



# SONOMA STATE UNIVERSITY (SSU) UPWARD BOUND PROGRAMS (UB) PARTICIPANT DEVICE LOAN & USE AGREEMENT

*Office Only —>SID:*

PARTICIPANT INFORMATION			
First Name:	Last Name:		
Grade Level:	School:		
Phone number:			
PROGRAM			
Check what program your are in. (only check one)			
<input type="checkbox"/> UB Fort Bragg	<input type="checkbox"/> UB Math & Science	<input type="checkbox"/> UB Piner	<input type="checkbox"/> UB Upper Lake
<input type="checkbox"/> UB Lower Lake	<input type="checkbox"/> UB North	<input type="checkbox"/> UB Sonoma County	<input type="checkbox"/> Other
DEVICE INFORMATION			
Please check all that apply below.			
<input type="checkbox"/> Device	<input type="checkbox"/> Device Case	<input type="checkbox"/> Power Adapter	
<input type="checkbox"/> DO NOT NEED A DEVICE	<input type="checkbox"/> Hotspot Device	<input type="checkbox"/> Other	
PARTICIPANT/PARENT/GUARDIAN RESPONSIBILITIES			
<ol style="list-style-type: none"> <li>1. I have received the checked off device(s) and accessories listed on this agreement and understand they are for use on program days, at school and home. This equipment is, and at all times remains, the property of the SSU Upward Bound Programs (hereinafter SSU UB).</li> <li>2. I acknowledge and agree that my use of the device is a privilege.</li> <li>3. I understand that I will be held responsible for my behavior when using SSU UB equipment and networks.</li> <li>4. I understand that identification labels have been placed on the device and are not to be removed or modified. If they become damaged or missing, it is my responsibility to notify my Outreach Advisor or SSU UB staff.</li> <li>5. I understand that the SSU UB will not provide individual technical assistance with home Wi-Fi connections.</li> <li>6. I agree to keep a backup of any important school/program work (e.g. in their server account, on a flash drive, etc.) and understand that if I do not and the device becomes non-operational, I may lose my work.</li> <li>7. I understand that SSU UB shall not be responsible for any information/data that may be lost, damaged or stolen from the device.</li> <li>8. I will keep all accounts and passwords assigned to me secure, and not share these with any other person. I understand that SSU UB staff will not ask for my password information at any time.</li> <li>9. I will not give out personal information when using my device, unless authorized by my parent/guardian or SSU UB staff.</li> <li>10. I will abide by the policies set by my program, school, district or SSU when device is used on their networks.</li> <li>11. I will not remove programs, apps or files from my device without permission.</li> <li>12. I will abide by the SSU UB G-Suite for Education</li> </ol>	<p>guidelines when using this device.</p> <ol style="list-style-type: none"> <li>13. I will not take photographs, video or audio recordings of other people without their or UB Staff permission.</li> <li>14. I understand that the device is issued to me for use during my participation in the program. I agree to surrender the device and all assigned accessories in good condition to my Outreach Advisor or SSU UB staff: (1) if I withdraw from program; (2) if I am dropped from the program for any reason; (3) in the month of May of my Senior year in high school; (4) when it is requested by my program Outreach Advisor or SSU UB staff; (5) during device inspection days.</li> <li>15. I understand all material on the device is subject to review by SSU UB staff. If there is a police warrant, SSU UB will provide access to the device and network accounts associated with the participant's use of the device.</li> <li>16. I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. I will transport the device in the provided case.</li> <li>17. I understand that it is my responsibility to keep the device secured and protected at all times to minimize the chance of any unauthorized individual having access to the device or my personal information/data.</li> <li>18. I understand that the device shall not be left in my locker, other potentially non-safe areas or stored inside a vehicle where temperature extremes can damage the unit and/or its components.</li> <li>19. I will not attempt to repair the device if it is accidentally damaged while on loan to me. I will return the device to the appropriate SSU UB staff immediately. If available, I understand I will be provided a loaner device, while the device is being repaired.</li> <li>20. I am responsible for bringing a fully charged device and accessories to the program/school, each program/school day, to use in my assigned classes.</li> </ol>		



# SONOMA STATE UNIVERSITY (SSU) UPWARD BOUND PROGRAMS (UB) PARTICIPANT DEVICE LOAN & USE AGREEMENT

21. I will not make any attempt to add, delete access, or modify other users' accounts on the device or on any network device.
22. If the device is lost or stolen, (1) I shall report the missing device within 48 hours to my SSU UB staff; (2) a police report must be made by the family and a copy provided to SSU UB staff; (3) follow SSU UB loss reporting procedures; and (4) fully cooperate in the investigation process.
23. The SSU UB network is provided for the academic use of all participants and staff. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network or device by installing or downloading unauthorized software, games, programs, files, electronic media, stand-alone applications from the Internet, or from any other sources.
24. I understand that the device is to be used only for non-commercial, educational purposes, to support curricular assignments, projects, or research assigned by the program/school. This use shall be in accordance with program, school, local, state, federal and SSU policies or statutes.
25. I understand that any prohibited, unauthorized or inappropriate use of the device may result in the loss of device privileges, disciplinary action and/or expulsion from the program. This includes but is not limited to using the device for personal gain or profit-making ventures, lobbying for any purpose, commercial endeavors, illegal purposes or activities, false identity in email communications, misrepresentation of SSU UB Programs, interference with UB Program technology operations, electronic chain letters, unsolicited electronic communications and disruption of electronic communications.
26. We, both participant and parent, understand that SSU UB has the ability to remotely control access to each device. In the event of theft or loss, we will notify SSU UB staff immediately. We will make every effort to locate the device and to cooperate with authorities in tracking a stolen device. If available, the participant will be provided a daily loaner device during each day they attend program.
27. **We, both participant and parent, understand that in the event the device and/or accessory is unreturned, lost,**

- vandalized, destroyed or stolen we will be responsible for the following replacement cost: Device Case \$39, Device charger \$30, Device \$400. We will reimburse SSU UB within thirty (30) days of receipt of invoice.**
28. We, both participant and parent, understand that costs incurred due to vandalism that result in destruction of SSU UB equipment and/or accessories, will be our financial responsibility. This includes stickers, drawings, labels, tags or markings of any kind placed or embedded into the device/accessories
  29. We, both participant and parent, understand that SSU UB shall not be responsible for unauthorized financial obligations incurred by participants who use SSU UB equipment.
  30. We, both participant and parent, understand this device has been setup for and is intended to be used by only the participant it has been assigned to. The participant agrees to let no other person use this device. (NOTE: Parents are permitted to monitor their participant's activity on the device and to provide supervision.)
  31. Parent/Participant agrees to indemnify, defend and hold harmless SSU UB and its affiliates, directors, trustees, officers, agents and employees against all claims, demands, damages, costs, expense of whatever nature, including court costs and reasonable attorney's fees, arising out of or resulting from Parent/Participant's sole negligence, or in proportion to the Parent/Participant's comparative fault.
  32. I, as the parent/guardian, will discuss my family's expectations regarding the use of the Internet at home and understand that I am exclusively responsible for monitoring my child's use of the Internet and SSU UB network when accessed from home or a non-program/school location.
  33. I, as the parent/guardian, will not allow my child to leave the device in a vehicle for extended periods of time and ensure that my child will carry device in the case provided.

## POLICIES

**SSU Policies** - <http://it.sonoma.edu/security>  
**UB Policies** - <https://precollegiate.sonoma.edu/> select your program in the left menu bar and select News & Information.

### PARTICIPANT AGREEMENT

I agree to comply with Sonoma State University (SSU) and Upward Bound (UB) policies. I also agree to comply with the responsibilities outline in this document.

Participant Signature:

Date:

### PARENT/GUARDIAN CERTIFICATION

I certify that I am the parent/legal guardian of the participant named above, that I understand the above policies and responsibilities. I accept and will be bound by its terms and conditions on my own behalf and on behalf of the participant.

Parent/Guardian Name (Print):

Parent/Guardian Signature:

Date: