



2020-2021 School Year Student Laptop Handbook and Device Use Agreement

1. DEVICE CHECK-OUT & Return

1.1 Device Check-Out

Parents & students must sign and return the agreement form. Each school will distribute the devices to their students after the school year has started. It will be checked out to the student using Destiny, the library management system.

1.2 Device Return

Students will return devices with chargers during the final week of school. If a student transfers out of their school, the student will return the device and charger at that time.

If a student/parent/guardian fails to return the device at the end of the school year or upon termination of enrollment, that student/parent/guardian will be liable for the cost of the device similar to band instruments, books, or other items loaned by the school. Furthermore, the student/parent/guardian will be responsible for any damage to the device, consistent with this agreement, and must return the device and charger in satisfactory condition. The student/parent/guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the device. Devices not returned will be reported as stolen property and reported to the police.

2. TAKING CARE OF A DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated location at each school site for an evaluation of the equipment.

2.1 General Precautions

The device is district property and all users will follow the signed agreement(s) and applicable Board policies.

Only use a clean, dry soft cloth to clean the screen—don't use cleansers of any type.

Cords and cables must be inserted carefully into the device to prevent damage.

Device must remain free of any writing, drawing, stickers, or labels that are not applied by Franklin Pierce Schools staff. Students may not remove any labels applied by Franklin Pierce Schools staff.

Students are responsible for charging the device at home in preparation for each school day.

Do not leave any items on the laptop's keyboard in order to avoid potential damage.

Keep all food and drinks away from the laptop.

2.2 Securing Devices

Students are responsible for keeping the device secured at all times and never left unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended devices found will be collected and stored in the school's main office. Devices should never be stored in a vehicle.

Students are responsible for the devices both in and out of school, including extracurricular events.

Costs associated with a lost, stolen or damaged device as stated in this agreement apply to extracurricular events. It will not be the responsibility of the coach, bus driver, etc. to protect the devices during extracurricular activities.

2.3 Carrying Devices

The device should be carried securely when it is outside of a school bag. Please be cautious when placing books, folders, pens, pencils and other items near or on your device.

Avoid placing too much pressure and weight on the screen. We recommend using a bag with several pockets to keep these items separated. Always place your device on top of a stack of books, rather than the bottom.

2.4 Screen Care

The device's screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.

Do not lean on the device.

Do not place anything near the device that could put pressure on the screen.

Do not place anything inside your laptop that will press against the screen.

Clean the screen with a soft, dry cloth or anti-static cloth.

3. USING THE DEVICE

Student devices are intended for use at school each day. In addition to curricular expectations, school messages, district email, announcements, calendars and schedules may be accessed using the device. Students are expected to bring their device to school fully charged every day. Students are expected to bring their device with them to all classes, unless specifically instructed not to do so by a teacher.

3.1 Devices Left at Home

If students leave the device at home, they are responsible for completing course work as if they had their device present. A limited number of day-use loaner devices may be available for use; however, availability is not guaranteed.

3.2 Device Undergoing Repair

The district has a limited supply of student devices that may be loaned to students while their device is in for repairs.

3.3 Charging the Device's Battery

The device must be brought to school each day in a fully charged condition. We recommend that charging cables be left in a designated spot at home to minimize loss. Students need to charge the device each evening. In cases of low batteries, students may be able to connect the device to a charging station in class or the library during recess or lunch.

3.4 Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, and Games

Sound must be muted or headphones used at all times unless permission is obtained from the teacher for instructional purposes.

Game play is not allowed during school hours unless specifically connected to classroom curriculum, content and activities.

3.6 Photos/Video/Audio Taken with Device

Students may not take photos/video/audio of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos/video/audio to any website, network storage area, or person is strictly forbidden. In addition, photos/video/audio taken with the device may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time. Photos, audio and video taken with the device are for educational purposes only.

3.7 Home Internet Access

Students are allowed to connect the device to other wireless networks (home, library, coffee shops, etc). District web filters will still filter web content off campus. Be aware that no web filter is perfect and adult supervision of internet use is still required.

Hot spot devices will be available for check out through the school if internet access is not readily available to the student.

3.8 Saving Documents

Students may save work on the devices in several ways (i.e., Office 365/OneDrive and Canvas accounts). Storage space will be available on the devices — BUT it will NOT be backed up by the district in case of repair or replacement. It is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

4. SOFTWARE ON DEVICES

4.1 Originally Installed Resources

All apps and digital content necessary for student use will be provided and must remain installed on the device and be easily accessible at all times. From time to time the school may add apps and other digital resources for use in a particular course.

4.2 Additional Apps and Content

Students and families may NOT load extra apps on their devices.

4.3 Periodic Inspection

Devices may be inspected at any time without notice to ensure that the required apps and content are present, and that inappropriate apps and content are not present.

All internet activity including, but not limited to – searches, downloads, uploads and surfing – is monitored and tracked based on username and device.

4.4 Procedure for Re-Loading Apps

If technical difficulties occur or inappropriate apps or content are discovered, the device's apps and content could be deleted. Franklin Pierce Schools does not accept responsibility for the loss of apps or documents deleted. District Information Technology staff will reload school apps after reimaging.

4.5 Software Upgrades

New versions of apps and operating systems are available from time to time. Students may be required to return the devices for periodic updates and syncing.

5. STUDENT RESPONSIBILITY

5.1 Student Responsibility

It is the student's responsibility to report damage, lost/stolen to their teacher immediately. The student may be able to check out a day-use loaner device until repairs are made, depending on loaner availability.

Do not attempt to disassemble or repair the device yourself for any reason.

If your device is damaged, lost / stolen, please report it right away to the school.

Device Use Agreement

STUDENT & PARENT ACKNOWLEDGMENT

The device and accessories issued to me for the duration of this school year will remain the property of Franklin Pierce Schools. I promise to return the device and accessories in good working condition.

STUDENT:

I have read and will abide by the Student Laptop Handbook and Device Use Agreement for Franklin Pierce Schools. I further understand that should I commit any violation my access privileges may be revoked, and school disciplinary action and/or appropriate legal actions may be taken.

PARENTS/GUARDIANS:

I have read and agree to assist my child in understanding and abiding by the Student Laptop Handbook and Device Use Agreement for Franklin Pierce Schools.

Student Name:

Student ID:

School:

Grade:

Parent Name:

Parent Signature:

Date:
