

A laptop or iPad power cord and case will be issued to your student. The device should be kept away from food and drinks and stored in the carrying case when not in use.

1. According to Tuscaloosa County School System’s (TCSS) Policies and Procedures and stated in the TCSS Official Student- Parent Handbook, students and parent/guardian are responsible for all items assigned to them at the school level and the board may require restitution of property and damages where appropriate.

FEES FOR LOST OR DAMAGED SCHOOL PROVIDED TECHNOLOGY ARE AS FOLLOWS:

- o 1st year.....Original cost not to exceed \$1,200.00
- o 2nd year.....75% of original cost
- o 3rd year.....50% of original cost
- o 4th year and beyond.....25% of original cost

When unusual or excessive damage is evident, charges may be assessed up to but not to exceed the original cost (Policy: 4.21) (pg. 22 Parent-Student Information Guide)

3. Swapping, reconfiguring, or tampering with hardware or existing device will result in disciplinary action. This includes, but is not limited to, the following:

- o Altering or removing or hardware components/setting(s) without consent from teacher/staff/IT Department.
- o Deleting programs/configurations or altering setups
- o Installing unauthorized software or downloading unauthorized files, viruses, games, programs, or other electronic media - prohibited for student and parent/guardian
- o Putting physical marks or deliberately damaging any storage cases or equipment such as removing keys/buttons or defacing hardware.

4. Any inappropriate use, unattended device, or destructive care of a device or its case will result in:

- o Parent/guardian notification
- o Disciplinary sanctions as outlined in the Code of Student Conduct
- o Restitution will be required.

5. The device being issued is an educational tool and should only be used in that capacity. Once the device is issued to the student and his/her family, the student is responsible for it at all times. Any inappropriate or destructive use of a device or to the carrying case should be reported to the teacher or an administrator immediately.

6. The device should be in the possession of the student to whom it is assigned or locked in a secure location at all times. The device should never be left unattended (during lunch, in the locker room, after school, before-during or after extra-curricular activities, etc.). If a device is found, it must be turned in immediately to the school office.

7. The student is to use only his or her assigned device.

8. The student is responsible for fully charging the device each night. Devices should be brought to school every day for use during classes. Failure to return the device to school for classroom use may result in disciplinary action.

9. The student/parent/guardian is aware that the device may contain theft protection tracking software so that missing devices can be located by law enforcement.

10. If the device is lost or stolen while signed out to you, a police report must be filed immediately, and the school principal must be notified. In addition, the board may require restitution of property and damages where appropriate.
11. The student will return the device to the school at the end of the school year and/or when requested by school administration. If the device is not returned it will be reported stolen and a police report will be submitted to law enforcement. In addition, the board may require restitution of property and damages where appropriate.
12. The student will return the device to the school if he or she transfers to another school. If the device is not returned it will be reported as stolen and a police report will be submitted to law enforcement.
13. The student will return the device to the school if he or she withdraws from Tuscaloosa County Schools. If the device is not returned it will be reported stolen and a police report will be submitted to law enforcement.
14. The parent/guardian will supervise the student's use of the device at home.
15. The student/parent/guardian will not attempt to repair the device nor attempt to clean it with anything other than a soft dry cloth.
16. The student/parent/guardian will report any problems with the device to the school.
17. The school system assumes no responsibility for any unauthorized charges, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal or unauthorized use of its devices such as copyright violations.

Device/Network Rules and Guidelines

1. Tuscaloosa County Schools (TCSS) maintains administrative control so that, at any time, a teacher or TCSS employee may access any information on the student device including email and Internet history.
2. TCSS acceptable use policies and procedures should be followed at all times.
 - 5.90 – Technology Acceptable Use Policy
 - 5.28 - Student Harassment
 - Tuscaloosa County Schools Official Student-Parent Handbook
3. A student who violates any TCSS policies and procedures will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
4. Personal information should never be shared over the Internet. If a student is asked for personal information, a teacher or administrator should be notified immediately.
5. The student/parent/guardian is not permitted to view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
6. The student/parent/guardian is not permitted to use the device in any way that would cause harm to others or damage to their property.
7. If a student is harassed online in any way, a teacher or administrator should be notified immediately, and appropriate measures will be taken to address the concern.
8. If a student accidentally accesses an inappropriate website, this should be reported immediately to a teacher or administrator. The student should close the site, but note the web address, date and time of this incident.

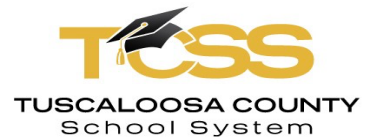
9. Access to any unreported inappropriate sites or involvement in online harassment will result in:
- Parent/guardian notification
 - Disciplinary sanctions as outlined in the Code of Student Conduct.
10. Electronic communication should be used only for appropriate, legitimate, and educational purposes.
11. The student/parent/guardian must comply with all copyright laws.

Device Use Agreement

1. By signing the Tuscaloosa County Schools Device Use Agreement the student and parent/guardian agree to abide by the Tuscaloosa County School's Technology Acceptable Use Policies, comply with Tuscaloosa County School's Official Student-Parent Handbook Procedures, and abide by all local, state, and federal laws.
2. By signing the Tuscaloosa County Schools Device Use Agreement the student and parent/guardian agree to abide by the Tuscaloosa County Schools Student Harassment Policy.
3. By signing the Tuscaloosa County Schools Device Use Agreement the student and parent/guardian acknowledge that both Tuscaloosa County Schools Policies and Procedures and the Tuscaloosa County Schools Official Student-Parent Handbook state that the students and parent/guardian are responsible for all items assigned to them at the school level and the board may require restitution of property and damages where appropriate.
4. By signing the Tuscaloosa Schools Device Use Agreement the student and parent/guardian acknowledge that any student who violates Tuscaloosa County School System policies will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

Office of Information Technology

STUDENT COMPUTER USE AGREEMENT



I hereby agree to abide by the terms specified in the Tuscaloosa County Schools Device Use Agreement.

Printed Student Name: _____

Student Signature: _____

Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Returned: _____

Date: _____

Phone Number: _____ by: _____

Staff Member Assigning Equipment: _____ Course: Remote Learning

Assigned Equipment: _____

Device Serial Number: _____

Asset Number: _____

Please Check all that apply:

Damaged: Yes / NO

Notes:

Student Initial _____ Parent/Guardian Initial _____