

MOBILE DEVICE USE AGREEMENT

2020 Chicago Public Schools Student Device Checkout Form



Student Information	Equipment Description
Name: _____ Grade: _____	CIRCLE type: iPad Chromebook
CPS Username: _____ Room: _____	Asset Tag:
	Device Name:

Please note mobile devices require internet access.

Student Code of Conduct Expectations

I will use the device in accordance with the Student Code of Conduct and these expectations. I will:

- Use the device only for school-related purposes.
- Use only school-appropriate language, images, and videos.
- Communicate in a way that is kind, creating a positive digital footprint.
- Ensure proper permission to write or share about others, including any photos or images
- Remember that inappropriate use of this device may result in discipline.

Using my Device, I will:

- Always use the device with my own CPS account. I will respect other people's files by refraining from altering or viewing them. If someone else has left a file open on any device, I will alert my teacher.
- Leave the settings, applications, and software as they are unless my teacher directs otherwise. I will not remove the asset tag.
- Practice internet safety.
 - Use trusted sources when conducting research on the Internet.
 - Keep all passwords and log-in information secure.
 - Report threatening or offensive materials to a teacher or administrator.

Protecting and Caring for my Device

I understand that to care for my device, I will:

- Keep the vents, keyboard, and screen clear of objects that could harm my device.
- Keep my device away from extreme temperatures and direct sunlight.
- Carefully insert cords, cables, and removable storage devices.
- Keep my device in a secure or supervised location and know where it is at all times. I will not loan it out to other individuals.

Responsibility

I may assume full responsibility for replacing the equipment if it is lost, stolen, or damaged beyond repair. I may assume full responsibility for repairing the equipment if it is not returned in working order. I understand that this device is to be used by my student only and only for their assigned courses for this school year. I take responsibility for the internet content my student accesses with this device. I agree to return the device on the last day of school, or at the request of the school or CPS at any time.

Signature

Parent/Guardian Signature

Parent/Guardian Name

Date

For technical support, please complete the form at tinyurl.com/burleyhelp.
We will respond to urgent matters first and to all requests within 24 hours.