

**Long-Term
Wilco Digital Device Check-out/Take Home Authorization Form**

1. We agree to read and abide by the Wilco Area Career Center School Policy and Acceptable Use and Internet and Safety Agreement (AUP)
2. We will ensure the digital device is used in the appropriate manner for educational purposes.
3. We will not intentionally throw, drop, or damage the digital device in any way.
4. I understand that we are responsible for the security of the digital device checked out to us.
When not in use, we will keep the device secure, shutdown, and stored properly.
5. We will not give the device to another person or student outside our household for use.
6. We will not personalize or deface the digital device in any way (current class stickers allowed)
7. We understand and will not attempt to repair the device or have a non-School employee repair or alter the device in any way.
8. We will not attempt to circumvent security settings or lockouts put in place for students safety.
9. We will not share personal user information or passwords.
10. We agree to return the District issued digital device in good condition, fully charged, at the end of the loan period which will be when the Student returns to school or will be determined by Wilco, or if we plan to leave to transfer out of the district. We will return the device, with power charger to the school on or before the last day of attendance for the student the device was checked out to. (Device and with AC Adapter and power cord).
11. We understand that the device will be District managed and that content can be checked, erased, or locked by the School District.
12. Because the device has a web camera, teachers may request to make use of Remote Collaboration such as WebEX, Zoom, Google Hangouts etc. These will only be allowed where prior permission has been given or is age allowed by terms of both the District and the Provider. No School District Security Software will be used to log, spy, or otherwise activate the camera on the device. Sticky notes can be placed over Webcam if desired. **DO NOT USE TAPE.**
13. We will keep the device charged so the battery does not drain completely.
14. We understand that it is our responsibility to save work often and that malfunctions or forgetting to do work are not acceptable reasons for not having an assignment completed in the time permitted. If the device is broken, accidentally, or otherwise, we will notify the school district at the email address listed below.
15. We understand that the digital device will be used on our home internet. Due to constantly changing nature of the internet, objectionable material may not be blocked and the school district will not be held responsible for content accessed on the device outside of the school buildings. Supervision of the students online activity is the households responsibility when the device is not at school. We also agree under this line the use of the device will follow the District AUP.
16. We understand that if we intentionally circumvent, modify, or bypass filters, security systems, it will be cause for disciplinary action and confiscation or lockdown of the device. This includes the use of VPN and Proxy technologies.
17. We agree that we including (child/student) will enforce the principles and practices of Good Digital Citizenship.

Required for parents/Guardians of students being issued/check-out a District issued device

Date: _____

Students Name (Printed): _____

Grade: _____ **Teacher:** _____

I, _____, have gone over the above responsibilities and agree.
(*Parent/Guardian Name Printed*)

Parent/Guardian Signature: _____

Parent/Guardian Phone Number: _____

Texting on this number is available: (Y)___ (N)___

(Notice: Text will only be used if school district needs to send information out regarding device)

Parent/Guardian Email address: _____

(Notice: eMail will only be used in the event the school district needs to send information out regarding the device)

PLEASE PRINT LEGIBLY IN ALL PLACES REQUESTED TO PRINT.