**Device Agreement**

This agreement is intended for any student and their parent(s)/ guardian(s) who is issued a school-owned device. This agreement includes the rules and expectations regarding device usage and responsibilities that come with borrowing a school-owned device. This agreement ends upon the student’s withdrawal from current school or upon the request of the school principal or other school representative, whichever occurs first, and when the device is returned in good working order or replacement fees paid.

Return of Device

* This device is being loaned for the student’s use during remote learning. This device is the property of the [Name of School System]. This device must be returned when instructed by the [Name of School System].
* It is understood that the intentional failure to return the computing device to the school under some circumstances may constitute theft of district property. Any theft of district property, including the reported sale or transfer of the device for profit will be reported to the district attorney for prosecution.

## Care and Maintenance

* The student/family is responsible for the daily care and maintenance of the device. Any damage or theft must be reported to the school or school system within one school day to ensure work can continue.
* Keep the device in a safe place when not in use.
* Do not attempt to remove, add, or change the physical structure of the device, including keys, memory, battery, screen, charger, ID labels, etc.
* Carry the device carefully at all times. Do not store items on top of the device.

## Usage Guidelines [below is an example; please modify/insert your adopted policy]

In general, all students are expected to use good judgment and common sense; be safe, appropriate, careful and kind online; not attempt to get around technological protection measures; and ask an adult if they need help.

*Students must:*

* Use the device provided only to access learning activities.
* Follow the same guidelines for respectful, responsible behavior online that students are expected to follow offline.
* Treat this device carefully, and report any problem immediately.
* Understand that this equipment is property of [Name of School System] and should be treated as such. If equipment is stolen, a police report must be filed.
* Alert a teacher or other staff member if students see threatening, inappropriate, or harmful content (images, messages, posts) online.
* Be cautious to protect the safety of the student and others.
* Help to protect the security of school resources.

*Students must not:*

* Attempt to bypass the school’s mobile (internet) filter.
* Use this device in a way that could be personally or physically harmful.
* Attempt to find inappropriate images or content.
* Engage in cyberbullying, harassment, or disrespectful conduct toward others. Such conduct will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.
* Try to find ways to circumvent the school’s safety measures and filtering tools.
* Use school technologies to send spam or chain mail.
* Use language online that would be unacceptable in the classroom.
* Use school technologies for illegal activities or to pursue information on such activities.
* Attempt to hack or access sites, servers, or content that isn’t intended for student use.
* Alter a school’s device hardware or installed software.

## Personal Safety and Privacy

* Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
* Users should recognize that communicating over the Internet brings risks and should carefully safeguard their and others’ personal information
* Users should never agree to meet someone they meet online in real life without parental permission. If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.

## Limitation of Liability

The [Name of School System] will not be responsible for damage or harm to persons, files, data, or hardware. Devices employ filtering and other safety and security mechanisms, but there is no guarantee as to their effectiveness. The [Name of School System] will not be responsible, financially or otherwise, for unauthorized transactions conducted over the device or the school network.

By my signature below, I acknowledge I have read the forgoing agreement and agree to be bound by the terms and conditions set forth therein.

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Parent/guardian’s Signature / date

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School representative’s signature