

**Western Line School District
Student Device User Responsibilities
Parent/Student Signature Page**

As a borrower of a WLS D Device (Hot Spot, iPad, tablet or laptop, etc.):

- I have read and will follow the policies established in the Western Line Student Technology Handbook & Guide.
- I will follow the guidelines listed below for proper care of the device.
- I will report to school authorities any problems/issues I discover while using the device.
- I understand that resetting the device to factory settings may occur as a result of any repairs or modifications on the device, and this reset may result in loss of data.
- I understand that it is my responsibility to turn in my device for periodic updates throughout the school year.
- I understand that the primary use of the device is as an instructional tool.

Guidelines for Proper Care of the Device:

- I shall not loan the device to anyone.
- I will not remove the **OUTER CASE (will cause ALL INSURANCE / WARRANTY PROTECTIONS to be invalidated)** from the device. I will not remove labels, stickers, or screen protectors placed on the device by the technology department.
- I will not write on or place any labels or stickers on the device.
- I shall give proper and due care to the device at all times, including but not limited to the following:
 - a. Keeping food and drink away from the device.
 - b. Not exposing the device to extreme heat or cold
 - c. Not attempting to repair a damaged or malfunctioning device
 - d. Not upgrading the device operating system unless directed by District IT staff.
 - e. Using the appropriate device A/C adapter to charge the device.
- I shall provide proper security for the device at all times, including, but not limited to:
 - a. Not leaving the device unattended in an unlocked classroom, locker, or extra-curricular activity site.
 - b. Not leaving the device in an unlocked vehicle.

Device Management

- I shall not sync the device to a personal phone or computer.
- Only district purchased software will be installed on student's devices.
- **If the outer case is removed from the device, all insurance and warranty protection will be forfeit, full price will have to be paid for damage.**
- To protect the students and the district from a loss of a device, all locations services, filters and virus protection must remain on at all times.

In order to take home a device from Western Line School District, the parent must decide which of the following options they choose to cover any damage of the device.

_____ Pay non-refundable insurance fee of \$15.00 up front which substantially lowers the repair costs.

_____ Pay for the cost of the deductibles per damage or lost incident (see chart on page 10).

Parent Signature

Student Signature

Print Parent Name: _____

Device Information

Student Name: _____ Student Grade: _____

Type of Device: _____ Fixed Asset #: _____

Date Device Issued: _____ Staff who Issued Device: _____

Additional Items Issued:

Student or Parent Initial's

_____ Charger

_____ Cover

_____ Condition of Device when Issued: _____

_____ Other _____

Date Device Returned: _____ Staff Member Receiving: _____

Additional Items Returned:

Staff Member Initial's

_____ Charger

_____ Cover

_____ Condition of Device when Returned: _____

_____ Other _____

Notations or issues with equipment:
