

# STUDENT DEVICE LOAN TERMS OF USE

## Student Information

Student Name: \_\_\_\_\_ NYCID#: \_\_\_\_\_

Grade: \_\_\_\_\_ School DBN: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Device Information

Date of Issue: \_\_\_\_\_ Device Type: \_\_\_\_\_

Asset Tag: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Accessories: \_\_\_\_\_

Students in New York City Public Schools may be issued a device for their educational use. If reasonable precautions and care are taken in the use of the device, the device should not experience physical damage. Each student in grades 6-12 as well as parents/guardians for students in all grade levels should review this form carefully, and parents should discuss the content with their student.

All devices issued to students are to be used to access learning and other educational uses. Students are expected to follow the guidelines below and take any additional common sense precautions to protect the device. Students are responsible for taking care of the device. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

By accepting the equipment listed above, I \_\_\_\_\_, acknowledge the following:

### Care and Maintenance

- The student/family is responsible for the daily care and maintenance of the device. Any damage or theft must be reported to the NYCPS within one school day. In the event of a stolen device, it is the responsibility of the student/family to file a police report and provide the school the police report number.
- Keep the device in a safe place when not in use.
- Students/families should report problems either digitally to the Support Hub at <https://supporthub.schools.nyc/> or by calling (718) 935-5100. Students/families may also report the issue directly to the school. Do not attempt to remove, add, or change the physical structure of the device, including keys, memory, battery, screen, charger, ID labels, etc.
- Carry the device carefully at all times. Do not store items on top of the device.

### Usage Guidelines

In general, all students are expected to use good judgment and common sense; be safe, appropriate, careful and kind online; not attempt to get around technological protection measures; and ask an adult if they need help.

## Student Acceptable Use Guidelines

### *Students must:*

- Use the device provided only to access learning activities.
- Follow the same guidelines for respectful, responsible behavior online that students are expected to follow offline.
- Treat this device carefully, and alert the NYCPS helpdesk at 718-935-5100 if there is any problem with the operation.
- Understand that this device is property of the New York City Public Schools and should be treated as such. If a device is stolen, a police report must be filed.
- Alert a teacher or other staff member if students see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of students and others.
- Help to protect the security of school resources.

### *Students must not:*

- Attempt to bypass the school's mobile (internet) filter.
- Use this device in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others. Such conduct will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for student use.
- Alter a school's device hardware or installed software.

## Personal Safety and Privacy

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission. If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.

## Limitation of Liability

The NYCPS will not be responsible for damage or harm to persons, files, data, or hardware. Devices employ filtering and other safety and security mechanisms, but there is no guarantee as to their effectiveness. The NYCPS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Return of Device** This device is the property of the NYCPS and contains a tracking device so that the device can be located. School-purchased devices should be returned to the issuing school in good working condition prior to exiting (graduations, transfer to another school, or other departure). Centrally-purchased devices should be returned upon graduation from High School or exit from NYCPS in good working condition. If you are unsure if you have a school-purchased or centrally-purchased device, please contact your school SPOC.

***By signing this document, I acknowledge that I have read and understand the above.***

Parent Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Student Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_