

Sunflower County Consolidated School District Technology User Agreement

As a borrower of an SCCSD Device:

1. I have signed and will follow the policies established in the SCCSD Technology Handbook.
2. I will follow the guidelines listed below for proper care of the device.
3. I will report to school authorities any problems/issues I discover while using the device.
4. I understand that resetting the device to factory settings may occur as a result of any repairs or modifications on the device, and this reset may result in the loss of data.
5. I understand that it is my responsibility to turn in my device for periodic updates throughout the school year.
6. I understand that the primary use of the device is as an instructional tool.

Guidelines for Proper Care of the Device

1. I will not loan the device to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the device by the SCCSD Technology department.
3. I will not write on or place any labels or stickers on the device.
4. I shall give proper and due care to the device at all times, including but not limited to the following:
 - a. Keeping food and drink away from the device.
 - b. Not exposing the device to extreme heat or cold.
 - c. Not attempting to repair a damaged or malfunctioning device.
 - d. Not upgrading the device operating system unless directed by District IT staff.
 - e. Using the appropriate device A/C adapter to charge the device.
5. I shall provide proper security for the device at all times including, but not limited to the following:
 - a. Not leaving the device unattended in an unlocked classroom or extra-curricular activity.
 - b. Not leaving the device in an unlocked vehicle.

Laptop Management

1. I shall not sync the device to personal or school computers.
2. District purchased software will be installed on devices.
3. To protect the students and the District from loss of a device, all software service must remain on at all times.

Student Name: Last _____ First _____

Parent Name: Last _____ First _____

Address: _____

Parent Email Address: _____ Parent Phone Number: _____

Sunflower County Consolidated School District Student/Parent/Guardian Technology Agreement

(Student Chromebook/ Laptop and Hotspot)

The Sunflower County Consolidated School District Responsible Use Policy allows students to use technology inside and/or outside of the classroom. Sunflower County Consolidated School District may provide Internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

I have reviewed the SCCSD Technology Handbook and understand the rules and guidelines for the following:

1. SCCSD 1:1 Technology Initiative (Policy IJEA)
2. SCCSD Technology Goals
3. SCCSD Acceptable Use Guidelines (Policies IJ, IJ-R, IJB)
4. SCCSD Acceptable Use Procedures
5. Handling and Care of Device
6. Fees for each Device Use: \$25
7. Understanding, acknowledgement and acceptance of the consequences if insurance is not paid.

Terms of Agreement

The user is responsible at all times for the care and appropriate use of technology. I understand if my user violates the guidelines agreed to in the SCCSD Technology Handbook, his/her privilege to use device may be restricted or removed and he/she may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of the user's mobile device, which may have occurred at school, at home, or while the mobile device was being transported.

The device remains the property of the Sunflower County Consolidated School District. In the event that the assigned device listed below cannot be repaired, SCCSD has the right to assign a replacement device. A replacement device notification will be sent home with the student. At the end of the school year or upon transfer from the District, users agree to return the device to the District in the same condition it was issued less reasonable wear.

Signatures

Parent/Guardian Signature

Student Signature

Date

School

Grade Level

Asset Number(s)
(district use only)

Sunflower County Consolidated School District

Device Acceptance Form

I understand that the device, equipment, and/or accessories that SCCSD has provided are the property of the Sunflower County Consolidated School District. I agree to the terms and conditions in the SCCSD Technology User Agreement and the SCCSD Technology Handbook.

I understand that I must immediately report any damage, loss, or theft of the laptop to SCCSD personnel immediately (within 48 hours). In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the laptop issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies outlined in the SCCSD Technology Handbook. My parent/guardian will be held responsible for the replacement cost for lost/stolen laptop that is not reported within 2 calendar days and if insurance is not purchased on the device(s). In the incident that the assigned laptop listed below cannot be repaired, SCCSD has the right to assign a replacement device. Replacement device notification will be sent home with the student.

I have participated in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

I understand that a violation of the terms and conditions set out in the User Technology Agreement and the SCCSD Technology Handbook will result in the restriction and/or termination of my use of a SCCSD device, equipment, and/or accessories.

Items Received:

Item

Asset Number(s) (district use only)

- Laptop
- Power Supply and Cable
- Protective Case
- Hotspot

Parent/Guardian Signature

Date

Student Signature

Date