

Student Device Acceptable Use Agreement

1-to-1 Technology Program



General Purpose and Use

Polk County Schools provides district-issued devices to support instruction, communication, digital citizenship, assessment, and college and career readiness. The device is an instructional tool for school-related work at school and, when applicable, at home in accordance with [Board Policy 3220: Technology in the Educational Program](#).

Use of district technology is a privilege and responsibility. Students must use devices, accounts, applications, internet access, and network resources in a safe, legal, ethical, responsible, and educationally appropriate manner. Polk County Schools Board policies, school rules, the student handbook, teacher expectations, and all applicable laws govern use.

District Device Use and Personal Devices

The 1-to-1 Technology Program is part of the standard instructional program. The district-issued device is the student's primary instructional device.

- Students are expected to bring the assigned device to school each day fully charged.
- Students are expected to take the device home each school day for charging and completion of school-related work.
- Personally owned laptops, tablets, or similar devices may not replace the district-issued device unless specifically approved by school administration for an individual circumstance pursuant to [Policy 4318: Student Use of Wireless Communication Devices](#)
- Refusal to sign this agreement or accept possession of a district-issued device does not exempt the student from required classroom technology use, digital coursework, online platforms, assessments, or other school-related technology requirements.

District Ownership

The device, charger, asset tags, labels, software, applications, extensions, and management tools remain the property of Polk County Schools. The device is assigned to an individual student for educational use. The student and parent or guardian are responsible for the care, use, security, and return of the device and charger. The device may be inspected, collected, disabled, restricted, repaired, replaced, or recalled by Polk County Schools at any time.

Internet Access, Filtering, Monitoring, and Privacy

Polk County Schools uses filtering, monitoring, and device management tools to support safe and appropriate technology use. Students should have no expectation of privacy when using district-owned devices, district networks, district accounts, or district-managed resources. Files, messages, browsing activity, application use, downloads, uploads, and other activity may be monitored, reviewed, accessed, restricted, or disclosed by authorized school officials as permitted by law and policy. While highly effective, filtering tools are not a guarantee that students will never encounter inappropriate content. Students should leave inappropriate content immediately and report concerns to school staff.

Guidelines and Responsibilities

Students Will

- Use the device primarily for instructional and school-related purposes.
- Keep the device and charger secure, clean, and protected from damage.
- Keep food, drinks, pets, young children, and other hazards away from the device.
- Use only the device assigned to them unless directed by school staff.
- Never loan the device, charger, login credentials, or account access to another person.
- Never remove asset tags, write on, engrave, or decorate the device with stickers or drawings.
- Never attempt to bypass internet filters, monitoring, security tools, device management settings, or network restrictions.
- Never install, download, copy, or remove software, applications, extensions, profiles, or settings unless permitted by Polk County Schools.
- Report damage, loss, theft, malfunction, or security concerns as soon as possible.
- Return the device and charger when requested by the school or district.

Parents and Guardians Will

- Review this agreement with their student and support responsible care, charging, storage, and use of the device.
- Ensure the device and charger are returned when requested.
- Report damage, loss, or theft to school staff as soon as possible.
- Understand that district devices, accounts, files, and activity are not private and may be monitored, reviewed, inspected, restricted, or disabled.
- Understand that repair or replacement fees may be assessed as described in this agreement.

Prohibited Uses

- Accessing, creating, sending, sharing, or storing material that is obscene, profane, pornographic, threatening, harassing, discriminatory, bullying, hateful, or otherwise inappropriate for school.
- Cyberbullying, harassment, intimidation, threats, personal attacks, impersonation, or misrepresentation of identity.
- Attempting to access another person's account, files, device, or private information.
- Bypassing or attempting to bypass district filtering, monitoring, security, or management tools.
- Using unauthorized software, games, virtual private networks, proxies, or similar tools.
- Damaging, disabling, altering, or interfering with district technology systems, networks, or devices.
- Using the device for commercial activity, personal profit, illegal activity, or any use that disrupts the educational environment.
- Recording, photographing, or videoing students or staff without permission when such recording violates law, policy, privacy, classroom expectations, or school rules.
- Violating copyright law, licensing agreements, or academic integrity expectations.
- Defacing or permanently altering the physical appearance of the device, including applying stickers, drawing, writing, or engraving.

Approved Educational Applications and Student Accounts

Students may use educational websites, digital resources, and applications that have been reviewed or approved for instructional use. Some resources may require student accounts and limited student information, such as name, username, student number, grade level, school email address, or class enrollment, to provide instructional access.

Device Care

- Carry the device carefully and keep it closed when moving.
- Keep the device away from food, drinks, moisture, extreme heat, extreme cold, and unsafe surfaces.
- Do not place heavy objects on the device or drop, throw, bend, or apply pressure to it.
- Use only approved chargers and accessories.
- Keep the keyboard, screen, ports, and charger clean and free from damage.
- Do not write on, draw on, engrave, decorate, sticker, or otherwise alter the device, charger, or asset tag unless approved by school staff.
- Report problems promptly and do not attempt repairs.

Forgotten Device Procedure

If a student forgets the assigned device, the student may borrow a temporary loaner device from the media center, if available. Loaners are for temporary school day use only and must be returned before the student leaves campus unless otherwise directed by school staff.

A loaner is not a replacement for the assigned device. Repeated failure to bring the assigned device may result in parent contact, student conference, administrative review, restriction of device privileges, or other school-based interventions. Students remain responsible for the care, security, appropriate use, and return of any loaner issued to them.

Damage, Loss, Theft, and Return

Polk County Schools understands that accidents may occur. Damage should be reported promptly so the device can be evaluated, repaired, or replaced.

Devices are covered by warranty when applicable. Accidental damage covered by warranty will not result in a fee. Fees may be assessed for lost items, damage not covered by warranty, intentional or malicious damage, gross negligence, unauthorized repairs or tampering, or failure to follow device care expectations.

Technology staff and school administration will determine whether damage is accidental, warranty-covered, negligent, intentional, malicious, or beyond economical repair.

Incident Type	Fee or Responsibility
Accidental damage covered by warranty	No charge
Accidental damage not covered by warranty or repeated	Reviewed by school administration and technology staff
Lost or damaged charger	\$20
Lost device	\$400
Intentional, malicious, or grossly negligent damage	Full repair cost or full replacement cost, up to \$400 per device
Damage beyond economical repair due to misuse, neglect, or intentional conduct	Full replacement cost, \$400 per device

Stolen Device

A stolen device must be reported to the school as soon as possible, preferably within 24 hours of discovery. A police report or incident number may be required. Fees may be assessed if the device was left unattended, left unsecured, loaned to another person, not reported promptly, or if the circumstances indicate negligence, misuse, or failure to follow this agreement.

Return of Device and Consequences for Misuse

The device and charger must be returned when requested, including at the end of the school year, upon withdrawal or transfer, or when the device is being repaired, replaced, inspected, or reissued. Failure to return the device or charger may result in financial responsibility, restriction of privileges, school-based consequences, or other action allowed by Board policy and law.

Student Device Agreement Signature Sheet



Return this page only. Families should keep pages 1 through 4 for reference.

Student Information

School Name: _____

Grade: ☐ 9 ☐ 10 ☐ 11 ☐ 12

Student Name: _____

Student Number: _____

Parent/Guardian Printed Name: _____

Agreement Acknowledgement

- I have received and reviewed the Polk County Schools Student Device Acceptable Use Agreement.
- I understand the district-issued device and charger remain the property of Polk County Schools and are assigned to the student for educational use.
- I understand the district-issued device is the student's primary instructional device and that personally owned devices may not be used as a substitute unless approved by school administration for an individual circumstance.
- I understand the student is expected to bring the assigned device to school fully charged each day and take it home for charging and school-related work.
- I understand district devices, accounts, files, internet activity, applications, and technology resources are not private and may be monitored, reviewed, inspected, restricted, disabled, or disclosed as permitted by law and policy.
- I understand the student and parent or guardian are responsible for proper care, use, charging, security, and return of the device and charger.
- I understand repair or replacement fees may be assessed, including up to \$400 for a lost device or a device damaged intentionally, maliciously, or beyond economical repair.
- I understand a stolen device must be reported promptly and may require a law enforcement report.
- I understand failure to follow the agreement, Board policy, school rules, or applicable law may result in loss or restriction of technology privileges, financial responsibility, disciplinary action, referral to law enforcement when appropriate, or other action permitted by policy and law.
- I understand refusal to sign this agreement or accept possession of a district-issued device does not exempt the student from required classroom technology use, digital coursework, online instructional platforms, assessments, or other school-related technology requirements.

Signatures

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Return this signed page to your student's school.

Keep pages 1 through 4 for your records.