

Student Device Loan Agreement and Expectations for Responsible Device Use



Student Device Loan Agreement

The Williamsburg-James City County School Board (“WJCC”) provides devices to students to enhance their education. It is imperative that parents/guardians stress to their children how important it is to take good care of their issued device and to behave appropriately when interacting with others digitally. Certain rules are necessary to protect the device and the school network and ensure that this technology serves as an effective instructional tool. By accepting possession of a WJCC device, student and his/her parents/guardians agree to the following responsibilities for the use and care of this device:

1. The student agrees to follow all WJCC policies and regulations governing the use of devices, including, but not limited to, the Expectations for Responsible Device Use printed on the back of this form, as well as the Acceptable Use Policy and the Student Code of Conduct.
2. The device is the property of WJCC. If a student withdraws from the school prior to the end of the loan period, the device must be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any WJCC identification labels attached to or displayed on the device, nor shall the student change identification within the device, such as the device name.
4. The student agrees to keep the device secure and safe. The parent/guardian will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the device is damaged or returned with any accessories missing, WJCC may charge the parent the lesser of the repair or the replacement cost.
5. The student must report theft (or suspected theft) of the device, loss of the device, damage to the device, or malfunctioning of the device to school personnel promptly and no later than 24 hours of the incident.
6. Upon request, the student agrees to deliver the device to WJCC staff for technical inspection, to verify inventory or other information, or for random screening.
7. The device cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of WJCC.

I have read and agree to comply with these rules and all WJCC policies and regulations for the use of equipment, including the attached Rules, the Acceptable Use Policy, and the Student Conduct Code. I understand that the device is the School Division’s property and it may access, monitor, and archive my use of the device system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I accept responsibility for damage to or loss of equipment while assigned to me. I understand that if the device or any accessory is lost, damaged or stolen, student and his/her parent/guardian is responsible for the repair or replacement cost. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested. Parents wishing to Opt-Out of the WJCC 1:1 Device Program must contact the school and an Opt-Out form will be provided for signature.

WJCC grants permission to the student to have limited use of the device described in this continuing agreement. The school system insurance AND the permission granted to the student ceases on the LAST CALENDAR DAY OF THE SCHOOL YEAR (unless terminated earlier by WJCC) and failure to return the device and charger on or before that date to the building principal or his/her designee could result in billing for the unreturned item(s) and/or other legal proceedings against the student and/or the person who has the device. Device bags will be issued to each student with issuance of first device and will remain with the student for the duration of program participation. WJCC reserves the right to demand return of the device at any time.

School	Grade	Homeroom Teacher

Student Information	
Student’s Full Name and Address <i>(please print)</i> :	
Signature of Student	Date
Signature of Parent or Guardian	Date

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Expectations for Responsible Device Use

Initial after each statement below, agreeing to the WJCC Expectations of Responsible Device Use.

1. I understand that as WJCC property, the device is subject to inspection and search at any time and without cause. _____
2. I understand that I am not to remove or alter any part of the device. _____
3. I understand that only authorized educational programs installed by WJCC staff may be used on the device, and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction. _____
4. I understand that I am accountable for knowing where my device is at all times. _____
5. I understand that I am responsible for the proper care of my device, that the device must be in the case provided by WJCC when not in use, and that damage to the device when it is not in the protective case may be considered intentional. _____
6. I understand that I am not to add or remove labels to the device, that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the device. _____
7. I understand I am responsible for keeping food and beverages away from my device and that I am not to leave my device outside, unattended in a vehicle, in an unsecure location, or near water. _____
8. I understand that I am to avoid using objects that may scratch or damage any part of the device. _____
9. I understand that I am to turn my device off when finished using it, especially before traveling to or from school. _____
10. I understand that I am not to loan my device or charger to other individuals. _____
11. I understand my device's serial number and manufacturer/district labels are not to be defaced. _____
12. I understand I am not to delete any school-installed software. _____
13. I understand that I am only to use my device in ways that are educational and appropriate and in accordance with all policies and procedures, including the Acceptable Use Policy and the Student Code of Conduct. _____
14. I understand that I represent the school division in all my online activities while using the device. I understand that what I do online on the WJCC device should not reflect negatively on my fellow students, teachers, or Williamsburg-James City County Public Schools. _____
15. I understand that I am to interact with all others in a respectful, courteous, and school-appropriate manner while using the device. _____
16. I understand that my personal username and password must not be shared with any individual. _____
17. I understand that I am to follow the WJCC Acceptable Use Policy at all times. _____
18. I agree to return the device and charger in good working order at the end of the school year, upon leaving WJCC, or when my user privilege is revoked. _____
19. I understand that I am to bring my device to school each day fully charged. _____