

Torrington Public Schools

District Assigned Device Student User Agreement

Dear Torrington Families-

Torrington Public Schools is pleased to provide your student with a device for use throughout their enrollment. This device is intended solely to support the educational curriculum designed by your child's teacher(s).

Please carefully read, review, and sign this agreement together with your child. Kindly note that without a signed agreement on file, your child will not be issued a device.

Privately owned devices are not allowed on school property.

Torrington Public Schools District Assigned Device Student User Agreement:

The assignment of this device is a significant responsibility for both students and parents/guardians. While normal wear and tear from typical use is expected, the student and parents/guardians assume full financial responsibility for any loss or damage resulting from neglect or misuse.

Examples of loss or damage considered neglectful, which may result in repair or replacement charges, include but are not limited to:

- Broken or cracked screens
- Damaged edges, covers, bezels, etc.
- Missing or damaged keyboard keys
- Malfunctioning or broken accessory ports
- Physical damage to built-in components such as the camera, microphone, and touchpad
- Graffiti, stickers, or any form of unauthorized physical personalization or defacement

Each school year, all TPS families are given the opportunity to enroll in the TPS Device Protection Plan. This optional plan provides coverage in the event that a student's assigned device is lost, stolen, or damaged through no fault of the student. Coverage is valid for one school year only, and open enrollment will take place during the first month of school. For full details, including coverage terms and enrollment instructions, please refer to the TPS Device Protection Plan form.

Parent/Guardian Responsibilities:

By permitting your child to accept a device issued by Torrington Public Schools, you acknowledge and agree to the following:

1. Responsibility for Use and Care

You agree to hold your child accountable for following all rules, guidelines, and care instructions outlined in the **TPS Student Handbook**, and accept full responsibility for ensuring compliance.

2. Repair or Replacement Fees (Without Device Protection Plan)

You understand that in the event of **damage, breakage, or theft** of the device **without enrollment** in the **TPS Device Protection Plan**, you will be responsible for the **full cost of repair or replacement**.

3. Intentional Damage or Loss

You acknowledge that **intentional damage** to or **loss** of the device will result in a **full replacement fee, regardless of enrollment** in the Device Protection Plan.

4. Withdrawal or Change in Residency

If your child **withdraws** from Torrington Public Schools or **ceases to be a resident** of Torrington, you agree to return the device and all included accessories **in good working condition**. Failure to do so will result in a **full replacement fee**.

5. District Right to Reclaim Devices

Torrington Public Schools reserves the right to request the return of the device and all accessories at any time for purposes such as **updates, maintenance, or inventory**. Failure to comply may result in a **full replacement fee and possible disciplinary action**.

Student Responsibilities:

I agree that use of Torrington Public Schools technology is a privilege, and I am responsible for the proper care of my Torrington Public Schools-issued device. This means I will treat my Torrington Public Schools issued devices with care by abiding by the following rules and instructions:

1. Food and Drink

No food or beverages are permitted near the device during use or storage.

2. Physical Handling

Do not drop, throw, apply pressure to the screen, close the lid with items on the keyboard, or engage in any behavior that may result in physical damage to the device.

3. Carrying the Device

When transporting the device:

Ensure the lid is closed (if applicable).

Never carry the device by the screen.

Use both hands to carry the device to prevent accidental drops.

4. Use of Protective Case

If a carrying case is provided, the device must remain in the case at all times.

5. Environmental Conditions

Do not leave the device in areas with extreme temperatures, humidity, or poor ventilation (e.g., inside a hot car during summer), as this may cause damage.

6. Device Security

The device must be secured when not in use. It should not be left unattended in locations where others may access or tamper with it.

7. Cosmetic Integrity

Do not write, draw, engrave, or apply stickers, labels, or other markings to any part of the device. This helps preserve the appearance and value of the device.

8. Peripheral Device Usage

Exercise caution when connecting or disconnecting accessories such as chargers, headphones, and USB devices. Only accessories designed for the specific device model should be used.

9. Identification Labels

Under no circumstances should the "Property of Torrington Public Schools" label be removed. If the label is missing or damaged, immediately notify the TPS Technology Department.

10. Student Identification Card

If your device case includes a student ID card, do not remove it. Report a missing or damaged card to the TPS Technology Department immediately.

11. Storage Practices

When storing the device (e.g., in a backpack or locker), do so with care. Do not force the device into tight spaces, as this may lead to breakage.

12. Cleaning the Device

Clean the device only with a soft, dry cloth. Do not use cleaning products, liquids, or abrasive materials.

By accepting a Torrington Public Schools device, I agree to and understand the following:

- I understand that, per the Torrington Public Schools Student Use of Information System & Internet Safety Policy (5042 & 5042.1), a violation of any of these care instructions could result in loss of network privileges, loss of right to use the device, and/or appropriate discipline. I understand that these policies are subject to change at any time under the discretion of the Board of Education.
- I understand that any violation of the responsibilities outlined in the TPS District Assigned Device Student User Agreement may result in a repair or replacement fee.
- I understand that the device is intended for use for school purposes only.

- I agree to apply the digital citizenship principles to my online activities and to report any concerns to my parents, teachers, and/or Torrington Public Schools staff members or administration.
- I agree to charge my device nightly and/or bring my charger to the school in order to charge the device.
- I agree to avoid suspicious links 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 share this information with any other students. This includes passwords for email and/or network access.
- I agree to refrain from accessing or utilizing any accounts that are not rightfully assigned to me.
- I agree that email (or any other computer communication media) should be used only for appropriate, legitimate, and responsible communication.
- I understand that Torrington Public Schools personnel reserve the right to monitor and review school-issued devices, accounts, internet activity, digital communications, and stored files at any time, particularly in the event of a suspected issue or policy violation.
- I understand that it is my responsibility to store and back up my files. Torrington Public Schools can not be responsible for the loss of any data.
- I will report any problems with my Torrington Public Schools-issued device to the Technology Department or my school's LMC specialist immediately. The Technology Department can be reached either by email at help@torrington.org or by the link located under student bookmarks.

Student name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____