

APPENDIX A: Student Device Application

In an effort to support the Guam Department of Education’s Distance Learning goals, public school students will be provided with a grade-appropriate electronic device. This will ensure that teaching and learning continue to take place despite any short- or long-term interruptions. Parents/Guardians may check out the electronic devices at their child’s school. Families with multiple students at different schools must apply/obtain a device from each of their children’s respective school. Devices must be picked up and signed out by a parent/guardian and student unless student is 18 years old or older. Adult students may pick up devices on their own.

By completing this application, parent/guardian/student agree that the device is strictly for educational purposes. Students must attend online classes regularly, actively participate in virtual learning classes, and complete and submit assignments in a timely manner.

PARENT/GUARDIAN/STUDENT INFORMATION

Student Name (Last, First, M.I.):		Student ID No.:	School:	Grade Level:
Student Date of Birth:		Student’s GDOE Email Address:		
Parent/Guardian Name (Last, First, M.I.):				
Full Physical Address (House#, Street Name, Zip Code):			Mailing Address (Include City and Zip Code):	
Phone Number (Home):	Phone Number (Work):	Phone Number (Cellular or alternate):		
Parent/Guardian Email address:				

<p>Check ALL that Applies:</p> <p>I have:</p> <p><input type="checkbox"/> Access to Reliable Internet</p> <p><input type="checkbox"/> Power Source (Electricity)</p> <p><input type="checkbox"/> NO Access to Internet</p> <p>If a student does not have internet access and if given a device, will the student be able to access internet elsewhere for the purpose of Distance Learning? YES or NO</p>	<p><u>Number</u> of Devices your child has access to:</p> <p>_____ Laptop/Desktop Computer</p> <p>_____ Tablet/iPad</p> <p>_____ Mobile Phone</p> <p>If you have more than one (1) students in your household, do they share devices they have access to listed above? YES or NO</p>
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APPENDIX B: GDOE Parent/Guardian and Student Equipment Agreement

Asset Tag Number:		Serial Number:	
Equipment Type:		Model Number:	Equipment Value:
School Name:			
Print Student Name:		Student ID Number:	
Print Father/Guardian Name:		Father/Guardian Email Address:	
Print Mother/Guardian Name:		Mother/Guardian Email Address:	
Home Phone Number:	Cell Phone Number:	Other Contact Number:	
Mailing Address:		Physical Home Address:	
Father/ Guardian ID type and number:		Mother/ Guardian ID type and number:	

EQUIPMENT RESPONSIBILITY
The parent/guardian/student agree to protect the device/equipment at all times.
The parent/guardian/student have received, read, and signed Guam Board of Education Policies for Education Technology Use, Board Policy No.: 379 (Instruction - Students) and BP 836 (Parents, Guardians, and Visitors) which identifies guidelines for the use of technology, acceptable and unacceptable use of technology as well as guidelines for network and e- mail use.
The parent/guardian/student will receive upon request a copy of the technical specifications of the device/equipment and, if applicable, the software. The parent/guardian/student will take notice of the minimum capabilities that any replacement computer equipment will require.
The parent/guardian/student understands that this device/equipment is a GDOE property, and is provided as part of educational tool set. If any situation the parent/guardian/student withdraws from the current school, the latter will return the device/equipment in good condition.

The parent/guardian/student understands that GDOE may require the return of the device/equipment at any time for any reason. I hereby certify that I will immediately return any and all GDOE equipment as soon as requested and in the acceptable condition.

The parent/guardian/student understands that there is no expectation of privacy; and all information stored on the device/equipment will be considered property of GDOE. Further, the parent/guardian/student understands that if GDOE obtains any information regarding illegal activity conducted on the device/equipment, it will be reported to the proper authorities.

The parent/guardian/student understands the precautions to keep the equipment in good condition.

The parent/guardian/student will not allow anyone other than authorized users to use the device/equipment nor will share the GDOE username(s) and/or password(s) with anyone. Further, I/we acknowledge that the student(s) and parent/guardian(s) are not authorized to install any type of spyware onto this device.

The parent/guardian/student understands that no modification, alteration, or upgrade in any form shall be made with the hardware and/or software programs provided by GDOE. The parent/guardian/student understands that the expectations in using the GDOE e-mail and device/equipment for educational related activities as needed for distance learning and educational correspondences.

The parent/guardian/student understands that any files or software saved on the device/equipment will be for educational purposes related to the students' classes with GDOE. Therefore, the parent/guardian/student will follow the appropriate policies and procedures related to technology use within GDOE.

FINANCIAL OBLIGATION

Equipment Replacement

As previously stated, all named individuals and signatories are personally and separately liable for the replacement value of the GDOE equipment that we receive. The following options shall be GDOE's sole discretion to use and the signatories names shall be subject to GDOE's discretion.

Option 1: REPLACEMENT of the device/equipment.

- After notifying the school principal, the parent/guardian/student may choose to replace the computer equipment with computer equipment of equal or greater functionality, subject to approval by GDOE. The replacement device/equipment will be GDOE property. The functionality will be determined by the specifications of the equipment signed for and provided upon request.
- The parent/guardian/student must provide GDOE the specifications of the proposed device/equipment to purchase as a replacement within ten (10) business days.
- GDOE will have ten (10) business days to determine if the device/equipment intended to purchase meets the functionality requirement.
- Within ten (10) calendar days of approval from GDOE, the parent/guardian/student will provide the replacement device/equipment and/or proof of purchase and shipping arrival estimate.

Option 2: PAYMENT for replacement device/equipment.

- If the parent/guardian/student opts to pay for the replacement of the device/equipment, the parent/guardian/student will be responsible for the recovery cost and the software replacement of the device/equipment.
- The parent/guardian/student can either pay GDOE in full within five (5) business days of notice of the amount or according to an agreed-upon payment plan.
- The parent/guardian/student understands that there is no guarantee that a replacement device/equipment will be provided until full payment has been received by GDOE.

SOFTWARE REPLACEMENT

If the device/equipment is damaged, lost, or stolen due to negligence on the part of the parent/guardian/student, the latter accepts the responsibility to pay for new software licenses if it is indeed installed on the device/equipment received.

The parent/guardian/student will pay GDOE the amount listed in the Microsoft Select Plus Agreement License price list that is valid for the month.

The parent/guardian/student can either pay GDOE in full within five (5) business days of notice of the amount for the new software licenses or according to an agreed-upon payment plan.

REPORTING RESPONSIBILITY

The parent/guardian/student understands that if the equipment is damaged, lost, or stolen due to an unforeseen event that is not under the control of the parent/guardian/student, GDOE will strive to replace the equipment, but is not obligated to do so.

The parent/guardian/student understands that if the **damage(s)** to the device/equipment is covered under warranty then GDOE will strive to have the equipment repaired under warranty at no cost.

The parent/guardian/student understands that if any of the device/equipment has been **damaged**, the latter shall report the situation to the principal within one (1) business day of the occurrence with a detailed written statement.

The parent/guardian/student understands that if any of the equipment has been lost or stolen, latter must report the situation to the Guam Police Department (GPD) within twenty-fours (24); inform the school principal of the situation, and provide the GPD Case Number with a written statement of the details of the loss or theft. The parent/guardian/student also understand that a copy of the Legal Report may be requested, and that it must be provided within five (5) business days or when the final report is ready.

I/WE certify that I am the legal guardian of the child named above, and hereby agree to the conditions, guidance, and responsibility for the GDOE equipment that I receive. I/We agree to full financial responsibility for the GDOE equipment and/or software for any and all reasons, including but not limited to loss, theft, or damages that will incur while the equipment is in our possession. I/We understand that the GDOE equipment is and will always be GDOE property, regardless of circumstances.

Student Name (PRINT)	Student Signature (If 18years and older)	Date
Father/Guardian Name (PRINT)	Signature	Date
Mother/Guardian Name (PRINT)	Signature	Date
SCHOOL OFFICIAL (PRINT) NAME/ TITLE	Signature	Date

APPENDIX C: Board Policy 379: Education Technology Policy

Education Technology Use Policy User Agreement

STUDENT

I have read, understand and will follow **Guam Education Board Policy 379 Education Technology Use Policy** when using computers and other electronic resources owned, leased, operated by the Guam Department of Education and/or personal devices accessing the GDOE network. I further understand that any violation of the policy that is illegal, prohibited, immoral, and/or unethical may result in disciplinary actions up to and including suspension or expulsion, access privileges revoked, and/or legal actions.

Student Name(Print)

Student Signature

Date

Education Technology Use Policy User Agreement

PARENT/GUARDIAN

As a parent or guardian of (print name of student) _____.

I have read the **Guam Board of Education Policy 379 Education Technology Use Policy**. I understand that this access is designed for educational purposes. Guam Department of Education and _____ has taken responsible steps to control access to the internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold **Guam Department of Education** responsible for materials acquired on the network. I, hereby, give permission for my child to use network resources, including the internet that are available through the Guam Department of Education.

Parent/ Guardian Name(Print)

Parent/ Guardian Signature

Date

APPENDIX D: Board Policy 836: Community Relations, Parents/Guardians & Visitors

EDUCATION TECHNOLOGY USE POLICY

USER AGREEMENT

I have read, understand, and will follow the **Guam Education Board Policy 836 Education Technology Use Policy** when using a computer and other electronic resources owned, leased, or operated by the Guam Department of Education. I further understand that any violation of the policy that is illegal, prohibited, immoral and/or unethical may result in disciplinary actions up to and including restriction from GDOE premises, access privileges revoked, and/or appropriate legal action.

By accepting this device, I agree and understand that my child(ren) **MUST** adhere to the requirements of Home Learning Online:

-  **Attend online classes regularly**
-  **Actively participate in virtual learning classes**
-  **Complete and submit assignments in a timely manner**

Parent/ Guardian Name(Print)

Parent/ Guardian Signature

Date