STUDENT LAPTOP RESPONSIBLE USE AND SAFETY AGREEMENT 2026-27

PUYALLUP SCHOOL DISTRICT
A Tradition of Excellence

THIS FORM MUST BE RETURNED PRIOR TO A DEVICE BEING ISSUED

PURPOSE:

The Puyallup School District (PSD) believes that technology allows for unique opportunities for students to learn, thrive, innovate, create, communicate, collaborate and so much more. Regular use of technology provides students an opportunity to become responsible digital citizens and use the technology to enhance their learning experience.

PSD provides devices, network, email, software and other technology resources to students as part of the learning environment. Their effectiveness relies on everyone's responsible and ethical use. A violation of this agreement, the district's policies and procedures, and/or student handbook may result in consequences.

STUDENT EXPECTATIONS:

1. Students will follow all Puyallup School District policies and procedures related to Acceptable Use/Internet Safety Requirements outlined in Board Policy 2022, Regulation 2022R and the Students Rights and Responsibilities Manual.
2. Students will follow teacher/building/district policies and instructions when using technology.
3. Students will not install unauthorized software, applications, or computer programs or make unauthorized changes to the student laptop. Any unauthorized changes will be considered destruction of property and/or vandalism and may lead to discipline and/or a fine for repairs or replacement cost of the laptop.
4. Students will be polite and considerate and use appropriate language when using district technology resources.
5. Students will report and/or help prevent any bullying, abuse, or harm of others.
6. Students will tell an adult if they read, see, or access something inappropriate or if they witness inappropriate use of technology.
7. Students will comply with all district filters and security measures.
8. Students will use technology carefully and conserve district resources.
9. Students will not share passwords, except with their parents/guardians.
10. Students will use only their own OneDrive, files and data. They will not access another individual's OneDrive, files or data without their permission.
11. Students will not reveal or post personal information about themselves or another person (i.e., passwords, addresses, locations, or telephone numbers).
12. Students will follow copyright laws.
13. Students will not loan their laptop to other individuals.
14. Students will charge their laptop at home nightly, bringing it to school each day with a full charge.
15. Students will return the laptop, charger, stylus and sleeve in good working condition.

******Please note that while district devices are actively filtered and managed to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. ******

STUDENT LAPTOP REPAIR, STOLEN & LOST GUIDELINES:

Laptop Repairs:

- Covered: Accidental damage is covered at no cost *(*Repeated damage may be subject to the full cost of the repair)*.
- Not Covered: Intentional damage/vandalism *(ie: physical or software alterations of the laptop, punching or throwing the laptop, removing keys from the keyboard, etc.)* or negligence *(ie: repeated damage, failure to use the protective sleeve, etc.)* and is subject to the full cost of the repair or replacement.

Lost Laptops:

- Lost laptops are not covered and a fine will be applied for the full replacement cost.
- If the lost laptop is found and in good condition, the fine will be removed or refunded.
- If a student leaves the district and does not return the laptop, it will be considered "lost" and a fine applied for the full replacement cost.

Stolen Laptops:

- Stolen laptops are covered with a deductible and a police report submitted to the school.
- Loss resulting from fire, flood, or natural disaster will be covered at the same deductible schedule as a stolen laptop.

Deductibles	Stolen Laptop with Police Report (Elementary)	Stolen Laptop with Police Report (Secondary)	Lost Laptop
1st Incident	$225 (50% of full replacement cost)	$390 (50% of full replacement cost)	Full Replacement Cost Secondary - $780 Elementary - $450
2nd Incident	Full Replacement Cost ($450)	Full Replacement Cost ($780)	

Lost/Stolen/Damaged Laptop Accessories:

- Are not covered and a fine will be applied for the full replacement cost of the item.
- If the lost accessory is found and in good condition, the fine will be removed or refunded.
- Students may purchase replacement accessories through the school's Office Manager or Bookkeeper.

Accessory	Charger	Stylus/Digital Pen	Protective Sleeve	Hotspot	Hotspot Charger
Cost	$40.00	$35.00	$13.00	$92.00	$15.00

As the parent/guardian, my signature indicates I have read and understand this Responsible Use and Safety Agreement. I give my permission for my child to have access to and use district-issued technology and give my permission for my student to use all district-approved digital educational programs, services and applications.

Student Name: _____ **School:** _____

Student ID Number: _____ **Grade:** _____

Parent/Guardian Signature:

_____ _____ _____

Printed Name Signature Date