

Instructions for accessing the District BYOD Form

1. **Go to the following web address:**
<http://www.escambia.k12.fl.us/PublicStudentEquipmentPermissionForm/Default.aspx>
2. **Select Washington High School and Type in your student number.**
3. **Next, fill in all the information on the form and print the form.**
4. **Please sign the form and get the form notarized. (we have 4 notaries)**
5. **Turn the form in to Mrs. Mitchell in the Dean's Office.**

The following steps will be taken after approval.

1. **The forms will be collected by the school technology coordinator.**
2. **The student will be called to the Media Center to have the device labeled.**
3. **The label must remain on the device at all times.**
4. **Once the device is labeled, the device may be used for educational purposes.**

Theft Disclaimer: Booker T. Washington High School is not responsible for the theft of any personal equipment. The responsibility for electronics is solely the student's.