



# Device User Agreement

## Corinth School District

### PARENT / GUARDIAN INFORMATION:

Students and parents / guardians are required to read the terms and conditions of the Device User Agreement and return a signed copy. Parents / Guardians should discuss the agreement with their student to ensure they have a reasonable understanding of the agreement. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned device. Loss or damage resulting in failure to abide by the details below may result in **full financial responsibility**.

***No device will be issued to a student for school use unless the agreement is signed by the parent / guardian and student.***

### DEVICE ACCEPTABLE USE GUIDELINES

#### General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device. Be careful with your charger. Don't roll over, step on or "yank" the cord. Keep your charger in a separate area from your device.
- Do not pick at your device keys or remove them for any reason.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Corinth School District.
- All pictures displayed or stored on the device must comply with the dress code as specified in the student handbook.
- **Users are responsible for keeping their device's battery charged for each school day.** *If you forget your device or do not have a full charge, a loaner device will **not** be provided.*
- Staff issued devices are for use solely by the staff to whom they were issued. At no time should a student use a staff, teacher, or administrator device.

#### Transporting Devices

- Devices must never be left in a car or any unsupervised area.
- Devices and accessories must never be unattended. Unsupervised devices will be confiscated by staff and taken to the Principal's Office. Disciplinary action may be taken for leaving your device in an unsupervised location.
- Whenever you are transporting the device – home, to the car, etc., use the backpack provided by the District and device case. Do not remove the protective case for any reason.
- Devices should always be within the protective compartment of their school issued backpack when not in use.
- Backpacks can hold other objects (such as books, folders, and workbooks), but these must be kept in a separate compartment. Avoid overpacking your backpack.

#### Screen Care

- Do not lift, carry, or otherwise move the device by the screen.

- Do not place anything on or near the device that could put pressure on the screen.
- Do not place anything in the case that will press against the cover
- (e.g. paper, artwork, stickers)
- Do not poke or unnecessarily touch the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils).
- Clean the screen with a soft, dry cloth or antistatic cloth and an appropriate cleaning solution for electronic equipment

### **Device Computer Security Policy**

- The school's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access websites, newsgroups, or messaging areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- Email and all other forms of electronic communication are to be used in a responsible manner. Students may not use but not limited to; vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
- Use of the device (including texting or messaging) for anything other than a teacher-directed or approved activity is prohibited during the school day.
- When accessing the school district's Internet network, games, streaming content, social media and other non-educational material are prohibited in classes, lobby, hallways, etc.
- Devices may not be used to make sound or video recordings without the consent of all those being recorded.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, technology specialist or teacher.
- No personal software should be installed on the device.
- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software or graphic files that are not for a school project or activity should not be stored on school computer systems.
- Students may access only those files that belong to them or for which they are certain they have permission to use.
- Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.

School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity. **Students who have repeated instances of device damage may be asked to check their device in at the library at the end of the school day. Devices may be checked out again before classes begin the next day.** Special permission to take a device home for class work may be permitted by the student's teacher first clearing it through a school administrator.

The Corinth School District reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:

- The user shall not erase, change, rename, or make unusable anyone's device files, or programs.
- The user shall not use or try to discover another's password or another person's email or other files.
- The user shall not use a device for unlawful purposes, such as illegal copying or installation of software.
- The user shall not let other persons use his/her name, logon, password, or files for any reason.
- The user shall not deliberately use the device to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.
- Individual school devices and accessories must be returned to the school designee at the end of each school year. Students who withdraw or terminate enrollment at Corinth School District for any reason will be asked to return their individual school device on the date of termination.
- If a student fails to return the device at the end of the school year or upon termination of enrollment in Corinth School District, the student or guardian will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device and accessories, or, if applicable, any insurance deductible. Failure to return the device will result in a police report being filed with the Corinth Police Department.

#### Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students will be allowed to use headphones with the laptops with teacher permission.

#### Printing

Students may use the designated printer(s) in the library with teachers' permission during class or breaks. Printing on non-district owned printers is allowed but technical support is not provided by the district.

#### Inspection

School officials may monitor the device or access its contents at any time.

**Devices assigned to students are subject to unannounced spot checks/inspection at any time without notice as determined by the teacher and / or administration.**

#### Identification

All devices are the property of the Corinth School District. Student devices will be inventoried with a label and tagged for tracking purposes. The label must not be removed for any reason. Devices returned with missing inventory tags will be subject to a fee.

#### **Computer Device Violations (but not limited to:)**

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting games, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.

- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to social media, mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

**Computer Network Violations (but not limited to:)**

1. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall, etc.) as a system administrator.
2. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
3. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
4. Creating, uploading, or transmitting viruses.
5. Attempting to defeat device or network security.
6. Other violations deemed by the administration to be in violation of school policies, handbooks, ethics, etc.

**Consequences:** Suspension of take-home privileges, referral to law enforcement, suspension or expulsion.

***Students, who are disciplined and lose the privilege of using their device for a period of time, are not permitted to bring their own device, or any other device, from home. Students are to use only school issued devices at school. Devices that are confiscated for violations may be wiped clean which will result in the loss of all the data that may be on the device.***

**Parent / Guardian Responsibility**

Talk to your student about the values and the standards your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, movies, and radio. The school suggests that parents monitor their student's use of the Internet carefully. Please also reinforce the school value of respect for property. Read these guidelines and discuss them with your student, ensuring he or she properly understands all of the guidelines for proper use, and the consequences for improper use.

**Student Responsibility**

Students will use devices in a responsible and ethical manner. Students will abide by school rules concerning network use, outlined in Corinth School District's Acceptable Use Policy. A copy of this policy is available on our website and has been signed by all families at the beginning of the school year.

**CORINTH SCHOOL DISTRICT  
DEVICE AGREEMENT  
District Copy**

I understand and agree to the stipulations set forth in Device Acceptable Use Guidelines. I understand that violating any part of the device agreement will result in the loss of privileges, and possible disciplinary actions.

**No device will be issued to a student for school use unless the agreement is signed by the parent / guardian and student.**

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User Printed Name	User Signature	Date
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Parent Printed Name	Parent Signature	Date
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School	Asset Id
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