



«first\_name» «middle\_name» «Last\_name», «student\_number»  
«Device\_Manufacturer» «Model», «Serial\_Number»  
Issued from: «Device\_Issued\_from», Location: «School\_Name»

## Student Technology Use and Care

You are being supplied this technology device to support your classroom learning experience and to also reduce instances Where devices are being shared

- a) Use of this device is subject to the rules and conditions of the Chignecto Central Regional Centre for Education Guidelines for Internet Access and Use  
<https://www.ednet.ns.ca/docs/networkaccessandusepolicy.pdf>
- b) The device is the property of the CCRCE. It is being supplied as a learning tool. Placing stickers, writing on, engraving or otherwise defacing/marking the device or case is prohibited
- c) The device shall only be used by you; accounts for friends or family members will not be created.
- d) The device is intended to support learning in the classroom and also when remote opportunities exist
- e) The assigned student assumes the responsibility of security and care of the device. If the device is lost, stolen or damaged, the incident MUST be reported immediately to your school administrator
- f) All reasonable attempts shall be made to keep the laptop in a secure location at all times. It is reasonable to expect that your classroom is considered a secure location
- g) All service of the device shall be completed by CCRCE Information Technology Department. Your classroom teacher can arrange to have the device serviced
- h) Devices have a standardized image; you are not to attempt to modify the system in anyway
- i) This device will remain with you as long as you are enrolled and attending a CCRCE school and are in good standing with the school administration
- j) You must return the device as well as accessories at the end of the 2020-2021 school year or upon an early graduation at the end of 1st Semester
- k) The Information Technology Department, Teacher, School Administration reserves the right to collect this device at any time for inspection, service and/or maintenance
- l) Use of this device in a classroom setting will only be done when instructed to do so by your classroom teacher
- m) In the event your device becomes compromised or part of an investigation, you are ultimately responsible for any inappropriate use
- n) When you are away from your issued device, remember to either lock, log out, or turn it off
- o) When charging the device, it is recommended that you do this on a flat hard surface; charging a device on soft surfaces (e.g. carpets, bedding or a bag) can cause the device to overheat
- p) No VPN or proxy service is to be used with this device as that is in direct violation of the Education Guidelines for Internet Access and Use

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_