



Aztec Municipal School District
Building a Foundation for Success
Office of Technology
1118 W Aztec Blvd | Aztec, NM 87410
(505)334-9474 | (505) 334-9861

Aztec Municipal School District

Student/Parent Technology Use Agreement

Please print all information clearly.

Agreement Overview

This agreement is between you (the parent/guardian and student) and **Aztec Municipal School District** ("District"). The Chromebook and accessories assigned to your student are the property of the District. By signing this form, you and your student agree to the terms below.

Equipment Provided

Each student will be issued the following equipment for use:

- 1 Chromebook
- 1 Power adapter

At the beginning of each school year, the District will ensure that each student is in possession of a **working Chromebook charger**. Lost or intentionally damaged chargers may be replaced for a fee (see Damage/Loss Fees for full details).

General Responsibilities

1. You are responsible for the equipment while it is assigned to you, including loss, damage, or theft.
 2. You agree to follow the District's **Acceptable Use Policy, AI Policy, and Student Handbook**.
 3. You will return the equipment at the end of the school year, upon transfer, or if the student withdraws from the District.
 4. All data, communications, and activity on district devices are subject to monitoring by **administration and Technology staff**. This includes internet activity, device location, emails, and files stored on the device.
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Damage/Loss Fees

- **Accidental Damage (e.g., drops, spills):** Up to **\$150** per incident
- **Total Loss (e.g., stolen, irreparably damaged):** Up to **\$150**
- **Common Repairs:**
 - **Screen Repair:** \$75
 - **Keyboard Replacement:** \$50
 - **Charger Replacement:** \$25 (if lost or intentionally damaged)

One accidental damage fee may be waived per school year with approval by Technology Staff/ School Administration. Waivers will be documented in the AMSD Technology Asset Tracking Database.

Care & Use

- Do **not** decorate or modify the Chromebook in any way. District asset tags must remain visible.
 - Use only your assigned login credentials. Password sharing is strictly prohibited.
 - Chromebooks should be **charged at home nightly**. However, **charging stations or individual chargers will be available in every classroom** for use during the school day.
 - Students may **leave chargers at home** unless otherwise directed.
 - Installing or using unauthorized software, games, or media is not allowed and may result in disciplinary action. New software/games/media must be approved by Technology Personnel before installation or use.
 - Attempting to repair or tamper with the equipment voids this agreement and may result in full liability.
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Reporting & Damage Procedures

- **Report all damage or loss within 2 business days** to the Site Tech by submitting a Ticket or sending an email. (IT@aztecschools.com)
- Bring the damaged device to the Site Tech for assessment and repair scheduling.
- If the Chromebook is **non-functional** or fails through **normal use**, it will be **repaired or replaced at no cost**.
- If battery performance diminishes over time through normal use, the device will be serviced **at no cost** to the student.



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Parents will be notified of all damage beyond normal wear and tear.

Damage Guidelines

- The District will determine if damage is due to normal use, neglect, or misuse.
 - Repeat damage, neglect, or abuse may result in the loss of equipment privileges and full liability.
 - Users are responsible for reporting damage to their issued equipment by a third party.
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Loaner Equipment

- Temporary devices may be issued while repairs are made.
 - This agreement still applies to any device temporarily in your care.
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Criminal Activity

Off-Campus Incidents:

- File a police report as soon as possible for stolen or vandalized equipment.
- Submit the police report number, officer's name, and agency to the Site Tech.
- Failing to report or submitting false reports may result in full liability.

On-Campus Incidents:

- Report immediately to a school administrator.
 - Reimbursement and disciplinary actions will follow school policy and investigation.
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Terms of Agreement

- The agreement is active while the student is enrolled and until all equipment is returned.
 - The District may terminate this agreement at any time.
 - Special use or summer agreements must be pre-approved by the Technology Office and documented.
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Equipment Recovery

- Devices not returned by the deadline may be treated as unlawfully appropriated.
- The District will allow **5 business days** for return after contact is attempted.
- Unreturned equipment will be tracked and deactivated and may result in police reports and collection of replacement costs.

Acknowledgment & Agreement

By signing below, you understand and accept the terms of this Technology Use Agreement.

You agree to follow all applicable school policies regarding technology use and care, [including AMSD School Board Policies](#) I-6300, I-6311, I-6400, I-6411, and I-6431.

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____