

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



## ***Student Device User Agreement for District Electronic Devices***

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*To prepare you for your career as a global change agent, the San Diego Unified School District is providing you a computing device to help you. Similar to your future work environment, you will be issued a device to support your studies. As with any company issued device, there are expectations for proper care and use.*

### **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.
- Internet access is necessary for completing some course curriculum. School of attendance will provide adequate computer access if student does not have Internet access at home.
- 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 electronic device, access to the device will be restricted to completing required assignments only, as determined by my teacher.
- I must report any problems immediately to my teacher or administrator.
- 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.
- I will bring my device to school every day fully charged and follow procedures to ensure my files/folders are backed up.

## Unauthorized Access:

- I will not share usernames or passwords with other students.
- I will not access another person's account or device without his/her consent or knowledge as this is considered hacking and is prohibited.
- I will not use the device to download or make unauthorized copies of software or files, including music & sound files.
- I understand that failure to adhere to the rules and expectations set forth by SDUSD and my school site will result in restricted access to completing required assignments only.

## Device Care:

- There will be no stickers, ink, or any decorative items added to my assigned device.
- I will handle the equipment **carefully** and follow all rules. (**Vandalism** is not tolerated.)
- I will never leave the device unattended and will know where it is at all times, including before and after school, passing periods, and lunch.
- I will keep all food, drinks, pencils, pens, **etc.** away from the device.
- I will place the device on a flat surface when using it.
- I will carry the device with two hands or like a book.
- I understand that my family & I may be held financially liable to repair or replace the electronic device assigned to me at the value paid by the District (which may be up to \$540).
- I understand that in accordance with District Administrative Procedure (AP) 2165, the failure to reimburse the District for loss or damage of the electronic device assigned to me may result in consequences. I understand that a first offense means I am responsible for paying a \$100 to partially pay for the replacement cost of the lost/stolen equipment. Any subsequent offense means I am responsible for paying the entire replacement cost of the electronic device, which may be up to \$540. See attachment 1 to AP 2165 for *estimated* repair and replacement costs.

In the event loss or damage, I will complete and submit documentation, including a police report, if appropriate, and a claim form that includes the date of incident, the serial number of the equipment, and a description of events relating to the loss or damage. I understand that the District may withhold my grades, diploma, or transcripts until the amount owed is paid. If my parents/guardian and I are unable to pay the amounts owed, I may be directed to an alternative means to reimburse the District, which may include but is not limited to rendering services to the school in lieu of payment.

**Student Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

I understand that the parent/guardian of a student is liable for any school district property loaned to the student and not returned upon demand of the district employee authorized to make such demand. (See Cal. Educ. Code §§ 19911 and 48904.)

**Parent Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_



**CERTIFICATION OF CHECKED OUT AND RETURN OF BORROWED EQUIPMENT**  
(To be completed by SDUSD staff)

Check Out			Return	
	Received	Condition	Received	Condition
Computer				
AC Charger				
Carrying Case				
<b>OPTIONAL</b>				
Wireless Access	Y / N			

**Checked-Out By:** \_\_\_\_\_ **Received By:** \_\_\_\_\_