

# Mobile Device Agreement Form for Students

➔ FORM MAY BE COMPLETED AND RETURNED TO SCHOOL

Dear Student and Parent(s):

Congratulations! You will soon receive a Suffolk Public Schools mobile device. To promote anytime, anywhere learning, Suffolk Public Schools is providing mobile devices for students. The mobile device is an important part of your school's curriculum, and you will use it in school every day. You can also take the device home when you and your parent/guardian read and agree to the terms on this form. If you and your parent/guardian do not agree, you will not be assigned a Chromebook for use at home.

## Terms of Student Usage Agreement

- Students will abide by all policies outlined in the Suffolk Public Schools Code of Conduct. You and your parents receive this document at the start of each school year.
- Students acknowledge that any issued device is the property of Suffolk Public Schools. It is yours to use, but it is owned by the school division. You will return the device to Suffolk Public Schools upon your withdrawal from the school division, at the end of the school year or immediately upon the request of a teacher, administrator or other school division official. Failure to return the Chromebook, for any reason, at the end of the school year or when withdrawing from Suffolk Public Schools will result in a charge up to \$250. Students will not be issued a new Chromebook until the fee is paid or the original Chromebook is returned.
- Students will adhere to the usage agreement each time the device is used, including when not on school grounds.
- Students will make available for inspection by any school administrator or teacher any messages, files or other activity sent or received on their SPS-issued device.
- Students will report to responsible school personnel any incidents of inappropriate electronic communications transmitted in any form using SPS-owned technology.
- Students will not, in any way, deface the device or adhere stickers directly on the Chromebook.

The school should be contacted to assess any hardware or software problems that may arise. Students shall not attempt to open the device casing, attempt to repair, or in any way alter the device.

The device may be used to connect to the Internet outside of school; however, it is not the responsibility of the school division to provide Internet connectivity.

Parents/Guardians are responsible for monitoring the use of the Internet with this device when not on the school division network. The Internet filtering software on the device may not be disabled or bypassed for any reason.

Physically altering the device and tampering with existing identification labels/stickers is considered vandalism and is strictly prohibited.

Students are expected to follow all copyright laws. The sharing or transferring or copyrighted materials with this device is prohibited. When in doubt, ask school personnel first.

- Students will bring their SPS-issued Chromebook, fully charged, with them to school each day.

If loss or damage occurs, students and their parent or guardian agree to any applicable charges outlined below. The charges are intended to promote good habits and responsible handling of SPS-issued mobile

devices. Devices reported as stolen outside of school require that parents notify police and send an official police report to their school administration.

- I. First incident: No charge for accidental damage to mobile device; letter to parents. Full price of repair or replacement for an intentionally damaged mobile device and a parent/guardian meeting with administrator required. Charge of \$100 for lost or stolen mobile device and a parent/guardian meeting with principal required. Replacement chargers are available from the school division for a \$25 cost.
- II. Second and subsequent incidents: No charge for accidental damage to mobile device; letter to parents. Full price of repair or replacement for an intentionally damaged mobile device and a parent/guardian meeting with administrator required. Full depreciated value for lost or stolen mobile device and a parent/guardian meeting with principal required. Multiple incidences of damage may result in loss of right to take home the mobile device.

**I acknowledge:**

- **Receipt of this Mobile Device Agreement Form.** I understand and agree that if I do not honor all the terms in this agreement, I may be subject to disciplinary action and my SPS-issued mobile device may be confiscated.
- **Receipt of the Suffolk City School Board Regulation Manual** and printed therein School Board policy 5-6.3. (Regulations Governing Student Use of Technology Resources) and Code of Virginia sections 22.1-254 (compulsory school attendance), 22.1-279.3 (parental responsibility) and 22.1-279.4 (prosecution of juveniles as adults for certain crimes). I have reviewed the contents.
- **Receipt of the school division's parent handbook** provided from the school attended by my child. I have reviewed the contents and acknowledge the school division's use of third-party monitoring tools for student safety.
- That signing below only signifies receipt and review of the documents and furthermore that by signing this statement of receipt, I am not waving but expressly reserving my rights protected by the Constitution or laws of the United States or Commonwealth of Virginia and my right to express disagreement with the school's or school division's policies or decisions.

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Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Grade/Homeroom: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**This form must be completed and returned before a student is issued a Chromebook to take home.**