



## Engaged Learning Initiative

Hoover City Schools uses Instructional Technology as one way of enhancing the mission to prepare and inspire all students for life-long success by teaching the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, HCS has made it a goal to offer students a 24/7 accessibility to their learning through this “Engaged Learning Initiative” (ELI). The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

The first phase of the program includes providing HCS-owned tablet computers to classrooms in the 2012-13 school year. As an alternative to using an HCS-owned device, students can use personally-owned devices in the program. The policies, procedures and information within this document apply to all tablets used in Hoover City Schools. Teachers may set additional requirements for use in their classroom.

An important component of the ELI program will be education about digital citizenship and appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the school year, and will offer reminders and reinforcement about safe online behaviors.

Students and parents/guardians participating in ELI must adhere to the ELI Program Policies, Student Code of Conduct, Student Handbook, Acceptable Use Agreement, Board policies, and federal/state laws.

### Device Specifics:

For ELI purposes, the technology device covered by this agreement is a NOOK tablet computer. One NOOK, cover and charger are being lent to the Student. It is the Student's responsibility to care for the equipment on a daily basis and ensure that it is retained in a safe environment. Any technical or mechanical issues with the NOOK must be reported to the school and will be repaired by HCS staff. This equipment is, and at all-time remains, the **property of Hoover City Schools** and is subject to inspection. The equipment will be returned during the final week of school, or sooner, if a student graduates early, withdraws, or is expelled from Hoover City Schools prior to the end of the school year.

### Student Responsibilities:

Your NOOK is an important learning tool and is for educational purposes only. In order to take your NOOK home each day, you must be willing to accept the following responsibilities:

- My NOOK is my responsibility and I will not leave it in unsupervised areas.
- I will honor my family's values when using the NOOK.
- I will bring the NOOK to school every day with a fully-charged battery.
- I will treat the NOOK appropriately and will report any mechanical or technical issues to the school.
- I will use my best efforts to ensure that the HCS-owned NOOK is not damaged, lost, or stolen while in my possession.
- I will not remove or modify the identification and inventory labels that have been placed on the NOOK. I will not add stickers, labels, tags, or markings to the NOOK.
- I agree to use the NOOK only for appropriate, legitimate, and responsible communications.
- I will keep my accounts and passwords secure and will not share these with any other students. I will not attempt to add, delete, access, or modify other user accounts on the NOOK.
- I will take no action that could interfere with the Hoover City Schools' network.
- I will return the NOOK in good working order when requested and upon my graduation, expulsion or withdrawal from Hoover City Schools.

### **Parent/Guardian Responsibilities:**

Your son/daughter has been issued an NOOK as a part of the ELI program to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my son's/daughter's use of the NOOK at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the Internet and email.
- I will ensure that my son/daughter reports any mechanical or technical issues to the school.
- I will ensure that my son/daughter understands the Student Responsibilities outlined in this loan agreement.
- I agree that the NOOK will be returned to a Hoover City School when requested and upon my son's/daughter's graduation, expulsion, or withdrawal from Hoover City Schools.
- I understand that my son/daughter may bring his/her personal device to school in lieu of using a district-owned NOOK.

### **Optional Insurance Coverage**

Insurance Coverage is available for students to cover device replacement in the event of theft or loss.

- The insurance coverage premium is a yearly \$25 payment per device.

In the event of loss, theft or damage of the device the student will be responsible for the deductible of \$25.00 for a damaged device and \$50.00 for a lost or stolen device.

- This plan will include one replacement of a lost, stolen or damaged device. Additional replacements will cost the student the full value of a device (approx. \$125).
- This plan will not cover the loss or damage of the device charger. Students will be responsible for the full cost to replace those items.
- The \$25.00 insurance premium is nonrefundable. Premiums will not be prorated for partial years or semesters.

### **Student-Owned Devices** **Bring your Device Agreement**

#### **Student and Parents/Guardians acknowledge that:**

- The school's network filters will be applied to personal devices connected to HCS's network and any attempt to bypass the network filter is prohibited.
- As appropriate, HCS will place applications on the personal device or direct students to download applications.
- HCS will not be responsible for repair or replacement of personally-owned devices. Technicians will be available during the school day for minimal technical assistance.
- Devices will be brought to school every day with a fully-charged battery.
- Free Wireless access will be provided by HCS. The district is not responsible for personal charges for accessing other wireless connections or other data charges.

#### **LOST, Stolen, or Damaged Devices**

Each student is responsible for his/her own digital property, and should treat it and use it responsibly and appropriately. HCS takes no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep their possessions secure, students will have the final responsibility for securing their personal devices and data. Please check with your homeowner's policy regarding coverage of your devices, as many insurance policies can cover loss or damage.

**Please select one of the agreements.**

**This form must be completed before a NOOK will be provided to your student.**

\_\_\_\_\_ I would like to my student to participate in the Engaged Learning Initiative.

\_\_\_\_\_ I prefer to not participate at this time.

\_\_\_\_\_ I would like the optional insurance coverage.

Parent name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_