

Columbia School District Technology Expectations*

CSD students are privileged to be part of this computer initiative and must be responsible, respectful, and safe users of this district-owned device.

CSD Off Campus Use Computer Form

Responsible

- I will be a responsible user of my computer; know where it is at all times, charge my computer's battery daily, never leave it unattended, and always remember to bring it to school.
- I will take steps to properly save and/or submit student work completed on the computer and make sure it is accessible when needed in class.
- I will use my computer on a table or desktop, never in my lap, and keep it in a designated spot when not in use.
- I will stay on task and not use my computer as a communication device during class or as a means to communicate with ANYONE outside of school during the school day.
- I agree to return the computer and case in good working condition.
- I will immediately report the theft of my device to the technology department lead and school principal at CSD.

Respectful

- I will not attempt to bypass security settings, disassemble my computer, remove district labels or markings, or make any modifications or repairs myself.
- I will use my computer in ways that are appropriate, educational, and meet CSD expectations and comply with the CSD Acceptable Use Policy, both during the school day and at home.

Safe

- I will keep my computer safe, and acknowledge that I am responsible for all damage or loss of my computer caused by neglect, accident, or abuse.
- I will NOT lend my computer to anyone, including other family members.
- I will protect my computer by keeping it in a protective case and keep all food and liquids away!
- I will keep all passcodes and passwords for my device private and never share any personal information.
- I understand that my computer is subject to inspection at any time, without notice, and remains the property of Columbia School District.

Violation of computer expectations can result in loss of access to computers. Students will still be responsible for participating in class and completing assignments.

Student Name (Please print) _____

Student Signature _____ **Date** _____

Parent Name (Please print) _____

Parent Signature _____ **Date** _____

*Thanks to Touchet School District for sharing this use form