



SALEM MIDDLE SCHOOL

Pascale DeVilmé
Principal

51 New Market Street
Salem, New Jersey 08079
Phone (856) 935-2700

William Allen
Vice Principal
Michele Beach
Vice Principal

Parent/Guardian/Student Electronic Device Agreement

The student named below has been given the opportunity to be issued electronic equipment for educational use. In the interest of security and with respect for the significant financial commitment that each piece of equipment represents, the Salem City School District and its schools require students and parents to abide by the following guidelines. Please note that throughout this form, the term “device” may refer to any school-issued electronic device, its AC adapter, and/or protective case.

I/we understand and agree that:

- a. The device is the property of Salem City School District (SCSD). The device shall only be used to access educational information and to promote learning activities both at school and home. It is only for the use of the student to whom it is assigned.
- b. Student must abide by the rules and regulations for the use of District equipment detailed in the Salem City Board of Education Acceptable Use of Internet and Electronic Device Policies (6142.10, 6142.15, 6142.16, 6142.17), Failure to comply may result in disciplinary action and termination of rights of possession.
- c. The student, with the support of the parent/guardian, is responsible for the daily care and maintenance of the device. The device may not be taken out of the country without prior approval from the site principal.
- d. Students must at all times use and carry devices in their district-assigned carrying case. This is an issue of security and safekeeping. Carrying cases and devices must remain clearly labeled to identify to whom the unit was issued.
- e. Students are not to lend their devices to peers under any circumstances. No student may take another student’s device from the cart or classroom. Students are not to touch, use, or alter another student’s device in any way.
- f. Passwords and/or usernames are not to be shared. Students shall not post or transmit their own or other’s personal information such as home addresses, telephone numbers, last names, photos or other identifying information.
- g. Student must make sure their device is charged and brought to class each day, unless instructed otherwise by a teacher or administrator. Failure to do so will cause students to face limited participation in class.
- h. All device repairs are to be performed exclusively by employees of the Salem City School District or their approved agents.

i. Parent/Guardian will be financially responsible for all repair/replacement charges associated with device damages associated with misuse, lack of reasonable precautions or lack of proper care.

j. If the device is lost or stolen, parent/student must contact the school administration as soon as possible. If the device is stolen, parent/guardian must also file a police report and provide the resulting case number to school administration within 24 hours of the theft. The report must include the serial number of the device, which is included on this agreement. If a device is lost or stolen as a result of negligence, the student and their parent/guardian will be responsible for the full replacement cost of the laptop.

k. Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include transportation, school grounds, cafeteria, Computer lab, library, unlocked classrooms, and hallways. Any device left in these areas is in danger of being stolen. Laptops in unsupervised areas will be confiscated by staff and taken to the Principals or the Technology Department. Disciplinary action may be taken.

l. Virtual and physical vandalism will not be tolerated. Any intentional act by a student that damages or interferes with performance of District technology hardware, software, operating systems, and/or communication systems, will be considered vandalism and will be subject to school discipline and/or appropriate criminal or civil action. Student agrees not to install any software or applications, or utilize any electronic or web-based service, to try to by pass security settings, network filters, or filtering software used or installed by the District. Unauthorized installation or use of such bypassing software or services may be deemed virtual vandalism and may result in disciplinary action and termination of rights of possession.

m. No network access services are provided by the District for any off-campus use. Furthermore, parents/guardians assume any and all responsibility for monitoring device use or filtering any digital web content when students are not accessing Internet or network services via the District's digital network. Although the District may install filtering software in an effort to better protect students from exposure to harmful Internet content, students and their parents/guardians are advised that filtering technology and filtering software is not perfect, and by signing below, agree to assume any and all responsibility for monitoring their student's use of District devices on non-District networks. As set forth in section (b), above, student off-campus use of District devices must comply with the Salem City Board of Education Acceptable Use of Internet and Electronic Device Policies (6142.10, 6142.15, 6142.16, 6142.17), which is incorporated herein by reference.

n. When on the District network, there are services for filtering web content. However, not all student access to the Internet can be directly supervised by adult staff, and students agree to abide by Acceptable Use Policy in terms of accessing acceptable content (see provision B above). Students agree not to send, access, submit, publish, display or print over the Internet or SCSD network, or using SCSD technology resources, any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. Cyber bullying is specifically prohibited. It shall be each student's responsibility to report any inappropriate uses, websites, or communications to the student's teacher or other staff member.

o. The device is configured to be used on the district wireless network. Neither the Technology Department nor the School staff will be able to assist you at your home in order to connect the device to other internet providers. Do not change the device configuration to render it unable to connect to the district wireless network.

p. Software or applications for personal use, such as games and entertainment, may not be installed on any District device. All software or configuration changes must be approved in writing by the District Technology Department.

q. The right to use and possession of the device terminates no later than the last full day of the school year or upon withdrawal from the school, unless terminated earlier by the District. Devices may be collected prior to last day of school before any school break. In this case, students will then check out the same device upon their return to school.

I have read, understand, and agree to all of the terms of this agreement. I understand that if I do not fully comply with all terms of this Agreement, I shall be declared in default and required to immediately relinquish possession of said device, and that the district has the right to take possession of said device at my place of residence or other location.

By signing below, I am acknowledging that I fully understand the contents in this document and that I will adhere to the Salem City School District Electronic Device Agreement protocols.

Student's Name: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Device Check-out Date: _____

School use only:

Staff Personnel Assigning Device: _____

Device Type/Name _____

Device Serial # _____

Device SCSD Inventory Tag # _____

Power cord issued Case issued

Device Return Date: _____

Staff member receiving the device: _____

Comments: _____