

Student Technology Device Agreement

Richmond Public Schools (RPS) is excited to provide all students with the technology resources necessary to access educational resources in school and at home. This student device agreement highlights the responsibilities for parents/guardians and students to maintain the device over the course of the academic year. This agreement will become effective upon receipt of the technologies checked below, between RPS, the student receiving the device, and the student's parent(s) or guardian(s).

Richmond Public Schools retains the sole right of possession of the HP Chromebooks, and lends the devices to all students during the current school year. All RPS policies apply to the use of these devices.

In order to issue a device to a student, all parent(s) and/or guardian(s) are required to read and sign the Richmond Public Schools Student Device Agreement. By signing this agreement, students and parent(s)/guardian(s) agree to the following:

- **Student Responsibility:** Students agree to read and abide by the Student Technology Device Agreement.
- **Education Use:** RPS technology resources should be used for educational purposes. Students should always reflect on the Student Code of Responsible Ethics (S.C.O.R.E.). Any student who misuses the technology resources may be held accountable according to actions outlined in the SCORE.
- **Student Privacy:** School administrators or district technology staff may access, view, monitor, and/or track the use of technology assigned to a student at any time and for any reason without notice to the student or parent(s)/guardian(s). This includes the use of monitoring software for use in and while away from the classroom.
- **Maintenance:** School-owned technology resources should never be taken to an outside computer service for any type of repair.
- **Damage or Loss:** If the student's technology resources are damaged, lost, or stolen students are to report the problem immediately to their teacher or school administrator.
- **Fees:** The following fees may be charged to the parent for misuse of equipment or to replace a lost/stolen device:
 - Accidental Damage: Student will meet with appropriate school administrator to review Chromebook care guidelines.
 - 2nd Accidental Damage: Student will receive written guidance on Chromebook care guidelines that must be signed by parent or guardian. A student will receive a refurbished Chromebook.
 - 3 or more Accidental Damages: \$25 per occurrence.
 - Lost/Damaged Charger: \$5
 - Lost Chromebook: \$100 (School leadership will work individually with families financially unable to pay for a lost device.)
- **Transferring/Withdrawing:** Secondary students transferring from one RPS school to another will take their Chromebook with them to their new school. Students withdrawing from RPS to a new school division should return their device no later than their last day of enrollment. Unreturned devices will be considered lost and fees may be assessed.
- **Returning Device:** At the end of the school year or when requested by school administrators, students will turn in their Chromebooks and any other technology resources.

Student Technology Device Agreement

Student Full Name:	Student ID:
School:	Student Grade:
DEVICE INFORMATION	
<input type="checkbox"/> Chromebook and Charger -	asset # _____ serial # _____
<input type="checkbox"/> Laptop and Power Adapter	asset # _____ serial # _____
<input type="checkbox"/> Tablet	asset # _____ serial # _____
<input type="checkbox"/> Hotspot	asset # _____ mobile # _____
<input type="checkbox"/> Accessories (mouse, keyboard, etc.)	

Please read and check the box to indicate that you understand the following conditions:

- I have read and understand the Richmond Public Schools Student Device Agreement and agree to the terms for receiving division-owned technology. As a student of Richmond Public Schools, I agree to the following:
- I will take good care of my assigned technology. This means that I won't place decorations (stickers, markings, etc.) on my device. I will not have food and beverages near my device. I will not place heavy objects on my device.
 - I will not leave my device unattended or unsupervised.
 - I will never loan my devices to others.
 - I will not disassemble any of my devices, nor will I attempt any repairs.
 - I will not damage or remove the inventory tag.
 - I understand that a teacher or administrator may inspect my device at any time.
 - I understand my device is the property of Richmond Public Schools.
 - I accept full responsibility for all damage or loss caused by my own misuse.

STUDENT AGREEMENT

I have reviewed the Student Device Agreement, and I agree to follow the guidelines.

Student Signature:

Date:

PARENT/GUARDIAN CERTIFICATION

I am the legal guardian of the student above. I have reviewed the Student Device Agreement.

Parent/Guardian Signature:

Date: