to monitoring.

Disassembly of a school-issued device or any attempt to repair is prohibited. Immediately report operational concerns to a teacher or the library/media specialist.

Do not deface serial number identification (including sticker) or decorate a school-issued device.