

# MCPS Device Contract

*This form must be signed by the student and parent/guardian to receive an MCPS device(s).*

- I understand that I am only to use the device(s) for school-related activities.
- I understand my use of the device(s), including documents and websites, will be monitored.
- I understand that I may be financially responsible for any damages that occur due to misuse/negligence to the device(s) while it is in my possession.
- ***Parents may place a non-refundable deposit to cover any damage(s) to the student device. Otherwise, they may be responsible for paying for the device to be fixed.***
  - ***The cost of that deposit is \$30 and can be paid by check or cash.***
- Lost, Stolen, and damaged devices must be reported to the child’s school of records librarian within 24 hours.

Make (Dell, Lenovo)	Model (3100, 100e, 300e, etc)	Serial Number	Bar Code Number/Inventory Number

Student Received an MCPS cellular Hotspot?    Yes or No    Serial # \_\_\_\_\_

Student Name (Printed) \_\_\_\_\_

Student Name (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

It is the parent/guardian’s sole responsibility to monitor the student’s use of the device at home. The district will not be liable for any inappropriate or illegal activity that occurs while students are at home. Student Internet use on the device will be filtered or monitored while outside of the District’s network.

**PARENT/GUARDIAN AGREEMENT** As parent or guardian of the student signing above, I hereby grant permission for him/her to have access to the technology resources and privileges provided by the District. I recognize that student Internet use on the device will be filtered and monitored while outside of the District’s Network. I will not hold the district responsible for materials acquired and/or accessed on the Internet. I understand that individuals and families may be held responsible for the consequences of violations of the Maury County Schools Technology Responsible Use Policy. I understand that we may be held responsible to reimburse the District for damage, repairs, or replacement of a device due to negligence.

Parent/Guardian (Printed) \_\_\_\_\_

Parent/Guardian (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Staff Use:

Student has purchased the non-refundable deposit option. Yes - No    Check# \_\_\_\_\_ - Cash

# REMOTE DEVICE

## RESPONSIBILITIES AND PRECAUTIONS

### Responsibilities

- Keep the device(s) and its accessories in a secure, supervised area.
- Never leave the device(s) unattended.
- Ensure that the device(s) will receive secure storage if at school-related activities, performances, sporting events, etc.
- Insert the charging cables and USB devices carefully to avoid damage(s) when not in use.
- Handle the device(s) with care within the provided case when moving the device.
- Clean the device screen with a soft, non-abrasive, microfiber cleaning cloth.
- Clean the carrying bag with a soft cloth.
- Students are not permitted to download or install any software without permission from the MCPS Technology Department.

### Precautions

- Do not clean the device with liquid cleaning products.
- Safeguard accessories at all times.
- Do not let other students borrow the device or its accessories.
- Avoid leaving the device in a vehicle.
- Do not leave the device outside.
- Avoid allowing pets in close proximity to the device.
- Avoid eating or drinking in close proximity to the device.
- Do not use the device near water such as a pool, tub, or shower.
- Do not place heavy objects on the device.
- Do not lean or push on the device.
- Do not check the device as luggage at the airport.
- Do not place pencils, paper, or other objects on the device keyboard.
- Do not place a pencil, paper, or other objects in the device or in the device section of the carrying bag.

\*All electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the Laptop may not be shared, published, or rebroadcasted for any reason by the student without permission.

\*\*Students will be responsible for bringing the MCPS issued device back to their school of record if they return to traditional learning to use in the classroom or if they transfer from the school district.

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**For School Use Only**

*Equipment Check-in/Return*

Date Returned: \_\_\_\_\_

Received By: \_\_\_\_\_

Reason for Return (Select One)

\_\_\_ Device is in good working condition - Student no longer needs it

\_\_\_ Device is broken or does not work