



DBHS Student Device Use Agreement

Diamond Bar High School provides district-issued Chromebooks to support instruction, learning, and responsible digital citizenship at school and at home.

By using a district-issued device, students and families agree to follow this agreement and all applicable District and school policies. Additional rules or updates may be issued by the District. Continued use of the device constitutes acceptance of any updates.

Student Responsibilities

Students are expected to use district technology responsibly at all times.

Students agree to:

- Follow this agreement each time the device is used.
- Use respectful and appropriate language in all digital communication. Profanity, harassment, threats, or cyberbullying are not permitted and should be reported to school staff.
- Respect all Internet filtering, monitoring, and security systems installed on the device. These protections remain active on school, public, and private networks.
- Use the device only for school-related purposes, unless otherwise directed by a teacher.
- Follow copyright and fair-use laws. Only download or use content that is legally permitted and related to schoolwork.
- Understand that district-issued devices, accounts, files, email, and Internet activity are not private. The District may monitor, inspect, review, copy, store, or access data at any time in accordance with law and policy.
- Properly care for the device and clean the screen only with a soft, dry microfiber or anti-static cloth.
- Bring the device to school fully charged and ready for use each day.
- Return the device and charger upon transferring schools, withdrawing, or when instructed by the District.

Student Restrictions

Students may not:

- Etch, permanently mark, or deface the device.
- Share personal identifying information or communicate with unknown individuals online.
- Attempt to bypass or alter device settings, Internet filters, or security features.
- Access unauthorized networks or systems, or use another person's account or password.

- Share passwords or attempt to obtain another person's password.
- Download, install, or run unauthorized software, apps, games, or files, including malware.
- Tamper with hardware or software, vandalize equipment, or attempt unauthorized system access.
- Access, store, create, or share content that is inappropriate for a school environment, including obscene, violent, or explicit material.
- Remove or alter the WVUSD asset tag or manufacturer identification labels.

Care and Protection of the Device

Students and families are expected to use common sense to keep devices in good condition.

- Students are responsible for the device, charger, and accessories at all times.
- Devices must not be loaned to anyone.
- Keep food and liquids away from the device.
- Do not leave devices unattended, stacked under objects, or near pets.
- Do not leave devices in vehicles, as they are vulnerable to theft and damage.
- Protect devices from extreme temperatures and weather, including rain water.
- When carrying the device in a backpack, ensure it is not pressed against heavy books or other objects that could crack or damage the screen.
- Do not place papers or objects between the screen and keyboard.

Damage, Loss, and Financial Responsibility

Students and their families are financially responsible for the repair or replacement of district-issued devices that are damaged, lost, or stolen as a result of misuse, negligence, or accidents occurring outside of normal wear and tear.

Damage not considered normal wear and tear includes, but is not limited to:

- Cracked or shattered screens
- Liquid or water damage, including rain water
- Damage caused by drops, falls, pressure, or impact
- Missing keys, damaged ports, or components
- Damage caused by pets or other third parties
- Damage resulting from unauthorized repairs or modifications

Normal wear and tear is limited to minor cosmetic issues that do not affect device functionality, as determined by the District.

Financial responsibility applies regardless of whether the damage was accidental or intentional.

- Damage, loss, or theft must be reported to the school immediately.
- Lost or damaged chargers must be replaced at the student's expense.

- Repair or replacement costs shall not exceed the District's established replacement cost for the device.
- Theft may require a police report in accordance with District policy.
- Outstanding repair or replacement obligations may result in restricted access to District technology or devices until resolved, consistent with District policy.

Device Check-In and Condition Assessment

At the time of device check-in, return, transfer, or withdrawal, all district-issued Chromebooks and accessories will be inspected by school or District staff.

If a device is returned damaged, non-operational, missing components, or otherwise not in acceptable working condition beyond normal wear and tear, the student and their family will be financially responsible for the cost of repair or replacement in accordance with District policy and this agreement.

Charges may be assessed following inspection, even if damage was not previously reported.

The District will assess device condition and determine applicable repair or replacement costs. Families will be notified of fees in accordance with District policy.

Discipline

Violations of this agreement will be addressed according to District policy and the Student Handbook.

Consequences may include:

- Temporary or permanent loss of device or network access
- School disciplinary action, including suspension or recommendation for expulsion
- Referral to law enforcement when required by law

Disciplinary actions will be based on the severity and frequency of violations. Students are entitled to due process under District policy.