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Metuchen School District Device Usage Agreement

Guidelines for Student Responsibility

1. Use of this device is subject to the school's policy on [acceptable use of computer networks/computers and resources \(2361\)](#) and related policies.
2. This device and account allows the student certain privileges and rights on the network. The student should in no way attempt to gain other privileges or to attempt to access resources on the network to which no explicit rights have been granted.
3. The student shall not, in any way, tamper with or misuse school equipment, either software or hardware. No form of tampering is acceptable.
4. The student may not download copyrighted software, audio or video files, or any other copyrighted material from the internet not legally allowed to be used. Any such material found will be deleted without prior notification.
5. Only licensed software/apps may be installed onto this device. If the student requires special or non-standard software to be installed on this device for school use, the installation must be cleared by the school beforehand. The student may be responsible for supplying licenses, media, and any documentation.
6. The device has been issued to each student with a charger. Students are responsible for the care and appropriate use of the charger. Students must purchase chargers to replace lost or damaged ones at whatever price it costs the District. When the device is returned, a working charger must be returned along with it. Students will be charged for missing or broken Chromebook chargers. (See price list at the end of this Agreement.)
7. The District provides no peripherals or accessories, such as mice, protective covers, bags, cases, backpacks or sleeves, for the devices, but students may obtain and use them at their own cost, provided that the items are designed to be used with the device make and model issued by the District. However, in the event of an issue that requires troubleshooting, the student is responsible for removing all peripherals and accessories prior to giving the device over for repair. The District will not be responsible for any damage to peripherals and

accessories that it did not purchase.

8. Software in use in the school is licensed in the correct and legal manner. The student should make no attempt to copy licensed or copyrighted material using this device.
9. This device and its contents remain the property of the school. No data stored on this device is personal or private and the student has no reasonable expectation of privacy in such data. Any application or data (apps, music, etc...) will become property of the school district upon completion of the program.
10. Food and drinks should be kept well away from the device.
11. Accidental-damage warranties on District-issued student Chromebooks cover one breakage incident per school year at no cost to the student. Subsequent breakages will result in charges to the student. (See pricelist at the end of this agreement.) It is highly advisable that the student obtain a crushproof hard case for the device. (See an example of a rugged case for your Dell Chromebook 3100 [here](#).)
 - Note: Device warranties cover accidental damage (1 yearly occurrence) and device malfunction. It does not cover loss. In the event of loss, the full price of a replacement will be charged to cover replacement, plus the percentage of the unused portion of the warranty price for the device's four-year warranty at \$35 per year
12. When using any internet off-campus this device will be connected to the school district network through a service called GoGuardian and will therefore be filtered and monitored. While off-campus, the use of the device is subject to the school's policy on [acceptable use of computer networks/computers and resources \(2361\)](#) and related policies as well as the guidelines for student responsibility.
 - *GoGuardian Privacy Policy*: <https://www.goguardian.com/privacy.html>
 - *GoGuardian Student Privacy Pledge*: <https://studentprivacypledge.org/privacy-pledge/>

Pricelist for Dell Chromebook 3100 devices

Here is a list of the most common charges related to breakage or loss of Chromebooks and chargers.

- LCD screen replacement - **\$79**
- Charger replacement - **\$20**
- Chromebook full replacement - **\$231 PLUS** unused warranty @ \$35 per year, prorated.



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Student Responsibility Contract

Student Name: _____

Device Serial Number: _____

I acknowledge receiving the device referenced above for use while I remain in the Metuchen School District. I have read the district's acceptable use of computer networks/computers and resources policy and guidelines for student responsibility.

In order to maintain the privilege of using this device, I accept the following specific responsibilities:

I agree to:

- Keep this device in my possession at all times. I will not give or lend it to anyone except to return it to the school for repair in case it is damaged. If placed in a locker, the lock will be set and the combination will not be shared with anyone else. During Physical Education class, it is to be secured in a locked locker with a private combination.
- Carry this device in a secure manner to minimize the chances that it will be damaged or destroyed.
- Immediately notify the school if the device is lost or stolen.
- Return the device to the school at the conclusion of 8th grade and 12th grade prior to graduation (or earlier if I should leave the district). I further understand any applications, music, etc., loaded on the device become the property of the school district and will not be returned.
- Bring the device to school daily and keep the device adequately charged for school usage.

- Only use the computing and information technology resources which I have authorization to use. Possible violations include:
 - Using someone else's account or password or sharing your account or password with someone else
 - Accessing files, data or processes without authorization
 - Purposely looking for or exploiting security flaws to gain system or data access

- Use computing and information technology resources only for their intended purposes. Possible violations include:
 - Misusing chat or other communication software that appears to allow students to hide their identity or to interfere with other systems or students
 - Using electronic resources for harassment, bullying, or stalking other individuals
 - Sending bomb threats or "hoax messages"
 - Sending chain letters
 - Sending forged email
 - Intercepting or monitoring any network communications not intended for you
 - Using computing or network resources for advertising or other commercial purposes to attempt to circumvent security mechanisms

- Protect the access and integrity of computing and information technology resources. Possible violations include:
 - Releasing a virus or worm that damages or harms a system or network
 - Preventing others from accessing an authorized service
 - Attempting to deliberately degrade performance or deny service
 - Corrupting or misusing information
 - Altering or destroying information without authorization

- Abide by applicable laws and school policies and respect the copyrights and intellectual property of others, including the legal use of copyrighted software. Possible violations include:
 - Making more copies of licensed software/content than the license allows
 - Downloading, using or distributing pirated software/content
 - Operating or participating in pyramid schemes

- Distributing or viewing any pornography including child related on the device
 - Uploading, downloading, distributing, or possessing any pornography included child related
- Respect the privacy and personal rights of others. Possible violations include:
 - Running network sniffing/monitoring tools without authorization
 - Accessing or attempting to access another individual's password or data without explicit authorization
 - Accessing or copying another student's electronic mail, data, programs, or other files without permission

I understand that any breach of the [acceptable use of computer networks/computers and resources \(2361\)](#) and guidelines for student responsibility may lead to disciplinary action including the suspension of my use of this device. I understand that the school will fully cooperate with law enforcement and all relevant authorities in investigating and prosecuting any unlawful use.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____