



## Student Device Information

At Futuraskolan International School of Stockholm hereby referred to as FS-ISS, students have access in the classrooms to use iPads. It is a requirement of the FS-ISS that all students use a device provided by the school as part of their education. FS-ISS also provides MacBooks for use in specific lessons. This agreement covers the loan of the following items: iPad, Charger and Cover which are hereby referred to as "Device". The school will supply all students with a Device for the term of their study at FS-ISS according to the following terms and conditions.

### **Ownership**

For the term of this agreement, FS-ISS will remain the owner of the Device. The Device is loaned to students under the terms of this agreement and must be returned immediately to the school if requested by a member of the FS-ISS staff.

### **Loan Period and Return**

This agreement must be signed by both student and parent or guardian and is valid from the time the student receives the Device until when the Device is returned to the Educational and Technology Media department prior to the student leaving the school. The student agrees to return the Device undamaged and complete with charger and cover. Only normal wear and tear is acceptable. If any items are damaged or not returned, the student and parents agree that they will replace the necessary items.

Cost of replacement items:

iPad Cover	300 kr
iPad broken screen	500 kr
iPad Lost	Ongoing apple market value
iPad Lost (with police report)	500 kr
iPad charger	Ongoing apple market value

These items will be invoiced directly to the parents from the school's economy department BEFORE repair. If a parent doesn't agree with payment they are welcome to take the device to apple directly or students have to use the broken device until end of school..

At any time during this loan period, FS-ISS reserve the right to revoke this agreement and confiscate the device. The student signing this agreement agrees to return the Device immediately if requested by a FS-ISS staff member.



## **Responsibility**

The student shall maintain a high standard of ethical conduct while using the Device.

The student shall not cause any embarrassment or harm that could damage the good reputation of FS-ISS or any member of its community.

Student must use strong passwords and they should never be shared.

All use of the Device shall conform to the Mission Statement of the school, the School Rules, [Code of Conduct](#) and the policies of FS-ISS.

The Device may not be rented, pawned, loaned out or otherwise be given as security for liabilities. The Device must be carried to and from school every day unless otherwise agreed. When at school the Device must be kept in the student's possession or secured in a locked locker for the insurance to apply.

The student is also responsible for the charger and any other accessories issued with the Device. These items are to be handled with care returned to FS-ISS on the completion of the loan period. FS-ISS cover issued with the Device must remain on the Device at all times.

## **Disclosure of Personal Data**

FS-ISS discloses your Personal Data only to those members of FS-ISS staff and collaborators, who need access to the personal data mainly for ensuring the provision of the educational and ancillary services. With respect to the disclosure of your Personal Data to third parties, outside FS-ISS, please note that such disclosure is performed solely in the regular activity of the school. The categories of recipients include the following:

- Educational applications,
- on-line tools deemed needed for the student's education,
- server hosting suppliers such as Admentum, Google Suite
- local Swedish authorities such as Swedish Statistics (SCB) and Skolverket if required by Swedish law.

FS-ISS does not transfer any information to third party processes without your consent unless the law and our policies allow us to do so.

## **Liability and Insurance**

FS-ISS has warranty and insurance that covers the Devices for theft or damage while the Device is on school premises. For the warranty and insurance to be valid the requirement is that student acts in a responsible manner in the handling of the Device



and that they take care to avoid damage and theft. The insurance excess payment is the responsibility of the student.

If the Device is lost, stolen or damaged at any other time the Device is not covered by the school insurance, the student's parent/guardian will be liable for the repair or replacement of the Device or claim to their private home insurance.

If any accident causing damage to the Device occurs or if the Device is stolen, the student must contact FS-ISS IT staff immediately. In the case of theft, a police report must be obtained immediately and a copy presented to the IT department.

If the student is deemed by FS-ISS not to have taken the measures under the loan agreement, it is the parent or legal guardian who is liable to pay the full market price of the Device and any related equipment.

### **Misconduct**

Misconduct can include the handling and usage of the Device, software and licensing, connection to any network including the FS-ISS wireless network and or Internet.

Examples of inappropriate behavior are:

- The student must not tamper or deface the Device in any way.
- Abusive or objectionable language and/or graphics
- Activities that cause disruption to other networks or Device systems.
- Unlawful activities; including hacking, torrent or violation of copyright.
- Any other activities not appropriate in an educational forum.

The Internet provides connections to many other Device systems. Students and parents/guardians should know that some of these systems contain defamatory, inaccurate, offensive or illegal material.

FS-ISS does not condone such materials in a school environment and deliberate access of such material will result in loss of Device privileges and/or reporting to appropriate authorities.

FS-ISS Technology department can monitor internet usage but cannot supervise activity on any other network outside FS-ISS such as a public or home network. It is the responsibility of the student to use the Device in a responsible manner on any networks.

The student loaning the Device is responsible for the use and materials created on the device or uploaded/downloaded from the Internet. FS-ISS will not be held liable for any misconduct on the Internet or in conjunction with the use of the Device.

**Student Device access from home is the responsibility of the parents/guardian. Parents/guardians are encouraged to take an active role in monitoring and guiding student Device use.**

The FS-ISS IT department have the right to monitor network activity and any material



stored on the Device. They will edit or remove any material, which they consider to be inappropriate. Privacy of the Device is respected but not guaranteed. The privilege of using the system may be revoked at any time. FS-ISS staff are the sole judges of what may be inappropriate behavior leading to loss of privileges.

### **Digital Citizenship**

All students will complete the following Digital Institute 5 Day Program - <https://www.dqinstitute.org/>

School Accounts - Both student and parent/guardian consent to FS-ISS using the following accounts for organization and educational purposes:

- email address (name.surname@)
- Admentum
- Google Apps for Education
- Apple Apps
- Educational apps may needed for student's learning support

FS-ISS will not use any sensitive student information or data with these accounts.

Student agrees that the use of any online accounts or digital profiles will not be created in an unlawful manner and will be used responsibly.

### **Acknowledgment**

Document is shared and signed before students takes ownership of technology.

For any queries in regard this Student Device Agreement please contact the Technology Coordinator, Claudia Pereira Carion, [claudia.carion@futuraskolan.se](mailto:claudia.carion@futuraskolan.se) or Principal, Nicole MacDonald, [Nicole.macdonald@futuraskolan.se](mailto:Nicole.macdonald@futuraskolan.se)