

Device and Cart Student Use Agreement

Teacher Name: **Mr. Bridges**

Room: **335**

De Portola Middle School

Please keep in mind that using the **device** is a privilege, not a right. Treat it like it is your personal device. Use common sense. **Remember** - a damaged device is worthless.

Expectations:

- I will use my device for school work ONLY.
- 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.

General Use:

- I understand that if I misuse my device, I will lose access to it for a period of time, as determined by my teacher. Not having access to a device does not excuse me from completing my assignments or projects.
- I must report any problems immediately to my teacher.
- 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.
- At the end of the working period I need to:
 - o Log out and/or shut down the device properly.
 - o Return it to the cart.

Unauthorized Access:

- Access to another person's account or device without his/her consent or knowledge is considered hacking and is prohibited at all times.
- Do not share usernames or passwords with other students.
- Do not use the device to download or make unauthorized copies of software or files, including music & sound files.
- Do not delete any folders or files unless your teacher tells you to.

Device Care:

- There will be no stickers, ink, or any decorative items added to my assigned device.
- Handle the equipment **carefully** and follow all rules. (**Vandalism** is not tolerated.)
- Never leave the device unattended.
- Keep all food, drinks, pencils, pens, **etc.** away from the device.
- Place the device on a flat surface when using it (no stacking).
- Carry the device with two hands or like a book and make sure the lid is closed (if applicable).
- I understand that my family & I may be held financially liable to repair or replace the device at its current value (not to exceed \$480) if I have been involved in negligence or abuse.

Student Name: _____

Date: _____

Student Signature: _____

Parent Signature: _____