

# Cranbury School

## Agreement Governing the Pupil Use of Privately Owned Technology Grades 3 - 8

September 2018

Parents and Students:

Please read together, sign and return the document to the school. This document is available at [www.cranburyschool.org](http://www.cranburyschool.org)  
>Our Parents>Forms.

### Statement of Purpose

The Cranbury School District recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in Policy 2363.

- “Technology” means hardware or software.
- “Privately-owned” means technology hardware and software that is purchased, owned, and maintained by the pupil at **NO expense** to the school or school district.
- “Hardware” means any device that can store, access, retrieve, and/or communicate data or information.
- “Software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

This agreement sets forth the rules governing the use of privately-owned technology devices at Cranbury School. Cranbury School reserves the right to inspect privately-owned technology devices at any time, restrict their use in school, or return them to the family if necessary.

### Terms of Agreement

1. Privately owned technology devices include but are not limited to: iPad, iPod, Nook, Kindle, laptops, etc.
  - a. For students in grades three through five, e-readers are permitted but will not have access to the Cranbury School network. Books must be downloaded at home. Laptops are NOT permitted.
  - b. For students in grades six through eight, laptops are permitted within the parameters outlined in the Acceptable Use Agreement.
2. Privately owned technology devices may be used to enhance student participation during school and classroom activities under the direction of Cranbury School Staff and in accordance with Policy 2361, 2363, 5516, and 5322.
3. Staff and student access to the Internet using a privately owned device is a privilege that may be revoked by administrators at any time for inappropriate conduct as stated in Policy 2363.
4. Applications for these privately owned devices can only be purchased and installed by the family. The same procedure applies for applications that are free of cost. Cranbury School Staff are not permitted to install or delete any applications.
5. Staff will exhibit care and take safety precautions while using such devices to avoid any accidental damage. **Cranbury School is not responsible for any theft or damage that may occur during the school day or while in transport. Repair and replacement of devices is the responsibility of the family.**
6. Any unauthorized, deliberate action(s) that violate this agreement will result in disciplinary action in accordance with Policy 2361, 2363, 5516, and 5322.
7. **Cranbury School reserves the right to discontinue the student use of a privately owned technology device at any time.**

Student Name: \_\_\_\_\_

Student Identification Number (network/lunch #) : \_\_\_\_\_

**Please check this box if the personal technology devices previously on file and approved will continue to be used in school. If there are any additional devices, please provide them on the lines below.**

Device Type(s)\*:

Tablet: Brand \_\_\_\_\_ Model \_\_\_\_\_ Virus Protection \_\_\_\_\_

Laptop: Brand \_\_\_\_\_ Model \_\_\_\_\_ Virus Protection \_\_\_\_\_

Other: \_\_\_\_\_

\*Cell phones are not currently accepted as an in-class approved device and should be stored in a locker/backpack during the school day.

I have read, have been trained, and I will abide by the Cranbury School District's Agreement Governing the use of Privately Owned Technology. Training Date: \_\_\_\_\_

I will sign my name to show that I will follow these rules.

Student Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

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

Homeroom Teacher: \_\_\_\_\_

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

**Parent/Guardian Permission**

I have read the Cranbury School District's Agreement Governing the use of Privately Owned Technology and have discussed it with my child.

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

Technology Staff Member Signature: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
Date Signed: \_\_\_\_\_  
Administrator Review: \_\_\_\_\_ (Initials)  
Date Reviewed: \_\_\_\_\_

*Homeroom Teachers: Please return completed forms to the Main Office, with a class list.*