



CLAREMORE PUBLIC SCHOOLS

1:1 Technology Device Policy and Procedures

Acceptable Use & Policy Guide

CPS 1:1 technology device policy and procedures

Guide for Students, Parents, and Educators

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Claremore Public Schools 1:1 Initiative

Statement of Purpose and Program Objectives

The vision of the Claremore Public School District is to provide educational excellence for all members of our school community. With this vision in mind, the intent of the Technology Device 1:1 Initiative at Claremore Public Schools is to provide tools and resources to the 21st century learner. This instructional initiative will lead the way toward continuous improvement and excellence in Claremore Public Schools by:

Preparing all learners to be productive and responsible citizens who are equipped to pursue excellence in an ever-changing world.

Utilizing research-based, leading-edge instruction and learning opportunities.

Toward these goals, all students will have access to instructional technology that will make them successful in the classroom and beyond.

Program Objectives: Effective teaching and learning integrates technology into the curriculum. Thus, the one-to-one initiative seeks to:

Enhance and enrich teaching and learning

Ensure equitable access to instructional technology

Support a culture in which technology is integrated throughout the curriculum

Improve student outcomes through the 4 Cs:

Critical Thinking and Problem Solving

Communication

Collaboration

Creativity and Innovation



1. Technology Device Distribution and Check-In,

The Technology Device is a personal computer or tablet designed to work with various online technologies and web-based applications. Claremore Public Schools has chosen the devices that best fit the needs of the students in terms of processing speed, ease of operation, productivity, and cost-effectiveness. Claremore Public Schools (CPS) will purchase and retain full ownership of the Technology Devices and will have measures in place to prevent the inappropriate use of the device and/or the Internet in keeping with district technology policy.

1.1 Distribution of Technology Devices

Distribution of the Technology Devices will begin checkout at the beginning of school. (If Traditional Learning is forced to Distance Learning device checkout will be determined and communicated to parents/guardians.) A student will be given a device only after the student and parent/guardian has signed the *Protection Plan Selection Form and the Acceptable Use Agreement*. *When students and parents sign the Acceptable Use Agreement, they acknowledge that this form supersedes any other district technology use forms and is in effect for the duration of the Technology Device checkout. Similar to textbooks, Technology Devices will be an integral part of the academic curriculum. As with all school assets, students will be held responsible for the proper use and care of the Technology Device while it is in their possession, including damages and theft. Each student will receive a Technology Device, power adapter, and case. Earbuds or headphones will not be provided. However, students may use their own earbuds or headphones as permitted by the individual classroom teacher or otherwise approved by the school.*

1.2 Assignment of Technology Devices

All students will be assigned a specifically tagged Technology Device. Students will retain the original Technology Device each year while enrolled in Claremore Public Schools. Only enrolled students are permitted to use the school assigned Technology Device. A student is not allowed to loan the Technology Device to another student or individual. Claremore Public School Technology Devices are identified by the electronic record of the serial number and corresponding CPS label. Students may not tamper with or alter in any way the Technology Device identification tags. Students may not alter their usernames or passwords.

1.3 Protection Plan for Technology Devices

The Claremore Public Schools Student Device Protection Plan has been established to give students and parents/guardians the ability to purchase protection for the Technology Device Package. The Technology Device Package includes a Technology Device, power adapter, and school-issued protective carrying case. Students must use the school-issued protective carrying case at all times. The initial cost for the Protection Plan is a \$30 fee per school year per student at the time of checkout. If the parent/guardian qualifies for the annual Free/Reduced Lunch Program, the rate will be reduced. Click the following link to find the Free/Reduced Lunch form <https://www.claremore.k12.ok.us/page/child-nutrition>. The Protection Plan is nonrefundable, and the cost will be \$30 per school year regardless of students' start date during the school year.

The initial year Protection Plan of \$30 is due at the time of device checkout. The initial year rate is raised to \$40 for the year if paid after the initial checkout of the device to the student. The Protection Plan may be purchased after the original checkout of the device, only after the device is verified that no damage exists.

The renewal rate for subsequent years of the Protection Plan program is \$30, due each additional year after the original checkout year by Tuesday following Labor Day. The Free/Reduced form must be completed annually to receive the discount. The renewal rate is raised to \$40 if the Protection Plan deadline is missed and the Free/Reduced discount does not apply. If the renewal Protection Plan is not paid by the new school year deadline (Tuesday following Labor Day), the student's device shall be deemed not insured.

This is a voluntary program, and families are encouraged but not required to participate. Keep in mind, according to the *Acceptable Use and Policy Guide*, parents/guardians are responsible for the full cost of repair and/or replacement of any damage or loss to the Technology Device, power adapter, and case if the Protection Plan is not purchased. See section 7.3, Protection Plan Claims, for additional information. In case of theft or damage by fire, the Protection Plan does not cover repair or replacement costs. In addition to assuming responsibility for repair or replacement costs, individuals must also file a police report.

1.4 Check-In of Technology Devices

As with any District-owned property, parents/guardians and students will be responsible for returning the Technology Device in good working condition upon building transition*, graduation, or withdrawal from the District. Students will be responsible for any damage to their Technology Devices at check-in. Students will be charged a fee for any needed repairs, not to exceed the full replacement cost of their Technology Device (see sections 7.2 and 7.3). Technology Devices returned with a non-CPS-issued power adapter will be charged for a replacement power adapter. If a student fails to return the Technology Device upon graduation, withdrawal date, or student's drop date, the student or parent/guardian is responsible for paying the replacement cost of the entire Technology Package (device, power adapter, and case as defined in section 1.3) or a theft report may be filed with the police department.

**Grade & Building Transition: 2nd grade must check-in device before receiving a 3rd grade device, 3rd grade must check-in device before receiving a 4th grade device, 5th grade must check-in device to the designated elementary site before receiving a 6th grade device from the WRJH. 8th graders check in devices with the WRJH before receiving 9th grade devices from CHS.*

2. Technology Device Care

Students are responsible for the care of the Technology Device that they have been issued by the school. Technology Devices that are broken or fail to work properly must be reported (see section 7). If a loaner Technology Device is warranted and available, one will be issued to the student until the Technology Device can be repaired or replaced.

2.1 District Responsibilities

Claremore Public Schools will comply with the Children's Internet Protection Act (CIPA) to protect against the inappropriate use of the Technology Device and/or the Internet, whether the device is being used at school or off-campus. The District will make all repairs to the device. The district will have devices, if available, that can be checked out to students whose devices are being repaired or replaced. Refer to 7.3, page 12. Before receiving the loaner, the student will have a day-use only privilege until the form is complete. The student will not be allowed to take the device home. If the damaged device is uninsured, the loaner device, if available, will be checked out as a day-use only arrangement until the needed repairs are paid in full by the student.



2.2 Parent/Guardian and Student Responsibilities

The student and their parent/guardian are financially responsible for repairs and replacement costs resulting from accidental and intentional damage, inappropriate use, or neglect of the device if the Protection Plan is not purchased. Because the Technology Device is an Internet-based device, the student will need Internet access at home or public places that offer Wi-Fi access to use the web-based applications. At both school and off-campus, students are expected to observe all CPS technology policies as well as federal, state, and local laws. Students and parents/guardians are responsible for using CPS technology for only ethical and educational purposes.

2.3 General Expectations

- Do not place food or drink near the device.
- Insert cords, cables, and removable storage devices carefully.
- Do not remove any district labeling.
- Do not deface the device or provide the case with writing, drawings, stickers, labels, etc., that are not approved by the district.
- Do not place heavy objects on the device.
- Only use the district-issued carrying case, if applicable. Always carry the device with care; the screen should not be open when being carried.
- Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen (ex: backpack or shoved in a locker).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. The district will provide cloths for on-campus use.
- **Do not use cleaning solvents, other liquids, tissues or paper towels, etc., on the screen.**
- **Do not leave the device unattended or in a non-secure location, such as in a vehicle.**
- Always keep the Technology Device in the district-issued protective case. Although the case is reinforced to help protect the Technology Device, it is not guaranteed to prevent damage. It remains the student's responsibility to care for and protect the device.
- Do not expose the Technology Device to extreme temperatures or sunlight. Extreme heat will damage the device. Extreme cold will cause severe screen damage.
- Do not change or attempt to change your username or password.
- Do not change or attempt to change the Technology Device's electronic identification number.



3. Acceptable Use

3.1 User Privileges and Ethical and Educational Purposes

With the opportunity afforded by using Claremore Public Schools technology comes the obligation to use that technology responsibly. The advantages afforded by the rich digital resources available today through the Internet outweigh any disadvantages. However, it is important to remember that access is a privilege, not a right, and carries with its responsibilities for all involved. **Students' Technology Device accounts are not private. Claremore Public Schools will have access to all information and data contained in the Technology Devices as well as access to Internet usage records and accounts accessed on the Technology Devices.** Students and/or others using school equipment shall have no expectation of privacy regarding school supplied equipment, software programs, and data/information/video/graphics/pictures used, supplied, or viewed. Violation of the *Acceptable Use and Policy Guide* or *failure to use CPS devices, networks, or other resources responsibly may result in disciplinary action, including, but not limited to, loss of Technology Device privileges and suspension. Disciplinary action will be at the discretion of the school administrator and in accordance with district policy.*

Technology Devices must be used for the purpose for which they are intended. They should be used only for ethical and educational purposes. The user is responsible for all of their actions and activities involving the device and network. Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise. The student/user of the device should keep in mind that if an action is a violation of school rules (as in the Student Handbook and/or Student Code of Conduct), the action is likewise inappropriate for the equipment.

3.2 Acceptable Uses of Technology Devices and Networks

- Use the Technology Device as an extension of the classroom while the student is at home.
- Use appropriate language and graphics, whether posting, publishing, or viewing from home or school, when using blogs, podcasts, email, or other communication tools.
- Use only CPS assigned accounts on CPS issued Devices.
- Do not change your account login username or password.
- Log off the Technology Device and any CPS managed system when not in use.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Making copies of music, games, movies, and other copyrighted materials without permission is strictly prohibited.
- Give credit when using the work of others.
- Prevent damage to the Technology Device by following the “General Care” guidelines provided in this guide.
- Report the loss or damage of the device to the Student Tech Help Desk as soon as possible.
- **Take Technology Device home as directed by school administrators, faculty, and staff.**
- **Charge the device at home and have it ready to use every day, every class period.**

3.3 Unacceptable Uses of Technology Devices and Networks

- Do not remove any identifying stickers or labels placed in or on the device by the district.
- Do not allow other people to use the student assigned device or account.
- Do not view, use, or copy passwords, data, or networks to which the student is not authorized.
- Do not reveal personal information (telephone numbers, addresses, passwords, etc.)
- Do not leave computers unsupervised or in non-secure locations.
- Do not harass, bully, threaten, or misrepresent while using the device.
- Do not use offensive or inflammatory language of any kind.
- Do not destroy or damage data, programs, networks, or any other system or component of a system owned or managed by CPS.
- Do not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
- Do not use the school’s Internet/email accounts for financial or commercial gain or any illegal activity.
- Do not use anonymous and/or inappropriate and/or fraudulent or misleading communications such as Facebook, Twitter, Snapchat, TikTok, etc.



4. Internet Safety

Claremore Public Schools recognizes that with new technology come new challenges to both teachers and parents/guardians and students. Claremore Public Schools utilizes technology protection measures in all of its equipment and Internet access. The protection measures utilized by CPS, among other protections, block and/or filter Internet access to pictures that are obscene, child pornography, and/or harmful to minors. Our protection measures also monitor the online activities of students and others using CPS equipment. Below are suggestions for both parents/guardians and students.

4.1 Tips for Parents and Guardians

- Take extra steps to protect your child. Encourage your child to use and store the Technology Device in an open area of your home so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- Go where your child goes online. Monitor the places that your child visits. Let your child know that you are there and help teach them how to act as they work online.
- Understand all website privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- Limit the time your student is on the Technology Device. While the Technology Device is a very engaging device, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.
- Report unwelcome or malicious online threats. Report immediately to the school any online interactions that can be considered threatening.
- Help your child develop a routine. Many parents/guardians have found success by helping create a routine for their child's computer use. Define a routine as to how the Technology Device is cared for and when and where its use is appropriate.
- Review all apps or programs. It is to the student's advantage when the parents/guardians have a working understanding of the programs and student work found on the device.
- Read and share with your child the Technology Device *Acceptable Use and Guidebook Policy*. *By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.*

4.2 Digital Citizenship for Students

For students, we offer simple rules of digital citizenship to help them create a world they can be proud of and inspire others to do the same.

- Think before you post or text – a bad reputation could be just a click away. Before you press the “send” button, imagine the last person in the world that you'd want to see what you post.
- What goes around comes around. If you want your privacy respected, respect others' privacy. Posting an embarrassing photo or forwarding a friend's private text without asking can cause unintended hurt or damage to others.
- Spread heart, not hurt. If you wouldn't say it in person, don't say it online. Stand up for those who are bullied or harassed, and let them know that you're there for them.
- Give and get credit. We're proud of what we create. Illegal downloading, digital cheating, and cutting and pasting another person's work may be easy, but that doesn't make it right. You have the responsibility to respect other people's creative work – and the right to have your own work respected.
- Make this a world in which you want to live. Spread the good stuff. Create, share, tag, comment, and positively contribute to the online world.
- It is important to note that all parents/guardians and students should talk about and review appropriate access and participation in online behavior, especially in circumstances of access to social media and interacting with individuals. Students are warned not to interact with strangers on the Internet and to immediately report contact with a stranger to parent/guardian or school officials.
- Cyberbullying is strictly prohibited. Any incidence of cyberbullying shall be promptly reported to a school official.



5. Using the Technology Device at School

5.1 Technology Devices and Classwork

If a student leaves the Technology Device at home or loses Technology Device privileges, they are responsible for receiving the coursework completed as if they had the Technology Device present. A temporary Technology Device may be issued when students leave their Technology Device for repair, if available. If the damaged device is uninsured, the loaner device will be checked out as a day use only arrangement until the student pays the needed repairs in full. The day-use loaner device will not be able to go home with the student. Technology Device malfunctions are not an acceptable excuse for not submitting schoolwork. Technology Devices should always be turned off and secured after students have completed all school work to protect their work and information.

5.2 Managing and Saving Files

It is recommended that students utilize cloud-based storage, such as Google Drive, or otherwise back up their information with an external device, such as a flash drive. Saving to Google Drive will make the file accessible from any computer with Internet access. It is the student's responsibility to keep proper backups and to ensure that work is not lost due to mechanical failure or accidental deletion. There is a limited amount of local storage available on the device.

6. Using Technology Device at Home

6.1 Wireless Networks and Printing

Students are permitted to set up wireless networks on their Technology Devices. This will assist them with using their Technology Devices while at home. Any off-campus network issues need to be resolved by the home network provider. CPS is not equipped to provide the student/parent or guardian with technical advice to help with home networks or wireless hardware.

6.2 Acceptable Use While at Home

All school rules, as well as the rules expressed in the guide, apply to the use of the Technology Device even when a student takes the Technology Device off-campus and accesses the Internet.

7. Damaged Technology Device

Students with damaged or malfunctioning Technology Devices should inform the school's site technician or designee within two (2) school days. The site technician or designee will complete the proper paperwork, document the incident, and assist in providing a solution for the student. The student may be issued a loaner Technology Device if there is a need and one is available to use while the original device is repaired or replaced. Students will be responsible for properly using and caring for the loaner device as if it were their assigned Technology Device. Students who do not purchase a Protection Plan will not be allowed to take the Technology Device home after the first initial damage claim. Loaner devices will be checked out as a day-use only until the student pays the needed repairs in full. The day use device will not be able to go home with the student.



7.1 Damaged or Stolen Technology Device

Only CPS technicians are authorized to repair, take apart, and/or break a seal on a Technology Device. Other individuals and/or companies are not permitted to repair or attempt to repair CPS devices. Only Claremore Public Schools may repair devices. The Protection Plan is not valid, and a student will be responsible for the entire cost of repairs to a Technology Device or the replacement of the Technology Device if someone other than a CPS employee attempts to and/or takes apart and/or breaks a seal on a Technology Device. In case of theft or damage by fire, in addition to assuming responsibility for repair or replacement costs, individuals must also file a police report. *

7.2 Typical Repair/Replacement Costs

Typical costs for the repair or replacement of key parts of the Technology Device are as follows:

Grades	Item	Cost
K-2nd Grade	Apple iPad	\$350.00
3rd Grade	Laptop with Touchscreen	\$550.00
4th—5th Grade	Laptop	\$450.00
6th-8th Grade	Laptop	\$550.00
9th—12th Grade	Laptop	\$550.00
All Grades	Power Adapter*	\$30.00
All Grades	Screen (repair or replacement)	\$100.00
3rd—12th	Keyboard	\$50.00
K-2nd Grade	Apple iPad Case	\$60.00
3rd—12th Grade	Laptop Case	\$30.00

*Lost or damaged power adapters are not covered by the Protection Plan. Lost or damaged power adapters **must** be purchased from CPS. The use of power adapters not purchased from CPS will void the Protection Plan. Devices returned with non-CPS purchased power adapters will result in a charge for a replacement power adapter.

7.3 Protection Plan Claims

Protection Plan claims will be covered according to the number of claims submitted per year and will be based on the bulleted coverage information below. The cost for protection is \$40 per school year per student. This is a voluntary program. Families are encouraged to participate but not required. Keep in mind, according to the *Acceptable Use and Policy Guide*, *parents/guardians are responsible for the full cost of repair and/or replacement of any damage to the Technology Device, charger, or carrying case (if applicable) if the Protection Plan is not purchased. With the Protection Plan, any form of accidental damage to the Technology Device, screen, carrying case, or keyboard will be covered based upon the following coverage rate and be due at the time of damage. Protection Plan may be purchased after the initial checkout of the device only after the device is checked for damage. If damage is found, repairs and/or replacement must be paid in full before the user may purchase Protection Plan. If Protection Plan is purchased after the initial checkout of the device to the student and/or after the annual due date, the Protection Plan is raised to \$40. Review section 7.5 to understand coverage and costs after incidents.*

7.4 Accidental Damage Versus Intentional Damage

Accidents do happen. There is a difference, however, between an accident and intentional damage. Intentional damage can be caused due to negligence or intention. School administration and technology staff will determine if the student has intentionally damaged the device or if the damage is caused by negligence. The frequency of damage and the number of issued replacements will be assessed in determining accidental versus intentional damage. The student and parents/guardians may be charged the full cost of repair or replacement if intentional damage is found or damage is due to negligence. Students must report damage within two (2) school days of the damage occurring.

Intentional damage or gross negligence (e.g., student throwing the device, gouging with a screwdriver, melting the case, shutting the device in the car door, power adapter breaking off inside the computer, etc.) will not qualify under the Protection Plan. Parents/guardians will be charged the full cost of replacing the Technology Device. If assistance is needed, please discuss it with a school administrator.

7.5 Cost Coverage with Protection Plan

1 st Incident*	2 nd Incident	3 rd Incident	4+ Incident**
Repair covered 100/b	Repair covered at 60/b	Repair covered at 20/b	Repairs not covered

* 1st Incident Note

- *Lost or stolen Technology Devices are not covered by the Protection Plan.*
- *Lost or stolen power adapters are not covered by the Protection Plan.*
- *Technology Devices or power adapters intentionally damaged or damaged by negligence are not covered by the Protection Plan.*

** 4th Incident Note

- *After the third incident each school year, the student or parent/guardian will be responsible for the full cost of repairs and/or replacement cost of all damaged Technology Devices.*

General Note

- *Under certain circumstances, payment plans for repair or replacement costs may be available. Speak with a school administrator for more details.*

8. Forms

The following pages are hard copies of the 2022-2023 CPS Protection Plan Selection and the Technology Responsible Use Agreement forms. To access these pages for digital submission, go to the district website at <http://www.claremore.k12.ok.us>.



Student: _____ Student Number: _____ Grade: _____

2023—2024 CPS Protection Plan Selection

Please refer to Sections 1.3 and 7.3 of the CPS 1:1 Technology Device Policy and Procedures guide prior to completing this form. By making a selection and signing below, you are indicating that you understand the Protection Plan purchase is non-refundable.

Acceptance:

Protection Plan: I/We wish to participate in the Claremore Public Schools Student Device Protection Plan for \$30 per device per year. There is a reduced rate if you have completed the Free/Reduced form through Child Nutrition and qualify for either Free or Reduced rates. I/We understand the Protection Plan policy and deductibles are provided annually and are further outlined in the *Acceptable Use and Policy Guide*. The fee is \$40 if Protection Plan is purchased after the initial checkout of the device or the Tuesday following Labor Day for the annual renewal of the Protection Plan. **** If the Protection Plan is not renewed in subsequent years by the deadline, then I acknowledge that my student’s device will then be deemed uninsured and will be responsible for the full replacement cost.**

Waiver:

I/We do not wish to participate in the Claremore Public Schools Student Device Protection Plan program for \$30 per device per year and will assume the full costs incurred by the school for repair or replacement (up to \$550) of a damaged or lost device. Payment must be made, or the school will no longer provide the student with a loaner or the repaired device and may pursue legal assistance.

User covered under this Protection Plan Selection or Waiver of Coverage

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

* Students who are verified to receive a free or reduced lunch are eligible to receive a reduced rate for purchasing initial and/or renewal Protection Plan.

**Lost Technology Devices and accessories are not covered by the Protection Plan.

Claremore Public Schools Use Only			
<input type="checkbox"/> Protection Plan Accepted	Amount Paid:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check #: _____
<input type="checkbox"/> Protection Plan Waived			<input type="checkbox"/> Card (MSB)
Device Barcode #: _____		Receipt #: _____	



Claremore Public Schools Technology 1:1 Initiative
Technology Responsible Use Agreement

I, the Parent/Guardian, understand that I am expected to:

- Ensure my child meets the expectations of the CPS *Acceptable Use and Policy Guide*.
- Supervise and monitor my child's use of the Technology Device away from school.
- Pay the cost of repairing or replacing the device should it be damaged, lost, or stolen or if the student leaves Claremore Public Schools without returning the Technology Device.
- Read the CPS *Acceptable Use and Policy Guide*. *If I have questions, call the site principal.*

I, the Student, understand that I am expected to:

- Take responsible steps to ensure that the Technology Device is not damaged or stolen.
- Keep the Technology Device in the case supplied by the District **at all times, if applicable**.
- Leave all CPS labeling in place and in its original condition.
- Bring the Technology Device charged every day.
- Use the Technology Device at school and home in a responsible manner.
- Care for the Power Adaptor. (Lost or damaged power adapters must be purchased from CPS. Use of power adapters not purchased from CPS voids the Protection Plan.)
- Read and follow the CPS Acceptable Use and Policy Guide.
- To ask my principal any questions I have regarding the Policy Guide.

We understand that by signing this form, we acknowledge that this technology use form supersedes any other district technology use preference forms and will be in effect for the duration of the Technology Device checkout.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: Date: _____

Student Name (Please Print): _____

Student Signature: Date: _____