

## NCPS Student and Parent Device Loan Agreement

The assignment of this device is a significant responsibility for students and parents. It is expected that the device will show evidence of typical use; however the student and parent are financially responsible for loss or damage due to neglect. There is a \$50 fee for use of the device for the school year. Checks may be made out to **New Canaan Public Schools\***. Payment should be submitted with this signed, dated agreement. This Agreement represents an outline of the *New Canaan Public Schools Technology Acceptable Use Policy*. By signing this Agreement, students and parents/guardians agree to abide by the NCPS Acceptable Use Policies & Procedures.

\*Note: Checks may be held for up to six months before clearing.

### **Student Responsibilities:**

- I have agreed to abide by the NCPS Technology Acceptable Use Policy (AUP) and to all local, state, and federal laws. I understand that, per the AUP, a violation of any of these policies could result in loss of network privileges, loss of right to use the device, or appropriate discipline, up to and including suspension or expulsion.
- I agree that use of NCPS technology is a privilege, and I am responsible for the proper care of my NCPS issued device. This means I will treat my NCPS issued laptop with care by:
  - not dropping it
  - not leaving it in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time
  - not using it with food or drink nearby
  - not writing or drawing on the device or applying any stickers or labels
  - keeping the provided protective case on the computer (if applicable)
  - securing the device when it is out of sight. The device should not be left in an unlocked locker, a desk, or other location where someone else might take it
- I understand that unless otherwise instructed, the device is intended for use at school every day. I am responsible for bringing it to school every day, fully charged.
- If I forget my device or it is unusable for any reason, I may be issued a temporary device. I understand that all provisions of this agreement are applicable to both of my assigned devices, and I am responsible to return them both at the agreed upon time.
- I understand that I may personalize my device for academic and extracurricular use by adding programs and/or apps in addition to those provided by NCPS; however, I agree to avoid suspicious links (if applicable) and to refrain from replacing the manufacturer's operating system with custom software (i.e. "jailbreaking" the device).
- I agree to keep all accounts and/or passwords issued to me secure. I will not turn off password/passcode protection. I will not share this information with any other students. This includes passwords for email and/or network access.
- I agree to apply the digital citizenship principles to my online activities and to report any concerns to my parents, teachers, and/or NCPS staff members.
- I agree that email (or any other computer communication media) should be used only for appropriate, legitimate, and responsible communication.
- I understand that the files stored on my NCPS issued device may not be private. NCPS personnel can review devices and/or files at any time should an issue arise.
- I understand that it is my responsibility to store and backup my files. NCPS can not be responsible for loss of any data.

- I will not attempt to repair my NCPS issued device, nor will I attempt to clean it with anything other than a soft cloth.
- I will report any problems with my NCPS issued device to my teacher immediately.
- I will return my NCPS issued device and all of its accessories on or before the last day of school, immediately upon my withdrawal from the New Canaan Public Schools, or whenever requested by the NCPS administration. I understand that failure to return my device may result in a \$50 penalty, as well as withholding transcripts, parking permits, or graduation eligibility per the [NCPS Code of Conduct](#).
- I agree to comply with all terms of the New Canaan High School Code of Conduct.

I hereby agree to abide by these terms when using the New Canaan Public Schools provided Mobile Device.

\_\_\_\_\_  
Student Name (Signature)

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

**Parent Responsibilities:**

- I understand that although the District employs Internet filters and monitors students' Internet activity at school, it cannot filter or monitor students' Internet access at home, off school grounds, or using a personal/private data plan.
- I understand that I will not be required to purchase additional applications, but have the discretion to purchase apps for my child above and beyond what is offered by the school. The district is not responsible for monitoring my child's purchases through any personal accounts.

I hereby give my permission to my child to utilize the New Canaan Public Schools provided Mobile Device.

\_\_\_\_\_  
Parent/Guardian Name (Signature)

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Date

*Questions should be directed to:*

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[matt.salvestrini@ncps-k12.org](mailto:matt.salvestrini@ncps-k12.org)

| For Office Use Only         |                           |
|-----------------------------|---------------------------|
| Issue Date: ____/____/____  | Device Make/Model:        |
| Issued By:                  | DTS Number:               |
| Received By:                | NCPS Device Asset Number: |
| Return Date: ____/____/____ |                           |
| Received By:                |                           |