

Book

MCCSC Policy Manual

Section

2000 - PROGRAM GUIDELINES

Title

Student Learning Device(s) & Agreement

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## **Student Learning Device Agreement**

The Corporation is pleased to offer students the opportunity to access and utilize the vast range of applications available through the use of the Corporation-issued Learning device, computer tablet or Apple iPad, henceforth to be called learning device. To maintain the utmost responsible use of this equipment, all students must abide by the following guidelines set by Monroe County Community School Corporation. The learning device and carrying case issued to students are the property of the Corporation. This learning device is on loan to the student and must be used in accordance with the following Policies and Procedures, the Corporation's Responsible Use Policy and any applicable laws. Use of this learning device, as well as access to the learning device network, the Internet and email are a privilege and not a right. In order to maintain the quality and functionality of our equipment, Students must be responsible for its care. The following protocols are designed to keep devices in working order for all students. Please familiarize yourself with these guidelines and make them a habit of practice. These learning devices are provided for educational purposes only, and are intended to support the learning objectives of the Corporation.

### **Responsible use of the learning device at School:**

- Students should not deface the learning device in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the learning device. High School Students must use the provided ID card and Asset Tracking sticker for identification of their learning device.
- Each learning device and case is assigned to an individual student. Students should never “swap” or “share” their learning device with another student.
- Students should always keep the learning device secured while carrying it at school and at home.
- The technology coordinator will assign network passwords at the beginning of the year. Students must never share their password with other students. Passwords should always be kept confidential. Each student’s classroom teacher will have access to a confidential record of student passwords.
- Students are responsible for bringing their learning device, fully charged, to school each day. If a student fails to bring their fully charged learning device to school each day, they may not be able to participate in certain curricular activities, similar to leaving their textbook at home.
- If a student forgets a learning device at home, and it is needed for curricular activities, a parent/guardian may be called to bring the learning device to school.
- Students are responsible for saving or backing up their documents.
- Learning devices are to be used in the classroom for school related activities only.
- Classroom teachers will establish standards for learning device use in their respective classrooms.
- Students are not allowed to download or install any unapproved software or other materials without permission.
- Learning devices may not be used to play music (audio CDs, online music sources, etc.) during the school day unless approved by a teacher and under a teacher’s supervision.
- Interactive online games and video streaming reduce network bandwidth, and are not allowed unless approved by a teacher and under a teacher’s supervision.
- Any malfunctions of the hardware or software shall be reported to the technology staff, building coordinator or student repair shop.
- When a learning device has to be rebuilt, the learning device will be returned to the student with the operating system and the original software only.

### **Using the Learning device at Home:**

- When at home, the learning device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
- Do not leave the learning device unattended in vehicles. Avoid leaving the learning device in extreme hot or cold temperatures, such as in a car. If you must leave your device in a car for a short time, place it in the trunk and make certain the car is locked.
- Students are responsible for charging the learning device at home on a daily basis.

### **General Learning device Policies and Procedures:**

- Protect the learning device LCD screen from damage from pointing, poking, or other abrasions.. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be

smashed into the monitor screen when the top is closed. LCD screens can be cleaned with a static-free soft cloth. Do not spray window cleaner on the screen.

- If the learning device is lost or stolen, parents/guardians should immediately report the loss or theft to the Monroe County Community School Corporation. A police report must be filed if the device is stolen.
- If the learning device is damaged or not working properly, it must be turned in to the homeroom teacher (elementary & middle) who will contact the Information Services Department for repair or replacement. High school laptops should be submitted to the student repair shop. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the learning device.

### **Using the Learning device for Internet and Email:**

- Parents/Guardians and Students understand that the Monroe County Community School Corporation does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material, the best protection is parental/guardian supervision of the information that a student is accessing from the Internet while at home.
- Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number or school name.
- Parents/Guardians and Students are required to read and agree to *the Corporation's Student Learning Device(s) & Agreement*.
- Students should be aware that Internet access and email, and other media that are accessed, created or stored on their learning devices are the sole property of the Monroe County Community School Corporation. The Monroe County Community School Corporation has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, for any reason.

### **General Use and Care of the Learning device:**

- When transporting their learning device to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed. Learning device bags can then be placed inside the student's book bag or backpack.
- Students are expected to treat their learning device with care and respect. The learning device and case are the property of the Monroe County Community School Corporation, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the learning device or carrying case are not allowed and will result in loss of privileges and possible financial charges
- Students are encouraged to help each other in learning to operate their learning device; Such help should be provided with voices and not hands. Students should operate their own learning device at all times.
- Any inappropriate or careless use of a learning device should be reported to a teacher or other staff member immediately.
- Students should not use their learning device while walking-or otherwise being transported. Learning devices should only be used while they are on a flat, stable surface such as a table or desk. Learning devices can be fragile, and if dropped they may break.

- Learning devices should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their learning device, or use their learning device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your learning device. This includes books, musical instruments, sports equipment, etc.

### **Troubleshooting**

- Students should REBOOT their device while at school to see if the problem persists.
- Students should promptly report any problems to the building Student Support Center.
- Students should contact Monroe County Community School Corporation authorized personnel to address any hardware issues.

### **Equipment**

- Ownership: Monroe County Community School Corporation retains sole ownership of the device and grants permission to the student to use the device according to the guidelines set forth in this document. The device must be returned at the end of each school year or upon the student's departure from the Monroe County Community School Corporation. Students should check with the Principal if transferring schools within the Monroe County Community School Corporation. Moreover, Monroe County Community School Corporation administrative staff retains the right to physically collect and/or remotely inspect the device at any time. These protocols include, but are not limited to software upgrades, document inspection, compliance check-ups and any other reason deemed necessary by the administration.
- Efforts are made to keep all device configurations the same within each school. All systems include ample RAM, hard-disk space, productivity software, wireless network capability and a protective case. The Monroe County Community School Corporation will retain records of the serial numbers of provided equipment and software where applicable.

Substitution of Equipment: In the event the device becomes inoperable, the Monroe County Community School Corporation has a limited number of loaner devices for use while the device is repaired or replaced. These guidelines remain in effect for any substitute equipment. **A LOANED DEVICE WILL NOT BE GIVEN TO A STUDENT WHO DOES NOT BRING THEIR LAPTOP TO SCHOOL.**

### **Consequences of Inappropriate Use:**

Students are expected to use their learning device in accordance with these Policies and Procedures, and Corporation Responsible Use Policy and any applicable laws. Failure to use this learning device in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Monroe County Community School Corporation. Consequences include, but are not limited to:

- Limitation or cancellation of student use or access privileges, including the privilege of taking the Learning device home.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

## **Monroe County Community School Corporation Student Learning Device Agreement**

Providing learning devices for instructional use by students is an exciting venture. Certain guidelines are necessary to protect the learning device and the school network and ensure that this technology serves as an effective instructional tool.

Warranty for Equipment Malfunction: Monroe County Community School Corporation has purchased a manufacturer's warranty covering parts and labor. The warranty covers manufacturer's defects. Families incur no additional charges for repairs covered by the warranty.

Responsibility for Damage: The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. In the event of damage not covered by the warranty, Monroe County Community School Corporation will charge the Student and/or Parent the full cost for repair or replacement. Lost parts will be charged at the current Monroe County Community School Corporation replacement cost.

**Optional accidental damage insurance is offered for students and families, at [www.worthavegroup.com](http://www.worthavegroup.com) and similar sites. For many families, this is excellent insurance to save on a major repair.**

Actions Required in the Event of Loss or Damage: Report the damage immediately to the school building repair center. In the event of loss, report the information to the Principal for investigation. The Monroe County Community School Corporation staff will file a police report if the incident occurred in a Monroe County Community School Corporation facility. If the device is stolen or vandalized while not at a Monroe County Community School Corporation facility, the parent shall file a police report and inform the Principal.

Repair: Occasionally, unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software errors, etc.). Personnel in the Monroe County Community School Corporation school-based repair centers are trained and certified to assist and repair student devices.

The student agrees to follow all Corporation regulations and policies governing the use of the learning device as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.

The learning device is the property of the Corporation. If a student withdraws from the school prior to the end of the loan period, the learning device is to be returned to school officials by the student prior to withdrawal.

Students shall not remove or alter any Corporation identification labels attached to or displayed on the learning device, nor shall the student change identification within the learning device, such as the learning device name.

The student agrees to handle the learning device carefully and protect it from potential sources of damage.

The student agrees to keep the learning device secure and safe. The student will assume the risk of loss by theft, destruction, or damage.

The student must report theft (or suspected theft) of the learning device, loss of the learning device, damage to the learning device, or malfunctioning of the learning device to the Student Tech Support Center (high school), or homeroom teacher (elementary and middle) immediately.

Upon request, the student agrees to deliver the learning device to Corporation staff for technical inspection or to verify inventory or other information; this may include random screening.

Learning devices may be checked out for the school year. Learning devices will be collected at the end of the school year. After a learning device has been initially assigned to a student, it will remain designated to that student for the remainder of the student's school education.

Monroe County Community School Corporation is not liable for lost data or time spent on data. Students should always back up their files on their provided Google or Microsoft Cloud storage.