Carlsbad Municipal School District

Place Serial Number/Asset Number Here:

_____

STUDENT/PARENT TECHNOLOGY USE AGREEMENT

Please Print All Information

Student Name: Last _____ First _____ M.I. _____ Student ID: _____ Grade: _____

Parent Name: Last _____ First _____ Phone#: _____

Home Address: _____ APT#: _____

In this agreement the "District" means the Carlsbad Municipal School District. "You", "Your", and "Assigned User," means the student enrolled with the District and his/her parent/guardian. The "Equipment" is specific to technology use, such as a laptop or Chromebook, including power supply that is owned by the District and/or managed by the Technology Department for the District. A "Report" is an incident documented within two (2) business days.

1.1.1. Terms: Receiving Technology Equipment:

1. The Assigned technology equipment will consist of either:
   Option 1 – one (1) Laptop computer and one (1) HP Brand Power Supply; or
   Option 2 – one (1) Chromebook and one (1) Chromebook Power Supply.
2. As an Assigned User, you agree to be responsible for any losses and non-warranty damage caused to the equipment while assigned to you.
3. As an Assigned User, you agree to abide by the District's Acceptable Use Policy, Internet Safety instruction, and provide appropriate use, care and storage to keep the equipment safe while assigned to you.
4. Upon transfer disenrollment, or the end of the school term with the District, all assigned equipment will be returned to the District's Technology Department for repair assessment and/or storage.

1.1.2. Decoration:

1. Decorations, such as stickers, covers, magnets, graffiti, keychains, or any other adhesive decor are strictly prohibited from being placed directly on assigned technology equipment.
2. Assigned technology equipment may NOT be decorated, or altered in any way from their original condition and must display the aluminum Asset Tag at all times.
3. In the event decoration, graffiti or willful destruction of the technology equipment is present, an Assigned User will be subject to Section 1.1.6 of this Agreement and any applicable District Policy for vandalism of District-owned property.

1.1.3. Agreement Compliance:

1. As the Assigned User, you agree to comply with all rules and regulations contained in the District's Student Policies, associated Student Regulation Handbooks, and Acceptable Use Agreements, incorporated herein by reference, and made a part hereof for all purposes.
2. Assigned Users that attempt to access the inside of the equipment for any reason, including purposes of attempting repairs or to circumvent security will void all agreements for use and be subject to Section 1.2.2. and any applicable discipline in District Policy.
3. Assigned Users should charge technology equipment nightly and leave power adapters at home. Power adapters are considered the Assigned User's responsibility and will be subject to Section 1.1.5. of this Agreement, unless Section 1.1.9. is applicable.
4. Unauthorized media and applications such as, but not limited to: Flash or Java based games; movies; inappropriate videos, music, or images; and games not used for classroom instruction while attending District classes is strictly prohibited and will be subject to disciplinary action at the classroom, building, or District levels.
5. Assigned Users will not share passwords and will always access the technology equipment and network applications using their own login username and password only.
6. As an Assigned User, your right to use this technology equipment is conditional upon your complete compliance with this Agreement and incorporated policies and handbooks of the District.
7. Failure to comply with this Agreement may result in disciplinary and/or legal action, restricted computer access, equipment removal or other consequences as determined by campus and District administrators.

1.1.4. Title/Ownership:

1. The technology equipment and all digital files, documents or media, created or installed, and contained therein, belongs to or is under license to the District, at all times.
2. The technology equipment installed software and storage space is provided to Assigned Users for education and instruction, and does not grant ownership or Privacy to the User.

1.1.5. Loss:

1. For any technology equipment that is lost, stolen, vandalized or otherwise damaged, the Assigned User must report the circumstances within two (2) business days to the District's Technology Office, where it will be documented in a Help Desk Ticket. The Assigned User will receive instructions from the District on any other actions to take regarding the assigned equipment.
2. The Assigned User will be responsible for the full cost of replacement equipment, unless the District determines Section 1.1.9. of this Agreement applies to the circumstances.
3. Any equipment determined to be missing and unreported will be considered "Lost". A missing alert will be activated, and a Police Report will be filed by the District for the return of the equipment. The Assigned User may be held responsible for the full replacement value of the missing items.

1.1.6. Damage:

1. All damage to technology equipment must be reported and documented in a Help Desk form, available on the District website, or through a Help Desk Ticket submitted by a teacher along with the technology equipment delivered to the District's Technology Department to schedule a repair.
2. The Assigned User will be responsible for each reported repair that is not covered by warranty, consistent with normal wear or known to be a defect. Damage or loss of any technology equipment may be billed as separate incidents.
3. Assigned Users submitting multiple repairs may be held responsible for the full repair or replacement cost, if a pattern of abuse, mishandling, or neglect is determined.

4. Vandalism or intentional damage is not covered by the warranty. The District, with input from the Principal, will make the final determination on billing issues between Assigned Users, and determine reimbursement responsibility for repairs to the technology equipment. Reimbursement will not exceed the replacement cost of the equipment.
5. In addition, the District may impose disciplinary action, restrictions on the use and availability of equipment and/or District resources, as appropriate through District Policy.
6. Damage to any technology equipment by others remains the responsibility of the Assigned User, and reimbursement must be negotiated by you, with the person(s) involved, unless otherwise specified.

1.1.7. Loan Equipment:

1. Assigned Users may be issued technology equipment for temporary use, while their equipment is in repair. However, the temporary technology equipment may not be allowed to be removed from the school campus. As an Assigned User, you will be bound by this Agreement for Loss or Damages to equipment that is temporarily in your care. The Assigned User may be responsible for full damage reimbursement if the equipment on loan is removed from campus.

1.1.8. Criminal Acts Off School Property:

1. Stolen or Vandalized equipment will follow all rules as outlined in Section 1.1.5. of this Agreement.
2. Additionally, a Police Report must be filed and the Officer Name, Report Number, and Police Agency taking the report, need to be provided to the District's Technology Office within two (2) business days of the incident being reported to the police.
3. Failure to report, or reports determined to be unfounded may be billed to the Assigned User at full repair or replacement value, in accordance with Sections 1.1.5. and 1.1.6. of this Agreement.

1.1.9. Criminal Acts On School Property

1. The Assigned User must report all incidents to a building Principal, in order for the District to investigate and document the incident for appropriate disciplinary action or escalation to law enforcement.
2. Theft, vandalism, or appropriation of District-owned technology equipment will result in full reimbursement by individuals found to be involved. Incidents must be reported to the District and the person(s) involved must be positively identified through law enforcement or District investigation.

1.2.1. Term of Agreement:

1. As an Assigned User, your right to use and possess District technology equipment ends upon the last day of the school year, disenrollment from the District, or otherwise upon your withdrawal from the District.
2. Any Special Use Agreements must be documented and approved by the District's Technology Department and terminate on an agreed upon date.

1.2.2. Repossession:

1. As an Assigned User, failure to comply with this Agreement, failure to return the technology equipment at the appointed check-in times, or as otherwise stated in this Agreement will cause the District to recover the equipment.
2. The District will attempt to contact all Assigned Users via telephone and/or email and will allow up to five (5) business days to return the equipment. Failure to return the assigned equipment within five (5) business days will require the District to file a police report against all Assigned Users for the return of the equipment or value of the items.

Signature
Parent/Guardian: _____ _____ _____

Printed Name **Signature** **Date**