



Laptop/Technology Off-Campus Device Agreement

School: _____

Printed Name of Individual: _____

Serial Number/Service Tag(s): _____ Asset Tag: _____

Mfg/Description(s): _____

This agreement applies to any technology device owned by the school or the school system. All conditions of the Board's policy for Acceptable Use apply regardless of where or by whom this device is used.

You take sole responsibility for the device and its use during the off-campus period, including when you transport it in a personal vehicle, school bus or use it during off hours at your home or any other non-school location.

The following conditions must be followed when using the device off campus:

1. If you have Internet access at home and the laptop/device can access this service without any configuration changes, then you may use the laptop/device to connect to the Internet, provided that you use the device as if you were at school.

Regardless of whether you are at home, a hotel, a restaurant, or anywhere with Internet access, you should not browse to sites that would be blocked at school.

Do not allow family members or others to use the device for Internet browsing.

2. Do not install any personally owned software onto the device. Do not store any files on the device which could constitute a copyright or licensing violation, or could be deemed illegal or of an inappropriate nature. Any installed software/files should be related to the function and support of your DCPS job/student responsibilities.

3. You may not transport any data on the device that would compromise the identity of others, or puts any other protected data, passwords, or information at risk.

Repair/Replacement Agreement

In the instance the device is damaged the student/parent/staff member agrees to pay the following for required repairs needed: \$60 for a damaged screen, \$40 for a replacement keyboard, and \$25 dollars for a USB-C charger. In the instance a device is lost or destroyed beyond repair the student/parent/staff member agrees to pay the following: \$150 for Chromebook and \$400 for a Windows laptop. It is also the understanding of the party that DCPS will not issue a replacement unit until all outstanding fees are collected.

I have read and understand the above restrictions and responsibilities.

DCPS Employee/Student/Parent

Date