

## Electronic Device Usage Agreement

The use of a school issued device, during the school day or at home, is a privilege that comes with responsibilities. The following Frederick County Public Schools (FCPS) regulations apply while using **any** device including but not limited to school issued Chromebooks, Bring Your Own Devices (BYOD), personal cell phones, or any other electronic device used at school. This agreement must be reviewed, read and signed by **all** students and their parent/guardian.

<a href="#"><u>Reg. No. 400-73</u></a>	Access will be provided for instructional use and school-related activities only.
	Students will not divulge their passwords or otherwise allow access to their network accounts by anyone other than an authorized teacher or administrator for the purpose of maintaining the network. Students will safeguard their own personal data and information.
	Students will not circumvent or disable filtering or other technology protection measures put in place by system administrators without proper authorization.
	Violations of this regulation will subject the violator to disciplinary action in accordance with FCPS disciplinary policies (Discipline, <a href="#"><u>Reg. No. 400-08</u></a> ) and may include loss of access to resources covered under this regulation and/or criminal sanctions. In addition, any illegal activities will be reported to the appropriate agencies.
<a href="#"><u>Reg. No. 500-32</u></a>	The student shall be held responsible for the careful use and protection of the equipment assigned to him/her. Upon the request, the student shall return these items in good condition.
	Chromebook serial numbers, identifications labels, and internal components may not be altered.
	Damaged Chromebooks must be reported immediately to the User Support Specialist or Technology Support Staff.
	Failure of the student to comply with this procedure may require the principal to assess the lost or damage fee and have the student pay the money to the school
	Repair and replacement costs are outlined in the Technology Repairs & Replacements document.
<a href="#"><u>Reg. No. 400-18</u></a>	<p>School system staff reserve the right to revoke privileges associated with this use under any of the following conditions:</p> <ul style="list-style-type: none"> <li>• Disrupts the learning environment or approved school activity.</li> <li>• Poses a threat to academic integrity.</li> <li>• Violates confidentiality or privacy rights of others during the school day as well as during after-school activities or the safe transportation of students.</li> <li>• Electronic devices with camera and recording functions may not be used to take or transfer any image or recording at any time on school premises without teacher permission.</li> <li>• Creates safety concerns.</li> <li>• Violates criminal laws.</li> <li>• Classroom use without teacher permission.</li> </ul> <p>At the elementary level, use of electronic devices may be permitted with the approval of the principal. If approved, all provisions of this regulation will apply.</p>

## Student and Parent/Guardian Information

I acknowledge that FCPS Electronic Devices are the property of FCPS and any personal electronic devices must be used in compliance with regulations. I further understand that FCPS staff will support use of FCPS electronic devices and that neither FCPS nor designated staff are responsible for personal electronic devices. I understand my role is to safeguard electronic devices, taking reasonable steps to prevent damage and/or theft. I have read the Technology Repair & Replacements document and understand that I may be held financially responsible for restitution of lost or damaged property in my care. Upon request, I will return FCPS electronic devices in proper working condition.

**Signing indicates you have read and understand the Electronic Device Usage policies.**

Student Name:	Grade:
Student Signature:	Student School:
Parent/Guardian Name:	
Parent/Guardian Signature:	Date:

This form can be signed digitally in TipWeb-IT when a device is issued to a student. Signed paper copies of this form should be scanned and attach to the student record in TipWeb-IT.