HOTSPOT AGREEMENT AND APPLICATION PROCESS

1. RESPONSIBILITIES
   1a. District Responsibilities
   The District will comply with the Children’s Internet Protection Act (CIPA) to prevent the inappropriate use of the Hotspot and/or the Internet whether the device is being used at school or at home. The District will have devices available that can be checked out to students whose devices are being repaired or replaced, if available.

   1b. Parent and Student Responsibilities
   As with any District-owned property (ex.textbooks), parents and students will be responsible for returning the Hotspot in good working condition. The student and his parent or guardian will be responsible for paying the cost of repairing or replacing the Hotspot / Charger should the device be damaged, lost, or stolen. Insurance for the device will be offered to those parents who choose to purchase that coverage. See section 6b for more details on the insurance costs and coverage. At home, students are expected to observe all SPS Technology Policies as well as federal, state, and local laws.

2. AGREEMENT
   This agreement outlines procedures and policies for families to protect the Hotspot investment for the District. Parents/Guardians and students MUST sign and return the Chieftain Hotspot Responsible Use and Insurance Agreement document before a Hotspot can be issued to a student. Hotspots are to remain home or at the facility where the child(ren) will be completing work outside of school hours or during distance or virtual learning and not brought to school. Hotspots will be examined and/or collected each school year. Students who have violated this Agreement during the time when they possess the device may lose access to the device for a period of time.

3. RETURNING YOUR HOTSPOT
   All district owned Hotspots must be returned according to the following guidelines:
   ● Students and Staff leaving the District MUST return district-owned Hotspots to an ADULT in the school Media Center or to the District Office at Washington Administrative Center.
   ● Any Hotspot and/or charger not returned will be considered stolen property and law enforcement agencies may be notified.

4. TAKING CARE OF YOUR HOTSPOT
   Students and staff are responsible for the general care of the Hotspot they have been issued by the school. Hotspots that are broken, or fail to work properly, must be taken to the media center or designated area as soon as possible so that they can be taken care of properly. Do not take district-owned Hotspots to an outside service for any type of repairs or maintenance.

   General Precautions:
   ● Never store your Hotspot in a carry case or backpack while plugged in.
   ● Hotspots must have a Sapulpa Public Schools District asset tag and an SPS identification label with the student’s name on them at all times. The asset tag must not be removed or altered in any way. If the tag is removed, disciplinary action will result.
   ● Hotspots should never be left in a car or any unsupervised area.

5. USE OF THE HOTSPOT
   ● The student whose name, system account, and Hotspot hardware is issued will be responsible at all times for its appropriate use.
   ● Non-compliance with the policies of this document or the responsible use of the Internet and/or Acceptable Use Policy, will result in disciplinary action.
   ● Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
   ● The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
Contents of email and network communications are governed by the Oklahoma Open Records Act; proper authorities will be given access to their content.

- The use of Hotspots at home is strictly for educational purposes only. These are not to be used for other activities such as gaming, streaming of video for entertainment purposes, etc.
- School district supplied filtering will be provided for use with devices outside of school district filtering.

6. REPAIRING/REPLACING YOUR HOTSPOT

6a. Vendor Warranty
- The manufacturer has a one year hardware warranty on your Hotspot.
- The manufacturer warrants the Hotspots from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Hotspot.
- The vendor does not warrant against damage caused by misuse, abuse, or accidents.
- Please report all Hotspot problems to the school media center immediately.

6b. Hotspot Insurance
The Sapulpa Public School Student Technology Insurance Program (STIP) has been established to give parents and staff members the ability to purchase insurance for each school year to limit liability to instructional technology equipment. The cost for protection of Hotspots is $10 per student for the current academic school year. This is a voluntary program and participation is encouraged, but not required. The STIP fee is non-refundable. **Keep in mind parents are responsible for the full cost of any repair or replacement of all damage to or loss of the Hotspot, charger, or other accessories issued as a part of the official technology package.** If purchased, the STIP covers 100% of the FIRST incident of damage of the items, 50% of the SECOND incident of damage of the items from the Date of Issue through the end of the current school year for which payment has been received. After two incidents, the parent/student is responsible for all repairs and replacement costs. Parents/students are responsible for all replacement costs due to loss. Insurance claims of theft must include a completed law enforcement report, signed by a parent. Exact repair/replacement costs will be determined at the time of the repair. Insurance claims of Theft must include a completed Sapulpa Police Department Report, signed by a parent. Intentional damage to school technology equipment will be the responsibility of the student and parent at 100% of the cost for repair/replacement, regardless of having purchased STIP or not. Parents will have the opportunity to purchase insurance by check or cash or electronically by using MySchoolBucks Account. If purchasing insurance, it must be purchased BEFORE the student takes possession of the Technology Package.

6c. Financial Hardship by Parents
Sapulpa Public Schools believes that it is the student’s responsibility to exercise good citizenship in regard to their issued technology equipment, just as with any piece of school property. Students who have experienced damage or loss and whose parents are financially unable to pay for repair/replacement immediately may elect to apply for one of two alternative options based on need.

- Parents may request to be placed on a payment plan. Forms will be available from the District Office to request payment plans. If approved, each payment on this plan will be entered into the resource software and reduce the fine by the amount paid each time.
- Parents may request restitution by way of student community service. If approved, restitution will occur by way of the student performing a community service equivalency. The community service restitution process will occur as follows:
  - Technology will fill out the Community Service Form and carbon copy it to the appropriate principal and to the financial secretary for fine assignment.
  - Principal will contact the parent and assign community service.
  - Students will have the log sheet signed for each set of hours and turn the completed form into the principal upon completion.
  - Principal will notify technology that community service has been completed so that the fine may be satisfied.
Hotspot Responsible Use Agreement

Student Name (print): ___________________________________________ Grade: __________________

School Site: _____________________________________________

I, the Parent/Guardian, understand that I am expected to:

● Ensure my child meets the expectations of the SPS Acceptable Use Policy and Hotspot Agreement,
● Supervise and monitor my child’s use of the Hotspot and Internet while at home,
● Ensure my child takes the Hotspot to the library immediately when repairs are needed,
● Pay the cost of repairing or replacing the Hotspot / Charger should the device be damaged, lost, or stolen if not covered by the SPS STIP,
● Return the Hotspot and charger when requested or my child withdraws from SPS.

I, the Student, understand that I am expected to:

● Take responsible steps to prevent the Hotspot from being damaged, lost or stolen,
● Bring the Hotspot to the library immediately when repairs are needed,
● Not allow another person outside your family to use the Hotspot,
● Leave all SPS labeling in place including student name sticker and SPS Asset Tag,
● Use the Hotspot at home in a responsible manner,
● Not make any unauthorized modifications to the device,
● Follow the district’s policies and rules (including acceptable use policy) and abide by all local, state, and federal laws,
● Return the Hotspot and charger when requested or when I withdraw from SPS,
● I understand that violation of any of these rules / laws will result in disciplinary action,
● If I deliberately damage, or through gross negligence, allow damage or theft to my Hotspot, I may be liable for replacement or repair and/or face disciplinary action up to and including loss of use privileges.

Sapulpa Public Schools maintains the right to obtain reimbursement from, or on behalf of, student(s)/parents for any intentional damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that borrower’s use of 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 upon request by the district.

________________________________  ______________________________  ________________
Print Student Name                  Signature                              Date

________________________________  ______________________________  ________________
Print Parent/Guardian Name           Signature                              Date

________________________________  ______________________________  __________________
Parent/Guardian Phone #              Parent/Guardian email
Student Technology Insurance Program (STIP)

Student Name (print): _______________________________________________ Grade:___________________

School Site: _______________________________________

The Sapulpa Public Schools Student Technology Insurance Program (STIP) has been established to give parents the ability to purchase insurance for 1:1 Instructional Technology Initiative Package for the current school year. The insurance, if purchased, will cover the repair or replacement costs of the Hotspot and Charger, except where noted otherwise*. The cost to participate in the STIP is $10 per student per school year and is non-refundable. This is a voluntary program and families are encouraged, but not required, to participate. Keep in mind, according to this SPS STIP agreement, parents are responsible for the full cost of any repair or replacement of all damage to or loss of the Hotspot and/or Charger.

● Acts of intentional damage will NOT be covered by the STIP,
● Lost chargers are NOT covered by the STIP,
● Damaged chargers must be returned to be covered by the STIP.

**Insurance Claims of Theft must include a completed theft report from Sapulpa PD or Creek County SD (or other appropriate law enforcement agency), signed by a parent.

SPS Insurance for Hotspots

_____YES, I would like to participate in the SPS Student Technology Insurance Program for Hotspots. I understand this is a voluntary program that will reduce the cost for repair/loss that I may be subject to if the Hotspot on loan to my student is damaged, lost or stolen. The SPS STIP (including the reduced costs to repair / replacement) is described in detail above.

_____NO, I decline participation in the SPS Student Technology Insurance Program for Hotspots. I understand I will be financially responsible for all damages and loss up to the full replacement cost associated with such loss or damage of the Hotspot and / or charger while checked out to my child.

I have read and understand the rules and the financial responsibilities of the SPS STIP for Hotspots. I agree to all terms and conditions of the program and voluntarily enroll my student(s) for the current school year.

________________________________  ___________________________  ________
Print Student Name                Signature                        Date

________________________________  ___________________________  ________
Print Parent/Guardian Name        Signature                        Date

________________________________
Parent/Guardian Phone #

________________________________
Parent/Guardian email

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STAFF USE ONLY

Receipt: Y     N Received By: ___________________________  Payment Method:  Cash  Check #:

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