

ADVISORY REGARDING ELECTRONIC DEVICES
Calaveras Unified School District

As a Calaveras Unified School District (“District”) employee or student, I am being provided with the electronic device, listed below, to use only for school or district-related activities. Its use is conditioned upon compliance with all District Internet and telecommunications policies, including the Acceptable Use Policy. A copy of the policy can be found at <http://www.calaveras.k12.ca.us>.

I understand that the District owns the equipment, installed software and other accessories. I also understand that I am liable for the value of this equipment while in my possession off campus or away from my primary work/school site. In the event the equipment is lost, damaged, destroyed, stolen or otherwise rendered unusable while in my possession and which is not covered by the manufacturer’s warranty or insurance program, I am responsible for:

- Notifying my teacher or direct supervisor within 24 hours
- Reporting any theft or vandalism to the police department and obtaining a police report
- Submitting a claim with my homeowners/renters or auto insurance carrier

The District may require the return of the equipment at any time and for any reason. If my enrollment or employment with the District terminates, the equipment and accessories will be returned to my teacher or supervisor or the District’s Business Office. Failure to return will be subject to all legal remedies available.

Simply put:

- **Software:** CUSD electronic devices are provided with district licensed apps and access to CUSD networks when at CUSD sites.
- **Privacy:** System users should have no expectation of privacy in the contents of files and records maintained on district equipment. The district may search the device using any means, at any time.
- **Negligence:** Staff members or students/parents may be held personally responsible for abuse or negligence. Staff members or students/parents are to report any instance of theft or vandalism to the immediate supervisor or teacher within twenty-four (24) hours.
- **Network Security:** The district uses network management technology to protect equipment and systems from viruses and related security violations. Users may not use any method to bypass the district filter and/or firewall. The district cannot guarantee Web filtering when used outside district networks. Use of the device on non-district networks is at the employee or student/parent own risk.
- **Technical Assistance:** The District cannot provide technical assistance and maintenance for applications not installed by CUSD.
- **Data Security:** The district provides secured, encrypted access to student records across the Internet. Some of the data stored in our student, fiscal, and employee information systems are sensitive. Personal data that could be used in identity theft such as social security numbers or addresses, whether for students or adults, *may never be stored on portable electronic devices.*

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I have read and agree to abide by the adopted Acceptable Use Policy and this summary. I understand that violation of District policy may result in disciplinary action or loss of network access privileges.

School/Site: _____

Issue Date: _____

Employee/Student Signature: _____

Parent Signature
(if issued to student): _____

Print Employee/Student Name: _____

Device Type: _____

Asset Tag: _____

Brand/Model Number: _____

Serial Number: _____