



STUDENT ELECTRONIC DEVICE LETTER OF AGREEMENT

Colorado Springs School District 11
Board of Education Policy
EHC-E-4, Student Electronic Device Letter of
Agreement
Revised April 27, 2016

Student Name: _____

Student ID# _____

Address: _____

Phone: _____

School: _____

Technology is an integral part of our work lives in education. Colorado Springs School District 11 (the District) is providing you with an electronic device to use in your educational pursuits. The device remains District property and requires that you and your parent/guardian sign this letter of agreement before a device is issued to you. 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. Mysterious disappearance of the device is not covered by the District's property policy and therefore would be my financial responsibility. We will pay the insurance premium of \$_____ to offset any damages.

Type of Device _____

Model# _____

Asset# _____

Serial# _____

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:

- Not handling device with care (don't drop, throw, bump or treat in a manner that can cause damage or drop heavy objects on top of the device).
- Remove the hard drive.
- Exposing device and drives to magnets.
- Exposing device to extreme temperature changes (by possibly leaving device in your vehicle).
- Getting the device wet or exposing it to water (by possibly getting food and drinks on device).
- Exposing device to dust and dirt.
- Leaving items on keyboard when closing device.
- Allowing device and peripherals to be used with unsupervised children and pets.
- Not ensuring that device is secure from theft at all times.

Other procedures to be followed:

- Remove or install the battery only when necessary and when powered off.
- Don't turn off the device when the hard drive LED is lit or hard drive is spinning.
- Clean the exterior periodically (when device is turned off).
- Keep the device free from viruses and use provided anti-virus software.

- Don't mar or mark the device with ink or other substances.
- Do follow the device shut down or suspend procedure.
- I will not change the standard configuration of the device and will not install non-district owned software, games, etc.
- I will not loan this device to anyone including other students and/or family members.
- I agree to comply with Board of Education policies, regulation and procedures, including any user agreement when using this device.
- I will not conduct personal business activities.
- I will not access or store pornographic or obscene materials on this device.
- I will only use my assigned device in my educational pursuits in the District.
- I will report any malfunction to the LTE or LTT as soon as there is a problem.
- Should I no longer be a student in my school, I understand this device is the property of Colorado Springs School District 11, and I will return it to the LTE or LTT before my last day.
- This device is subject to inspection at any time, including without prior notice.

In the event of a loss:

- If this District device is lost, damaged or stolen while assigned to me, I will immediately notify my LTE, LTT and/or Resource Officer (if my school has one). I also agree to notify the appropriate police agency and provide District Security and Risk Management with the police report. I also agree to work with District staff to notify the police, District Security, and Risk Management.
- I understand that I am responsible for the full replacement cost if there is damage, loss, or theft and will reimburse the District for the loss within 30 business days.
- I may choose to file a claim under my personal homeowner or auto insurance coverage to reimburse the District or I will reimburse the District directly for the loss within 30 business days.
- I understand the replacement costs for this District device will be determined by the District Technology Services staff. (Employee initials) _____ (Date) _____
- I understand that failure to comply with this procedure may result in disciplinary action.

Online Video Conferencing Usage (for example Skype)

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 Skype.

From time to time, the District 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 the District's current technology use materials (the EHC series of policies, regulations and exhibits as well as the Student Code of Conduct) and have had an opportunity to ask any questions related to such materials. The student and parent/guardian acknowledge that the student has received training regarding use of electronic devices and access to the Internet. The student and parent/guardian also acknowledge that, because the District 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.

Student Commitments:

By signing below, the student agrees to comply with all requirements of the District's technology use materials (the EHC series), including without limitation requirements that:

- (a) The student must use the device only for District 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 the District's technology use materials.
- (e) The student must promptly report any misuse of this device to the District.

The student hereby releases the District from any liability or other responsibility with regard to his or her use or misuse of this device. Unless otherwise expressly provided by the District in writing, not less often than each calendar quarter, the student must bring this device to a location directed by the District 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 the District makes efforts to block inappropriate use of District 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 the District 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 the District periodically for inspection.
2. I acknowledge I will provide supervision to the student with respect to the student's use of this device, and I 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 the District 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 District personnel.

Student signature

Date

Parent/Guardian signature

Date