



One-to-One Laptop Program Policy

Boys' Latin of Philadelphia ("Boys' Latin" or "the school") prepares boys for success in college and beyond. To support students in achieving this mission, the school issues a Chromebook laptop to each student. This policy outlines the management, rights, responsibilities, and fees of the school's One-to-One Laptop Program.

Management:

The One-to-One Laptop Program is managed by the Boys' Latin Technology Department. For questions or concerns related to the program, please contact technology@boyslatin.org. To report device issues, damage, loss or theft, please contact support@boyslatin.org.

Rights:

Boys' Latin will issue a Chromebook laptop to each student to support students' academic work. The device remains the property of the school. The student's right to use and possess this property begins upon signing the *One-to-One Laptop Program Agreement* and terminates the last calendar day of the student's enrollment at Boys' Latin unless terminated earlier by the school. The school reserves the right to terminate the agreement at any time. If the student fails to return the property by the termination date, the student or parent/guardian agrees to pay for the device in the amount outlined in the **Fees** section below. Graduating seniors who meet all graduation requirements may be eligible to keep their school-issued device for use in college and beyond. A parent/guardian may waive their student's right to a school-issued laptop.

Participation in the One-to-One Laptop Program requires strict adherence to this policy as well as the school's *Acceptable Use Policy* and *Student Code of Conduct* and relevant local, state, and federal laws, including the Children's Internet Protection Act ("CIPA"). Failure to adhere to these policies and laws may result in the revocation of the student's rights as well as disciplinary action in accordance with the *Student Code of Conduct*.

Responsibilities:

Students are responsible for the devices they have been issued and must use them in accordance with this policy as well as the school's *Acceptable Use Policy* and *Student Code of Conduct*. School-issued devices are not permitted to leave the student's home. Devices in need of repair must be reported to the Technology Department within one school day (see **Management**). Students must also notify their teachers of any interruption of access to their school-issued device. Student responsibilities related to device use, care, maintenance, damage, and loss are outlined below. Failure to adhere to these responsibilities may result in disciplinary action in accordance with the *Student Code of Conduct*.

Use

Students must use their school-issued device each school day. Students must log in under their assigned username/password and never share this information. Students are encouraged to use the device in a common room of the home (living room or kitchen) or dedicated learning space and charge the device fully each night using the school-issued charger. Students are not permitted to loan or share school-issued devices.

Care

To protect school-issued devices, students must follow these guidelines:

- Do not transport the device outside of the home.

- Store the device on a desk or table and never on the floor.
- Do not remove the device case or screen protector.
- Use two hands to open the lid and carry the device.
- Close the lid before moving the device.
- Do not pick up the device by the screen or place your finger directly on the screen with any force.
- Do not close the lid with anything inside the device (headphones, pencils, etc.).
- Do not obstruct the device's vents.
- Never leave the device unattended or unsecured.
- Do not remove labels or other identifying stickers from the device.
- Protect the device from extreme heat or cold, pets, food, drinks, and other liquids.
- Take care when inserting and removing cords, cables, and other removable storage devices.
- Do not write, draw, paint, or place stickers/labels on the device.
- Before prolonged periods of inactivity, shut down the device before closing the lid.

Maintenance

Routine maintenance on school-issued devices will be conducted by the Technology Department. However, students are encouraged to follow these protocols:

- Always turn off and disconnect the device from the power outlet before cleaning.
- Never use liquids on the device screen or keyboard.
- Clean the screen with a soft, dry microfiber cloth only if needed.
- Use designated computer disinfectant wipes to clean other parts of the device including the keyboard.
- Wash hands frequently when using the device to avoid build up on the touch pad.

Damage, Technical Issues, and Theft

Students must report damage, issues, and concerns related to their school-issued device to the Technology Department within one school day (see **Management**). School-issued devices may only be repaired by the Technology Department. Damage due to negligence as well as loss or theft of a device is the responsibility of the student and parent/guardian and will result in the fees outlined in the **Fees** section below. In the event the device is stolen, the parent/guardian must immediately file a police report and notify the school. The school may request a copy of the police report.

Fees:

The school will issue a Chromebook laptop to each student to support their academic work for a one-time fee of \$25.00. This one-time fee is due upon the signing of the *One-to-One Laptop Program Agreement*. The student or parent/guardian must remit payment to the school in order to receive a school-issued Chromebook laptop. The deposit covers all repairs. All other fees related to the One-to-One Laptop Program are outlined below.

Repairs

\$25.00 one-time fee covers all Chromebook repairs

Lost or Stolen Devices

\$300.00 for each lost Chromebook

\$45.00 for each lost Chromebook charger

In the event a school-issued device is stolen, if the student or parent/guardian report of the incident is deemed credible, the school will replace the equipment at no charge to the student or parent/guardian.