School District of the City of Pontiac

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Kimberly Leverette, Superintendent

Student Mobile Computing Device Agreement Form
2025-2026

Taking Care of Your District-Provided Mobile Computing Device (MCD)

Students are responsible for the general care of the MCD issued by the school. Devices that are broken or fail to work properly must be reported to the district. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- No food or drink should be next to MCD.
- Cords, cables, and removable storage devices must be inserted carefully into MCDs.
- Caution should be exercised when plugging in the power cord, as it may pose a tripping hazard.
- Writing, drawing on the device, or applying stickers or labels is not permitted.
- Devices must be properly shut down daily to allow for updates and to prolong battery life.
- Cords and cables should be unplugged before storing the device in a case or backpack.
- Students are responsible for ensuring devices are fully charged for each school day.

Carrying MCDs

- Always transport MCD with care. Failure to do so may result in disciplinary action.
- Never lift MCDs by the screen.
- Never carry MCDs with the screen open.

Screen Care

- The screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are susceptible to damage from excessive pressure.
- Do not apply pressure on the top of an MCD when it is closed.
- Do not store a device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g., pens, pencils, etc.).
- Clean the screen only with a soft, dry microfiber cloth or an anti-static cloth.

Asset Tags

- All devices are labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of an MCD for tampering with a District asset tag or turning in an MCD without a District asset tag.

Damage

- Students (parents/guardians) are responsible for the damage, loss, or theft of district-issued computing devices. The repair fees are set at the beginning of the school year. These are posted on the district website under the Technology Services section. Students are capped at three repairs per academic year. The first repair is free, the second is $25, and the third is the cost of the repair and loss of MCD access. When students turn in their device for repair, they will use a daily loaner device until the Chromebook is repaired and the fine is paid. The daily loaner will be checked in and out every day and is not to go home with the student.
- **Students who do not return any device and/or pay for damages/replacement to the district will be excluded from graduation ceremonies and activities. The District reserves the right to press criminal charges and/or bring an action for civil damages against any parent/guardian and/or student who does not return the issued device and/or pay for damages/replacement to the District. The lost device fee is set annually and posted on the district website under the Technology Services section.**

Student Mobile Computing Use Agreement Form

Student:

I have read the Student Mobile Computer Use Policy, and I agree to comply with the guidelines therein. I further understand that violation of the policy and/or rules may result in the revocation of computer privileges and may be subject to further disciplinary and/or legal action as outlined in the student code of conduct and board policy. I also understand that the school and my parent/guardian will have access to my usernames and passwords.

Date: _____

Signature of Student: _____

Legibly Printed Name of Student: _____

Parent/Guardian:

I have read the Student Mobile Computing Use Agreement. I understand that my son/daughter's use of school computers is subject to compliance with these rules, the student code of conduct, and board policy. I further understand that violation of the policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action.

By signing this form, I agree to the following:

1. I am responsible for the equipment or property issued to my son/daughter, who will use it in the manner intended.
2. I will be responsible for any damage done (excluding normal wear and tear).
3. Whenever requested by the school administration, I will return the item(s) issued to me in proper working order (excluding normal wear and tear). If I do not return the device in working order, I will be assessed the cost of damage to the device. I will reimburse the district for damage or loss of any item(s) issued to my son/daughter that are damaged or lost at my expense. If I do not pay any fees or return the device, I understand that my son/daughter may be excluded from school and/or graduation activities, and I may face legal action, or outstanding debts may be turned over to a collection agency.
4. Any suspicion of theft and/or intentional damage to the item(s) will be reported to the appropriate law enforcement agency.

Date: _____

Signature of Parent/Guardian: _____

Legibly Printed Name of Parent/Guardian : _____