

# Device and Cart Student Use Agreement

Teacher Name \_\_\_\_\_ Rm # \_\_\_\_\_

Please keep in mind that using the **device** is a privilege, not a right. Treat it like it is your personal device. Use common sense. **Remember** - a damaged device is worthless.

## Expectations:

- All content including downloads, browser history, and hard drive can be reviewed at any time and contents must be entirely school related. I will use my device for school work ONLY.
- Although the district has an Internet safety plan in place, I am expected to notify my teacher whenever I come across information or messages that are inappropriate, dangerous, threatening, or make me feel uncomfortable.
- If I have identified or know about a security problem, I am expected to convey the details to my teacher without discussing it with other students.
- I will follow existing copyright laws, and if I don't know the law(s), I will ask my teacher for clarification.

## General Use:

- I understand if I misuse my device, I will lose access to it for a period of time, as determined by my teacher. Not having access to a device does not excuse me from completing my assignments or projects.
- I must report any problems immediately to my teacher.
- I must immediately report any damage.
- I must stay on task and follow directions.
- I may be without a device while it is being repaired.
- Sound will be muted at all times, unless I have permission from my teacher.
- I need to ask permission to use headphones/ear buds.
- I need to ask permission before printing.
- I will not use movies, games, and online game sites during the school day, unless granted permission by my teacher.
- I will use verbal instructions rather than touching another student's device.
- At the end of the working period I need to:
  - o Log out and/or shut down the device properly.
  - o Assume responsibility for ensuring that my device is returned to the cart appropriately.

## Unauthorized Access:

- Do not share usernames or passwords with other students.
- Do not use the device to download or make unauthorized copies of software or files, including music & sound files.

## Device Care:

- There will be no stickers, ink, or any decorative items added to my assigned device.
- Handle the equipment **carefully** and follow all rules. (**Vandalism** is not tolerated.)
- Never leave the device unattended.
- Keep all food, drinks, pencils, pens, **etc.** away from the device.
- Place the device on a flat surface when using it (no stacking).
- Carry the device with two hands or like a book & make sure that it is closed.
- I understand that my family & I may be held financially liable to repair or replace the device at its current value (not to exceed \$480) if I have been involved in negligence or abuse.

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

Date: \_\_\_\_\_

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

Parent Signature \_\_\_\_\_