



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

Student ID# \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

School: \_\_\_\_\_

Technology and electronic resources provide access to a wealth of information and services to students and staff. CIVA is providing you with an electronic device to use in your educational pursuits. The device remains CIVA property and requires that you and your parent/guardian sign this letter of agreement before a device is issued. You will not be responsible for normal wear and usage, however, you will be responsible for the full replacement cost due to damage, loss, or proven theft occurring out of abuse, misuse, or neglect. Unexplained disappearance of the device is not covered by CIVA policy and therefore would be my financial responsibility.

Type of Device \_\_\_\_\_ Model# \_\_\_\_\_

Asset# \_\_\_\_\_ Serial# \_\_\_\_\_ Model Year \_\_\_\_\_

This device also includes items checked below:

- Battery pack
- AC adaptor power cord
- Patch cord
- Case and shoulder strap
- User license for Microsoft Office, Windows, and web browser

Examples of abuse, misuse, or neglect include, but are not limited to:

- Dropping, throwing, bumping or treatment in a manner that causes damage.
- Dismantling device.
- Exposing device to prolonged extreme temperature.
- Exposing device to liquid.
- Leaving items on keyboard when closing device.
- Not ensuring device is secure from theft at all times including leaving device in a vehicle or unsecured in a school or home setting.

Other procedures to be followed:

- Will follow device sign-out and sleep procedures.
- Will comply with board of Education policies, regulation and procedures, including any user agreement when using this device.
- Will use CIVA technology devices and electronic resources in a responsible efficient, ethical and legal manner.

Initials \_\_\_\_\_

- Will immediately report any malfunction to CIVA Office Staff as soon as there is a problem.
- Will keep CIVA configuration and software and will not install personal applications, software, games, etc.
- Will only use my assigned device in my educational pursuits at CIVA.
- Will comply and understand that this device is subject to inspection at any time, including without prior notice.
- Will not mar or mark device including with stickers.
- Will not loan this device to anyone including other students and/or family members.
- Will not conduct personal business activities for personal gain using CIVA resources or devices.
- Will not access or store pornographic or obscene materials on this device.
- If I am no longer a student at CIVA, I understand this device is the property of CIVA, and I will return it to the Office Staff before my last day.

In the event of a loss:

- If this CIVA device is lost, damaged or stolen while assigned to me, I will immediately notify the CIVA Office Staff.
- I also agree to notify the appropriate police agency and provide CIVA Office Staff with the police report if device is stolen or lost.
- I understand that I am responsible for reasonable replacement costs if there is damage, loss, or theft and I will reimburse CIVA for the loss within 30 business days.
- I may choose to file a claim under my personal homeowner or auto insurance coverage to reimburse CIVA or I will reimburse CIVA directly for the loss within 30 business days.
- I understand the replacement costs for CIVA's device will be determined by the CIVA Office Staff. (Student initials)\_\_\_\_\_ Date\_\_\_\_\_ Parent/Guardian (initials) \_\_\_\_\_ (Date)\_\_\_\_\_
- I understand that failure to comply with this procedure may result in disciplinary action.

From time to time, CIVA has and will adopt policies, regulations, rules, guidelines and other guidance regarding a student's use of electronic devices. The student and parent/guardian, by signing this Agreement, affirm that the student and parent/guardian have had an opportunity to study CIVA's current technology use materials and have had an opportunity to ask any questions related to such materials. CIVA believes in staff use of technology to deliver instruction, enhance productivity and model appropriate use for other staff and students. The student and parent/guardian devices and Internet, Electronic devices will often include a camera that will permit the student and teacher to see video of each other in order to allow the student to better communicate with the student's teacher through video conferencing. The student and parent/guardian also acknowledge that, because CIVA does not currently have the technological ability to limit use of such equipment for educational purposes, there are certain risks of misuse of the equipment, and this agreement imposes additional responsibilities on the student and parent/guardian to protect against such misuse.

Initials\_\_\_\_\_

Student Commitments:

By signing below, the student agrees to comply with all requirements of CIVA's technology use materials, including without limitation requirements that:

- (a) The student must use the device only for CIVA educational purposes.
- (b) The student must take reasonable steps to protect the device from damage.
- (c) The student will not allow others to use this device and will take precautions to assure that others do not use this device.
- (d) The student will not access any Internet materials using this device, other than materials necessary for educational purposes that comply with CIVA's technology use materials.
- (e) The student must promptly report any misuse of this device to CIVA's Office Staff.

The student hereby releases CIVA from any liability or other responsibility with regard to his or her use or misuse of this device. CIVA may scan usage, frequency, content at any time and may also require student to bring device to a location directed by CIVA for inspection regarding compliance with this Agreement.

Parent/Guardian Commitments:

The undersigned Person is a parent or guardian of the student referenced herein. By signing this Agreement, the parent/guardian hereby expressly acknowledges that, although CIVA makes efforts to block inappropriate use of CIVA technology equipment, there is no certainty that such efforts will always be effective. Accordingly, as a condition to permitting the student to utilize this electronic device, the parent/guardian agrees to meet certain requirements with respect to such usage as outlined below.

1. I, the undersigned parent/guardian, will explain to the student the requirements of CIVA technology use materials to the best of my ability, and will help the student to understand the responsibilities associated with possession and use of this device. These requirements include without limitation the specific requirements imposed on the student outlined above. Further, I will take responsibility to assure that the student complies with the obligation stated above to bring this device to CIVA periodically for inspection.
2. I acknowledge I will provide supervision to the student with respect to the student's use of this device, and will take responsibility to assure that the student is using the device solely for valid educational purposes.
3. On my behalf and on behalf of the student, I hereby release CIVA from any liability or other responsibility with regard to any use or misuse of this device during periods when it is not being used under the direct supervision of CIVA personnel.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date