

10. Take care when inserting cords, cables, and other removable storage devices to avoid damage to the ports. First, plug your power supply into the electrical outlet. Second, plug your power cord into your device. When disconnecting, reverse the process.
10. Do not expose the device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time and never leave your device in a vehicle.
11. Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen. You may clean touch screen with a lightly (not wet) lint free cloth. Wash hands frequently when using the device to avoid build-up on the glass touch pad.

Lost, damaged, or Stolen Devices - Immediately report to instructor or administrator

1. If Stolen – Attempt to locate device on cloud based location program.
 - a. Instructor or administrator must report incident to law enforcement and file report.
 - b. Instructor or administrator must immediately report incident to School SRO officer, Technology Supervisor, & Safety Director and provide a copy of the police report.
2. If Lost - Attempt to locate device on cloud based location program.
 - a. Physically hunt device in all known locations where user has been.
 - b. Instructor or administrator must immediately report incident to School SRO officer and Technology Supervisor and provide a copy of the situation.
 - c. Assessment and determination of situation will be made.
 - d. Request for cost of replacement will be made to the user.
 - e. User will be provided an alternate means by which work can be completed.
3. If Damaged
 - a. User must provide, to the instructor or administrator, a detailed description of the damage, how the damage occurred, and how the damage is impacting the functionality of the device.
 - b. Instructor or administrator must report incident to School SRO officer and Technology Supervisor and provide a copy of the damage assessment.
 - c. Assessment and determination of situation will be made.
 - d. Request for cost of repair or replacement will be made to the user.
 - e. User will be provided an alternate means by which work can be completed.
4. Users are financially responsible for the loss or any damage to the device and are responsible for the cost of repairs or replacement.

Technology Agreement

It is the District's expectation that all network user access and device usage will be in a responsible manner. All electronic communications, including email and internet communications should conform to the school district's acceptable use policies. Users shall have no expectation of privacy when using district technology. Any email or computer application or information in district technology is subject to monitoring by the staff and/or administration. All mobile technology will be labeled and it can be identified by record of serial number and county label.

I agree to abide by all Policy and Procedures regarding Mobile Technology. I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

Print Name

Signature

Date

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and understand the responsibility in the use of Mobile Technology.

Parent Signature

Date

To be filled out by Technology Department

Device Type: iPad Laptop other: _____

Technician initials: _____