

Middlebury Community Schools
Device Use Agreement
Northridge Middle School

Standards for Responsible Use of Technology

Middlebury Community Schools (MCS) believes that technology users have the same responsibilities while using MCS technology that are expected in any other school activity. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with Middlebury Community Schools' mission. Technology should be used by students to learn and communicate in correlation with the curriculum. MCS technology shall be used by students with the objective of improving instruction and student learning.

Care of Equipment

The learner will exercise all due and reasonable care in handling the use of device and associated peripherals and agrees to return the equipment in good condition at the end of each school year. Middlebury Community Schools accepts and acknowledges reasonable and normal wear and tear of the device over the course of its useful life.

Required Procedures

- Students will take possession of their assigned laptop during the registration days provided by NMS or during the first ten (10) days of school. The device will be checked-in no later than the last day of each school year or upon withdrawal from the district.
- In the case of theft, vandalism, or other criminal acts, a police report **MUST** be filed by the student and/or parent within 48 hours of the occurrence. Incidents happening off of the NHS campus must be reported to the police by the parent and a copy of the report be brought to the school for verification.
- If the student deliberately damages or continues to show careless behavior with the device, the school will repossess the laptop.

Damage

- **Students and parents will be held financially responsible** for any and all damages determined to be as a result of neglect. It is important to use extreme caution when transporting the device.

Music, Games or Programs

- Music and games may not be downloaded or streamed over the internet if they are in violation of copyright laws.
- All software loaded on the system must be approved by Middlebury Community Schools
- Violation of this policy will result in repossession of the device

Deleting Files

- Students will not delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a computer failure and will interfere with the

student's ability to complete classwork, may affect student's grades, and result in repossession of the laptop.

- Changing restricted settings on the computer will result in immediate repossession.

Unauthorized Access

- Access to another user's account or computer is considered unacceptable and a violation of the Acceptable Use Agreement.

Liability

- **Student/Parent is financially responsible for the replacement cost of the device** or its accessories if damaged or stolen. If concerned about liability, then the student/parent may consider purchasing a Product Protection Plan for device replacement purposes.
- Middlebury Community Schools is not responsible for damages resulting from the use of the device, which includes, but is not limited to: home service interruption, spread of viruses to other personal computers and loss of personal data.

Authorization

Please sign and return the attached form to indicate understanding and acceptance of the policies and expectations above.