**Student Mobile Technology Duties and Obligations**

**Students who are assigned portable technology devices, including Chromebooks, must adhere to provisions outlined in this document and may be fiscally responsible for lost, stolen or damaged devices.**

**Ownership:**

The School District shall retain title to the equipment at all times, unless otherwise transferred. The student shall hold no security or ownership interest in the equipment or licenses to installed software.

**Content Filtering:**

All sites used for instruction are evaluated by staff for appropriateness. Families should note that when the School Districts Chromebooks are connected to a personal home network they are not configured to filter the sites students may visit. Families should discuss the importance of being safe, responsible, and respectful online.

**Chromebook Functions:**

The Chromebook is a multifunction device that allows for the following:

* Connect to any open or secured wireless network (if the password is known)
* Access the Internet (e.g. access online accounts, surf the Internet, etc.)
* Take pictures
* Record audio and video
* Use various instructional apps

**Responsible Use:**

Users are responsible for securing and safeguarding data stored on the School District’s technology. When using the School District’s technology, this means that students should continue to use only approved programs and follow each tool’s specific guidelines for using student accounts. If students choose to use digital tools or access online services that are not part of the School District’s approved list, the School District cannot be responsible for any data privacy or security concerns that may arise.

**Student/Parent Agreement:**

We agree to use the device in accordance with *all* provisions of District Policy as it currently exists and as updated or modified.

We agree to report any objectionable content to a teacher and/or administrator.

We understand that the school district has the ability to monitor device usage to ensure compliance with HCPSS policies. We understand that, because of the school district’s need to monitor devices, we have a limited expectation of data privacy while using school district owned technology. We understand that students are to use only district approved digital tools in order to safeguard student data from unauthorized access. Furthermore, we are aware that the device may be randomly collected, inspected and searched.

We agree that the device is to be used exclusively by the School District employees and the assigned student. Parent(s)/guardian(s) may use the device for purposes of assisting their child with educational studies

We will obtain consent from participants before taking photos, recording audio or capturing video.

**Ownership:**

The equipment is a loan and remains the property of the school district.

The term of this loan is for the course of the school year or as otherwise designated by the school administrator.

Upon request of an administrator or teacher, we will return the device, case and power cords.

**Proper Care:**

To protect the device from damage, we will store this device in a protective case.

We are responsible for the safe handling, storage, and security of this device. We agree to take appropriate precautions to prevent damage, loss or theft.

We will secure the device when not attended.

We will not write, etch, scratch, mark or apply stickers to this device. Should student enrollment be terminated for any reason, the equipment must be returned within 4 calendar days.

We will not alter any markings and stickers applied on the device.

If the device is damaged we will return the device. We will not attempt to repair the device or contact any other computer repair service facility directly.

**Liability:**

In the event that the device is damaged due to misuse, accidental care or handling, or neglect, and the damage is not covered under warranty, we agree to pay the cost of the repair or replacement of the device’s equivalent replacement including the device and case.

In the event that we install a program or modify the device which impairs the functionality of the device, we are financially responsible for reimbursing the school system for the monetary cost.

In the event that this device is lost or stolen, we agree to assign all insurance proceeds to the HCPSS. If the insurance proceeds do not cover the cost of the device and case, we are responsible for paying the difference.

If the device is lost, stolen or damaged, it is our responsibility to immediately notify the school’s media specialist, teacher, principal or assistant principal.

If the device is not returned to the school system upon the teacher or school’s request or when enrollment is terminated for any reason, we agree to pay the cost of a replacement device within 30 calendar days. Furthermore, we understand and accept that the school district may file a police report for stolen property should we fail to return or pay for the device and related items within 45 calendar days.

**Return**:

Email \_\_\_\_\_\_\_\_\_\_\_\_\_ who will work with the Information Technology Department for a pick-up appointment at a food distribution site.