

CAMBRIDGE PUBLIC SCHOOLS
ELECTRONIC DEVICE USER AGREEMENT
FOR ELECTRONIC DEVICES LOANED TO STUDENTS

Student Name

Grade

Date

Student ID Number

Parent/Guardian Name

I hereby acknowledge that I am being issued and have received a Cambridge Public Schools' Electronic Device and below listed accessories and peripherals, more specifically described as follows: _____

(hereinafter collectively referred to as the "Electronic Device"). I acknowledge that the Electronic Device is being provided to me for educational purposes only and that the Electronic Device is the property of the Cambridge Public Schools, remains the property of the Cambridge Public Schools, and is being loaned to me while I am enrolled as a student in the Cambridge Public Schools. I acknowledge and understand that the Cambridge Public Schools reserves the right to inspect the Electronic Device at any time, search any files stored on the Electronic Device, and that all information stored on the Electronic Device is subject to disclosure under the state public records laws and regulations, except for information that may be exempt from disclosure, such as those documents protected under federal and state student record laws and regulations. I also understand that I will need to return the Electronic Device to the school for maintenance and inspection upon the request of the school.

More specifically, I agree to the following guidelines for the care, protection and maintenance of the Electronic Device:

1. I will know where my assigned Electronic Device is at all times and will keep my Electronic Device with me at all times unless it is safely secured. I will never leave my Electronic Device unattended. I understand that I am expected to store my Electronic Device in suitable areas in order to keep the Electronic Device in good working order and to prevent damage due to water, dust, and temperature changes, including extreme heat and cold, and to exercise the duty of care that is expected of me for the preservation of Cambridge Public Schools property and to also prevent the loss, theft, damage or destruction of the Electronic Device, and that I will maintain and return the Electronic Device in the same condition in which it was loaned.
2. I will keep my passwords private and secure. I will immediately notify the school administration if I feel that my password is no longer private and secure.
3. I will never loan my assigned Electronic Device to anyone.

4. I understand that in order to meet the requirements of the federal Children's Internet Protection Act (CIPA), all of my Internet activity is, in accordance with the Cambridge Public Schools Acceptable Use Policy, and filtered. I understand that the filtering of Internet activity on my assigned Electronic Device occurs whether in use at school or off of school grounds.
5. I understand that in order to ensure the security and the proper functioning of my assigned Electronic Device, that my assigned Electronic Device has security device monitoring installed on it that logs all device activity and that the Cambridge Public Schools reserves the right to monitor device activity.
6. I will keep food and beverages away from my assigned Electronic Device since these items may cause damage to it.
7. I will not mark, draw, write or place stickers or decals on the Electronic Device.
8. I will not disassemble or attempt any repairs, modifications, updates or alterations on any part of my assigned Electronic Device (this will void the Electronic Device's warranty) in any way. I also will not reformat the Electronic Device, tamper with its security settings, or change its operating system or install any software on the Electronic Device. Additionally, I will not to use the Electronic Device to download software, music or other programs or items over the Internet, unless specifically authorized to do so by the CPS Information, Communications and Technology Services (ICTS) Department and the school administrator.
9. If damage or destruction occurs, including, but not limited to, scratches, cracks or dents, I will promptly report the damage or destruction to the CRLS Tech Center and will immediately return the Electronic Device to school administration if it is need of a repair.
10. In the case of theft, vandalism, or loss of the Electronic Device, I will promptly notify my Learning Community Office .
11. I will follow the provisions of the Cambridge Public Schools Acceptable Use Policy, Software Code of Ethics and Rights and Responsibilities Handbook as well as any school-based rules. I understand that inappropriate behavior that does not comply with the provisions of the Acceptable Use Policy, Software Code of Ethics, Rights and Responsibilities Handbook and/or school-based rules may lead to disciplinary action, including but not limited to, suspension or revocation of privileges, suspension or expulsion from school and/or possible criminal prosecution.
12. I will adhere to all applicable copyright and software license agreements that forbid downloading of media and software that has not been legally acquired.

13. I will not engage in any harassment, bullying or acts of intimidation (including, without limitation, bullying and/or cyber-bullying) in an attempt to harm other people using my assigned Electronic Device or any other electronic device.
14. I will return the assigned Electronic Device to my school administrator (or designee) if requested to do so. If I withdraw, am expelled, or terminate enrollment at my school for any reason, I will return the assigned Electronic Device to my school administrator (or designee) on my last day of enrollment at the school.
15. I acknowledge that the current value of the Electronic Device is _____. In that in the event of the loss, theft, damage or destruction of the Electronic Device, whether intentionally or due to negligence, I acknowledge and agree that I will be responsible for reimbursing the Cambridge Public Schools for the costs associated with the replacement of the Electronic Device and to aid the Cambridge Public Schools in collecting any necessary monies to pay for the loss, theft, damage or destruction of the Electronic Device. I also acknowledge and agree that if I refuse and/or fail to return the Electronic Device, that I will be responsible for reimbursing the Cambridge Public Schools for the costs associated with replacement of the Electronic Device and that the Cambridge Public Schools may also initiate other appropriate proceedings to seek recovery of the electronic device and/or reimbursement for the costs associated with the replacement of the Electronic Device.
16. I also understand that the Cambridge Public Schools makes no warranties of any kind, whether expressed or implied, with respect to the Electronic Device and the services being provided. I understand that the Cambridge Public Schools will not be held responsible for any damage incurred, including loss of data, interruption of service, delays, non-deliveries and mis-deliveries. I understand that the Cambridge Public Schools will not be responsible for the accuracy or quality of information obtained through or stored on any network or the Internet and that the use of such information is at my own risk. I also understand that the Cambridge Public Schools will not be held responsible for financial obligations arising through the use of any network or the Internet, and that the Cambridge Public Schools is not responsible for any computer or electronic viruses or malware that may be transferred to or from the Student's data storage medium.

By signing below both the student and his/her parents/guardians acknowledge and agree to the terms of use as set forth in this Electronic Device User Agreement for Electronic Devices Loaned to Students as well as the provisions of the Cambridge Public Schools Acceptable Use Policy for use of Cambridge Public Schools computer and network systems, the Cambridge Public Schools Software Code of Ethics and the Cambridge Public Schools Rights and Responsibilities Handbook and any school-based rules. The student and his/her parents/guardians further acknowledge that they each have read this Electronic Device User

Agreement for Electronic Devices Loaned to Students and understand its terms, and sign it voluntarily and with full knowledge of its significance.

Student Printed Name

Student Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

CPSD Asset Tag #

TAKING ELECTRONIC DEVICE HOME – OPT OUT

I have read and understand the responsibilities described above and do not wish for my child to take the Electronic Device home. I further understand that should the Electronic Device be needed to complete assignments during school time he/she will be provided with access to an Electronic Device, and that if the Electronic Device is needed to complete assignments outside of school and the assignment is easily replicable in hard copy, the school will provide hard copy materials for my child to take home and/or may, at its discretion, arrange to provide access to an Electronic Device on campus outside of regular classroom hours.

Student Printed Name

Student Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Date