



Student Device Loan Agreement

Upon signing and returning the [Parent/Student Agreement](#) signature page, I choose to take advantage of the offer from Netcong Elementary School to lend a device to the student indicated on that form.

Please review the following statements before signing the Student Device Agreements page:

- I am willing to assume responsibility for the proper treatment of the device and agree to take care of it as indicated in district policy 7520 Loan of School Equipment.
- I understand that misuse of the device will result in the consequences detailed in the Student Device Use Policy.
- I understand that I, as the parent or guardian, am responsible for monitoring my child's conduct when using the device outside of the school network and facilities.
- I understand that my student's use of any district equipment or services, including email and online collaborative sites, must be in accordance with all district policies including policy number 2361 and regulation 2361R, which detail the acceptable use of computer networks/computers and resources.
- I understand that the device must be returned to the district at the end of the school year or immediately upon request of the district.
- If accompanying chargers or cables are lost or damaged, the family is responsible for obtaining a matching charger and cable. No third-party replacements will be accepted.
- I understand that loss, theft, or damage to the device must be reported to the school immediately.



Student Device Use Policy

Upon signing and returning the Parent/Student Agreement signature page, I am indicating that I have read and agreed to the items listed on this document.

The Three “Big Rules”:

1. This device belongs to Netcong Elementary School; it doesn't belong to you.
2. You, as a student, are responsible for the device you have been loaned.
3. The device is to be used only for educational purposes and to enhance student learning.

Proper Care and Handling of the device:

- Keep the screen clean using a soft cloth, like those used to clean sunglasses (do not use liquid).
- Do not set the device near food, liquid, source of extreme heat or cold, direct sunlight or rain.
- The device screen is breakable. Never drop or place heavy objects (books, laptops, etc.) on top of the device.
- The device charger should be brought to school each day and home each night.
- The device should be safely stored in a desk/locker/charging cart, or with the student. If a device is found unattended, it should be given to the nearest staff member.

Daily Expectations for School:

- You must bring the device to school every day, fully charged.
- If your device is left at home, is not charged, malfunctions or has technical issues, you are still responsible for completing all schoolwork.
- If your device has technical issues, you must report the problem to a teacher.
- During instructional activities, electronic communication is to be focused solely on the activity at hand. Only school-related e-communication is allowed.
- The device has a built-in camera and recording capability. Students must have the permission of a teacher or administrator to use either the camera or the device's voice recorder. Images or other recordings made with the school device should never be shared.

Apps:

- You may only download educationally appropriate apps or apps recommended by a teacher. The District may also provide additional apps. Support can only be provided for Google-based apps or extensions, so these should be primarily used.

Consequences for violating this Student Device Use Policy may include the following:

- Verbal warning and/or loss of privileges, for a time determined by the teacher.
- For repeated offenses, and/or willful major infractions, teachers will submit a conduct referral to the appropriate administrator and consequences will be determined and communicated to parents.
- Repeated violations will result in a parent meeting to discuss additional consequences.
- In the event of any disciplinary action, the completion of all class work remains your responsibility.

Netcong Elementary School reserves the right to confiscate and search a device to ensure compliance with this Student Device Use Policy and other district policies, including the District Acceptable Use Policy and the school code of conduct.

For Parents:

Use of the device falls within the guidelines of District Policy 7520, Loan of School Equipment and District Acceptable Use Policy 2361 and Regulations 2361R.

The device is a learning tool intended for academic use and for purposes relevant to each course. While in the school, the device is subject to review, inspection and monitoring at any time. The device is assigned uniquely to each student and to be used only by that student. Netcong Elementary School provides the device and a power cord. The students may purchase headphones or earbuds. Each family is responsible for the care of the device while off of school property.



Anti-Big Brother Act Compliance Notice

Dear Parents:

"The Anti-Big Brother Act" was signed into law as a response to incidents that occurred in the Lower Merion School District of Pennsylvania in which laptop cameras, furnished by the school district, recorded the activity of students without their knowledge. Images from the cameras were transmitted to administrators of that school district.

The law requires that all New Jersey school districts provide written notice to parents if any district device that students use at home has the capability of recording or collecting "information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device."

This document serves as notice that the district-provided device that your student is using at home has such capabilities. However, be assured that although the device is physically capable of recording such information, the district has not configured any system to remotely access the recording or monitoring capabilities of the device while it is off the district network. Under no circumstance will the district configure or use the capabilities of any device to surreptitiously monitor or record the activities of a student or an individual residing with the student while they are using the device outside of the district.

However, the district retains the right to enforce policies if it finds logged information of improper usage initiated by the students at home and it retains the right to monitor all activities that occur on the district network or on school property.

Before your student is permitted to use any district device outside of the district, you must sign the Parent/Student Agreement signature page that accompanies this document and return it to the school. If you have any further questions, please contact the main office at 973-347-0020.