

The district has hardware (laptop computers, tablets, and related equipment) for its staff and/or students to use inside and/or outside of school in order to enhance, enrich, and facilitate learning and teaching and to aid in administrative duties and school communications. All district issued hardware are school district property. The use of the district's hardware shall be subject to all of the terms and conditions set out in the district's policies on appropriate use of technology, network systems, and the internet.

#### Staff's Use of District's Hardware

Prior to using the district's technology and related equipment, staff members will sign a Staff Technology Acceptance Form and Consent to Use of the District's Technology and agree to all outlined policies before being issued any piece of technology. Staff members shall not attempt to install software or hardware or change the system configuration, including any network settings, on any district laptop computer and/or tablet without prior consultation with the district's administration.

Staff members shall protect district technology and related equipment from damage and theft. Each faculty member may be responsible for any damage to the technology and related equipment they have been issued from the time it is issued to them until the time it is turned back in to the district. Staff members who choose to store school data, such as grades, tests or exams, on district devices are required to back up this data on the district's network as a safety precaution against data loss.

#### Students' Use of District's Hardware

Prior to using the district's technology and related equipment, a parent/guardian will sign via Online Registration a Technology Agreement and agree to all outlined policies. A parent/guardian and student will sign a Monticello Chromebook Use and Liability Agreement prior to receiving a district issued Chromebook and agree to all outlined policies.

Students shall protect district technology and related equipment from damage and theft. Each student may be responsible for and/or assessed a fee for any damage or loss of any component of the technology and related equipment.

Approved: 2/24/14

Reviewed and Amended: 6/25/18; 11/25/24