

Central Springs Community School District



1:1 Device Handbook

2021-2022

Reviewed: 6/20

It is the policy of the Central Springs Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Robert Hoffman, Middle School Principal, Central Springs Community School District, 509 N. Iowa Ave, Nora Springs, IA 50458. Telephone: 641.749.5301 email: rdhoffman@centralsprings.net

It is the mission of the Central Springs CSD to cultivate a positive learning environment that engages and empowers all students.

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STUDENT/PARENT

1:1 DEVICE USE AGREEMENT

(PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY)

This agreement is made effective upon receipt of a 1:1 device, between the Central Springs Community School District (CSCSD), the student receiving a 1:1 device (“Student”), and his/her parent(s) or legal guardian (“Parent”). The student and parent(s), in consideration of being provided with a 1:1 device, software, and related materials (the “Device”) for use while a student is at Central Springs Community School District, hereby agree as follows:

EQUIPMENT

A.1 Ownership: CSCSD retains sole right of possession of the device and grants permission to the student to use the device according to guidelines set forth in this document. Moreover, Central Springs administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

A.2 Equipment Provided: Efforts are made to keep all device configurations the same. Devices include a protective laptop case, software, and other miscellaneous items. CSCSD will retain records of the serial numbers of provided equipment.

A.3 Substitution of Equipment: In the event the device becomes inoperable, CSCSD has a limited number of spare devices for use while the device is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. Please note that if the Student forgets to bring the device or power adapter to school, a substitute will not be provided.

A.4 Responsibility for Electronic Data: The student is solely responsible for any non- CSCSD installed software and for any data stored on the device. It is the sole responsibility of the Student to backup such data as necessary.

A.5 Students Eligible for 1:1 Device Program: Full time Central Springs Middle School and High School students will be issued a device at the start of each school year. Dual enrolled students are eligible depending on the class offering that the student is taking. Devices for Grades K-4 maybe either shared in carts or issued to a specific student. These devices may be allowed to leave the school facilities based the need of the program, grade of the students, and upon the approval of the administration

DAMAGED OR LOST EQUIPMENT

B.1 Insurance and Deductible: CSCSD has purchased insurance, which provides the broadest perils of loss regularly available. This insurance coverage is subject to a \$250 deductible per loss. CSCSD reserves the right to charge the student and parent the full cost for repair or replacement when damages occur due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended or unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to someone other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

Students must keep the device locked (e.g. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Devices left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the device back. If the device is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the device back. Unattended and unlocked equipment, if stolen – even at school- will be the student's responsibility.

B.2 Responsibility for Damage: The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. CSCSD reserves the right to charge the student and parent the full cost for repair or replacement when damages occur due to gross negligence as determined by administration.

B.3 Responsibility for Loss: In the event the device is lost or stolen, the student and parent may be billed the full cost of replacement.

B.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the CSCSD Technology Department. If the device is stolen or vandalized while not at a CSCSD sponsored event, the parent shall file a police report.

LEGAL AND ETHICAL USE POLICIES

C.1 Monitoring: CSCSD will monitor device use using a variety of methods, including electronic remote access – to assure compliance with CSCSD’s Legal and Ethical Use Policies. Electronic remote access software will allow the CSCSD Technology Department to take control of the device and fix any issues the student may have during its use without the student leaving the class. The device should not be turned on, used, or out of its case while in the restroom or locker room to ensure privacy to all of our students and staff.

C.2 Legal and Ethical Use: All aspects of CSCSD 1:1 Device Use Policy remain in effect, except as mentioned in this section.

C.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (e.g. music, video, images). Examples of such programs include but are not limited to the following: Bit Torrent, Limewire, Kazaa, and Acquisition. Students should not share their iTunes playlists with any other students. Individuals with legitimate, school-related needs to use these tools must seek prior approval from the CSCSD Technology Department or School Administration.

C.4 Allowable Customizations:

- The student is permitted to alter or customize the assigned computer to his or her own working styles (e.g. default fonts, and other system enhancements). All customizations of computers need to be school appropriate.
- The student is permitted to download music to iTunes, but cannot download or install any other software without permission from the CSCSD Technology Department. CSCSD will not be responsible for backing up these files.

STANDARDS FOR PROPER 1:1 DEVICE CARE

Read carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned device.

Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

Read the manual that comes with the device. Following the manufacturer's advice and the standards below will lead to a device that will run smoothly and serve as a reliable, useful and enjoyable tool.

D.1 Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the device and charging unit to CSCSD during every school day. (If you forget them, substitutes will NOT be provided.)
- A loaner will be provided for school day use only in the event of a hardware failure that is out of the student's control. If the device is damaged as a result of gross negligence on the student's part, then the loaner will not be provided. This can be reviewed on a case-by-case basis by the CSCSD Technology Department.
- Keep the device either secured (e.g. home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the device stored in a secure place (e.g. locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices, and trips, store the device in a secure place assigned by your coach/sponsor and arrange to retrieve it after the activity. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen –even at school- will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave devices in unlocked school vans or buses, in the gym, in a locker room, on playing fields, or in other areas where it could be damaged or stolen.
- Avoid storing the device in a car other than a locked trunk. Avoid leaving the computer in environments with excessively hot or cold temperatures. For example, warm days make very hot cars.
- Do not let anyone other than your parents/guardians use the device. Loss or

damage that occurs when anyone else is using your assigned device will be your full responsibility.

- **Adhere to CSCSD 1:1 Device Use Policy at all times and in all locations.**
- Read and follow general maintenance email alerts from school technology personnel.

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D.2 How to Handle Problems:

- Promptly report any problems to the CSCSD Technology Department.
- Don't force anything (e.g. connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

D.3 General Care:

- Do not attempt to remove or change the physical structure of the device, including keys, screen cover, or aluminum casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep equipment clean. For example, don't eat or drink while using the device.
- **Do not do anything to the device that will permanently alter it in any way.**
- Do not put stickers or use any type of markers on the device. Do not write on the device with pen, pencil, marker or any other writing utensil.
- The use of device skins/shells are not permitted.

D.4 Carrying the Device:

- Always completely close the lid or case and wait for the device to enter sleep mode before moving it, even for short distances. Movement while the device is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.
- Always store the device in the case issued with it. Note: do not store anything (e.g. cords, papers) in the area within the case designed for the device other than the device itself as this may damage the screen.
- We recommend you carry the device bag inside your normal school pack. The

“vertical sleeve” style device case was chosen expressly for this purpose. Simply slide the device in and out while leaving the case within the school pack. Do not over-stuff your pack – extreme pressure on the device can cause permanent damage to the screen and other components. Or-- use the case provided shoulder strap crossing it over your neck.

- Do not grab and squeeze the device, as this can damage the screen and other components.
- Do not carry the laptop using the screen or lid.

D.5 Screen Care:

- The device screen can be easily damaged if proper care is not taken.
- Never leave any object on the device. Pens or pencils left on a laptop keyboard are guaranteed to crack the screen when the lid is closed. An iPad screen can crack or be scratched. Broken screens are NOT covered by the warranty. Screens are particularly sensitive to damage from excessive pressure.
- Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens. Windex® Wipes™ are recommended.
- If you are unsure if a cleaner is designed for the device screen ask the CSCSD Technology Department first.

D.6 Battery Life and Charging:

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your device charging overnight.
- Do not charge your device while it is in the bag. Ensure the device has air circulation while charging.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the device when it is not in use, in order to save battery life and protect the screen.

D.7 Personal Health and Safety:

- Avoid extended use of a laptop resting directly on your lap. The bottom of a laptop can generate significant heat and therefore causes temporary or permanent injury. Use a barrier such as a book or accessories made specifically for this purpose when working on your lap.
- Avoid lap based computing while a laptop is connected to the power adapter, as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- Read the safety warnings included in the Apple user guide.

D.8 Syncing up Documents:

- We will not sync/backup any documents.
- Music, pictures, and movies are not backed up. You may want to purchase a flash drive for laptop backups. In case a laptop is wiped or requires replacement, external storage/copy of valuable files (any type) is safest for successful preservation.
- Anything on a laptop desktop will not be saved or be retrieved if there are system issues.
- The use of USB thumb drives is not permitted.
- Use of cloud storage, e.g. iCloud, Dropbox, Google Drive, is encouraged.

EQUIPMENT LENDING INFORMATION

This additional agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets, E readers, other audio-visual devices, and peripherals for multimedia school projects. The signed agreement is part of the Student 1:1 Device Agreement and Acknowledgement Form. The CSCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

E.1 Agreements:

1. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Approximate replacement costs include: laptop \$1,000, iPad \$400, and assorted peripheral items \$25-\$500.
2. I will treat this equipment with the same care as if it were my own property.
3. I will maintain the equipment in clean condition.
4. I will avoid use in situations that are conducive to loss or damage.
5. I will heed general maintenance alerts and advice from school technology personnel.
6. I will promptly report any malfunction, loss, damage, or theft to the CSCSD Technology Department, IMC, or School Office.
7. I will always transport the equipment within the case provided.
8. I will adhere to the CSCSD Acceptable Use Policy (605.6 & 605.6R1) when using this equipment at all times and locations.

E.2 Damage or Loss: I am responsible for any costs incurred due to loss or damage of equipment as determined by the school. I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.

LEGAL ISSUES AND JURISDICTION

Because the CSCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of CSCSD's network resources is subject to the rules stated in this policy and Board Policy 605.6 & 605.6R1. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including the email system, the school administration reserves the right, if needed, and at its discretion, to remotely access to open, examine and/or delete electronic files that violate this 1:1 Device Use Policy.

DISCLAIMER

The CSCSD does not have control of all the information on the Internet or incoming email, however CSCSD has an Internet and spam filter in place. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Central Springs Community School District. While CSCSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At CSCSD, we expect students to obey the 1:1 Device Use Agreement when using the Internet. Students found in violation of the policy will be disciplined. In addition, CSCSD account holders take full responsibility for their access to CSCSD's network resources and the Internet. Specifically, CSCSD makes no warranties with respect to school network resources nor does it take responsibility for:

1. The content of any advice or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school network resources or the Internet, or any consequences of service interruptions.

DISCIPLINE

Any student who violates these rules will be subject to disciplinary action, the minimum of which will result in parental contact.

H.1 Inappropriate use and consequences: All device services shall be used in a responsible, efficient, ethical, and legal manner. The following violations may lead to disciplinary action or loss of network use privileges or both. This list is not complete; additions can be made without notice.

H.2 Inappropriate use of the network and Internet:

- Viewing unauthorized materials, images, and/or websites is prohibited
- Showing, depicting, suggesting, or implying illegal activity, drug use, or gambling
- Showing or encouraging violence against a living being or physical property
- Showing adult-oriented material, including nudes or images that show or suggest sexual acts
- Showing provocative or explicit dress (or undress)
- Storage of inappropriate materials on the school network is prohibited

“Minor” violations:

1. Internet violations

- Communicating by using email or network during class time when use is not related to class
- Game playing on the local device or online at school during class time when use is not related to class
- Viewing or participating in any chat room activity at school unrelated to class
- Knowingly accessing inappropriate or non-educational websites, including but not limited to MySpace, Facebook, or Google+ during class time when use is not related to class
- Conducting personal business transactions such as soliciting/advertising for a business, advertising/buying/selling of goods for sale, participating in gambling and/or lotteries while school is in session
- Taking photos or videos of students or staff without direct teacher approval for educational and classroom purposes.

2. Network violations

- Installation or removal of any programs not directly authorized by the technology staff
- Adjusting or changing device settings without permission

“Major” violations:

- Use of someone else’s account
- Moving, deleting, or changing files/folders not your own
- Removing or damaging computer hardware
- Bypassing the school’s filter.

H.3 Consequences for violations: The consequences listed below are examples of possible consequences. Teachers, administrators, and the CSCSD technology department will determine the appropriate consequence based on the severity of the infraction and the student’s history of infractions. Possible consequences may include but are not limited to the following:

- Loss of network and device privileges
- Restriction to school day use only
- Restriction to use of desktop computer within the school
- Restriction to use only in classroom under direct teacher supervision
- Complete prohibition of use of device or network at any time
- Detention
- Suspension or expulsion

RESPONSIBILITY FOR PROPERTY

Students are responsible for maintaining a 100% working device at all times. The student shall use reasonable care to be sure that the device is not lost, stolen, or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents/guardians.
- Not using equipment in an unsafe environment.

Students must keep the device locked (e.g. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Devices left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning. If the device is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the device back. Unattended and unlocked equipment, if stolen – even at school – will be the student's responsibility. **A device left unattended and found by a staff member will be taken to the School Office.**

- **First Offense: The student responsible for the device will serve a detention.**
 - **Second Offense: The student's privileges may be restricted or revoked.**
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COMPUTER USE AND CONDUCT POLICY AGREEMENT

The primary goal of CSCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply.

Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. The Media Center equipment is reserved exclusively for academic use. The following is a list of rules and guidelines, which govern the use of CSCSD devices and network resources.

Network resources refers to all aspects of CSCSD's owned and leased equipment, including computers, printers, scanners, and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of CSCSD's network resources whether this access occurs while on or off campus.

J.1 Students will:

- Access the system for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (student names, telephone numbers, and addresses should not be revealed over the system)
- Perform system updates as requested outside of the school hours. Some system updates may take time to process and require a restart. Not performing system updates regularly may cause that software to run improperly.
- Hand the devices back to CSCSD at the end of the school year for system updates and re-imaging of the device.
- Hand over the devices at any time to the CSCSD when asked regardless of time or prior warning.

J.2 Students may not use network resources:

- To create, send, share, access, or download material, which is abusive, hateful, threatening, harassing, or sexually explicit.
- To download, stream or listen to Internet-based music, video, radio, and large image files not for schoolwork, as this slows the performance of the network. The school will monitor for violations. This includes iTunes/music streaming.
- To send file attachments through the school's email system that are greater than 25MB in size (the transfer process can hinder network speed and access to others).
- If you need to transfer large files, please contact the Director of Technology to make special arrangements.
- To alter, add or delete any files that affect the configuration of a school device other than the device assigned for personal use.
- To conduct any commercial business that is not directly related to a class.
- To conduct any illegal activity (this includes adhering to copyright laws).
- To access the data or account of another user (altering files of another user is considered vandalism).
- To install any software onto CSCSD devices, to copy CSCSD software (copying school owned software programs is considered theft).

J.3 In Addition, Students may NOT:

- Bring in their own devices from home to use at school.
- Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- Never use any option that "remembers" your password. The easiest way to breach security is to allow someone to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you have saved your password.
- Give password(s) to anyone
- Post anonymous messages
- Forward email as commonly known "SPAM", Unsolicited Commercial Email (UCE), or "junk email."
- No I.M. (instant messaging) or emailing other students for non-educational purposes during class.

*** VIOLATIONS OF THE ABOVE MENTIONED GUIDELINES MAY RESULT IN LOSS OR LIMITED ACCESS TO CSCSD'S NETWORK RESOURCES AND DEVICES.**

1:1 Device Protection Plan

Central Springs Community School District recognizes that with the implementation of the 1:1 device initiative there is a need to protect the investment by both the District and the Student/Parent. Previous sections of this document have outlined the various areas of protection.

Students wishing to make use of devices outside of the school building and regular school hours will be required to commit to one of the following:

_____ **No Insurance.** You agree to pay for the replacement of the device at a cost not to exceed current manufacturer's pricing plus shipping should the device be stolen, lost or damaged by fire. If you select this option you may opt for your student to leave the device at school and not take it outside of the building.

_____ **Device Protection Plan.** You will purchase a device protection plan through your homeowner's insurance or add the device to your homeowner's policy.

Insurance coverage will provide protection for loss due to theft, fire, flood, natural disasters, vandalism, and power surge due to lightning. Premium rates will vary from year to year and from insurance provider to insurance provider, but are estimated to be approximately \$30-\$40 for \$2000 worth of coverage and a \$100 deductible for the 2020-2021 school year.

Additional Information: In case of theft, vandalism and other criminal acts a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

Intentional Damage or Damage Due to Willful Neglect or Loss: Students/Parents are responsible for full payment of intentional damage to devices or damage to devices that is due to willful neglect. Warranty or Device Protection Plans **DO NOT** cover intentional damage of the devices.

I have read and fully understand that I am responsible for damages to my son/daughters device off of school grounds and that I have the option of insuring the device on my own homeowners insurance or covering the cost of damage and repairs by myself.

Student Name (printed clearly) _____

Student Signature & Date _____

Parent Signature & Date _____

This completed and signed form is a mandatory requirement for the assigning and issuing of a CSCSD 1:1 device. It must be filed prior to the assigning of a device. Students will not receive their devices until the building Principal has received this signed form.

***My signature below indicates that I have read and understand all of the Technology Policies of CSCSD, but chose to NOT allow my son/daughter to take the 1:1 device that is issued to him/her off school grounds. I understand that if my son/daughter takes the 1:1 device off of school property at anytime for any reason, even though I chose for them not to, that I will be financially responsible for any damages, theft, or loss of the 1:1 device. I further understand that these policies and financial responsibility also apply to my son/daughter during the school day.**

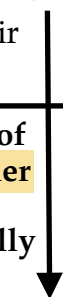
Student Signature & Date _____

Parent/Guardian Signature & Date _____

Yes



or



No

Central Springs Community School District
Student 1:1 Device Program Acknowledgement Form 2021-22

The following items reiterate some of the most important points covered in the Student/Parent 1:1 Device Use Agreement.	Student Initial	Parent Initial
I will not leave my device unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my device become lost or stolen due to "gross negligence" as determined by the administration.		
I understand that my family is financially responsible for up to full cost if damage occurs to the device. <i>Please refer to the Student/Parent 1:1 Device Use Agreement for details.</i>		
I will not install or use file-sharing programs to download music, video, or other media.		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.		
I will protect the device by using the provided carrying case or sleeve whenever it is moved from one point to another.	.	.
I will read and follow general maintenance alerts from school technology personnel.
I will report any problems with my device to a member of the tech support staff in a timely manner.		
I understand that my device can be monitored remotely by software installed by the district.	.	.
I understand I am responsible for bringing my charged device to school daily. Loaner equipment will only be available for malfunctioning equipment being serviced.	.	.
I understand that I am responsible for my device at all times, and accept the consequences for any misuse or neglect of my device..		
I have read the Equipment Lending Agreement and agree to those conditions. This covers the use of video cameras and other peripherals.

I have read the Student/Parent 1:1 Device Use Agreement in its entirety and agree to all of the stated conditions. I understand that use of the device and the ability to take it to and from school is a privilege and not a right, therefore if I chose to violate any of the conditions in this agreement I understand that I may lose this privilege. Questions and or accommodations regarding the device agreement information need to be directed to the building Principal or Technology Coordinator

Student Name (printed clearly) _____

Yes

Student Signature & Date _____

Parent Name (printed clearly) _____

or

Parent/Guardian Signature & Date _____

If for some reason you chose not to receive a device at this time, sign below. My signature indicates that I have read and understand all of the Technology Policies of CSCSD, but chose to NOT receive a device at this time.

Student Signature & Date _____

No

Parent/Guardian Signature & Date _____

This completed and signed form is a mandatory requirement for the assigning and issuing of a CSCSD 1:1 device. It must be filed prior to the assigning of a device. Students will not receive their devices until the building Principal has received this signed form.