Cherokee County School District

GUIDELINES FOR USE OF PERSONAL LEARNING DEVICES

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Introduction

Vision

The Cherokee County School District (CCSD) adheres to the belief that technology plays a vital role in meeting the needs of the broad range of abilities, disabilities, cultural backgrounds and ethnic populations represented in our district schools and communities. To assure that technology is utilized for these purposes, the Cherokee County Board of Education's Technology Policy provides guidance for appropriate technology integration into the curriculum, as well as infusion into school/district administration and management. The primary goal of K-12 technology is to improve student learning. All students will have opportunities to utilize educationally-significant technologies for participation in the global society and economy of the 21st Century. Student, teacher, staff and administrative effectiveness will improve concurrently with the incorporation of technology into respective environments.

CCSD's vision is to ensure equitable access to current and modern technological resources throughout our School District and to increase access to technology for identified critical needs populations. Assistance will be provided in the daily classroom integration of technology to improve student achievement. By increasing the technology literacy and proficiency of the learning community, the School District envisions enhanced productivity and efficiency as well as improved student achievement throughout the organization.

Goals

- To improve the quality of learning
- To improve student learning of content
- To improve equity of access to technology
- To improve ease of access to digital content
- To improve the level of student engagement
- To promote creativity and innovation
- To refine, support and promote best practices in technology integration
- To institute formative assessments and differentiated instruction
- To improve performance results on standardized testing
- To improve student ability to become self-directed, life-long learners
- To prepare students for college and/or career
- To increase opportunities for continued learning outside of the classroom
- To enable anytime/anywhere learning
- To promote effective communication skills through collaboration and information sharing

Mobile Computing Device

Definition

A mobile computing device is defined as an electronic computing device capable of attaching to the Internet through an integrated wireless network interface card and that utilizes a rechargeable battery(ies) to provide independent power. This device allows the user to connect to Internet resources and work completely free of physical wires. Devices can be laptops, tablets or convertible/hybrid units that easily transform from a laptop to a tablet, etc.

Program Intent

Each year, CCSD offers more learning resources to our students for access from home. The intent for loaning each student a dedicated mobile device is to ensure they have every opportunity to access these educational resources, programs and digital content to help them improve their academic success. The device is intended to be the student's **personal learning device**; a 21st century tool supporting the curricular activities initiated by the teacher and enabling the students to experience anytime/anywhere learning. **Students who already have the technology which meets the requirements of this program's methodology may opt out of receiving a CCSD device.**

Terms of Mobile Computing Device Loan

Issuance of Devices

Designated students enrolled in CCSD will be issued a mobile computing device at no cost and allowed to transport the device from school to home after the following conditions of the loan are met:

1. Parent/guardian are encouraged to attend an orientation/meeting
2. Parent/guardian and student must sign Student/Parent Mobile Computing Device Agreement (mandatory)
3. Parent/guardian and student must sign Internet Safety/Acceptable Use Policy (included in the Student/Parent Handbook)
4. Parent/guardian and student must review and acknowledge the fee schedule

Procedure and Expectations

1. The device will be assigned in the same manner as a textbook.
2. The serial number of the device will be recorded in the District's asset management system.
3. The device is issued to a student and the loan is recorded in a database maintained for the loan of all school technology and textbook materials.
4. The device remains with the student for the remainder of the school year unless the student withdraws from school.
5. Students are responsible for bringing their device to school, taking them home each day and charging the battery each night.
6. The devices must not be left unsupervised at school or home in unsecured locations.

Fee Schedule

Incident description	Fee
Device usage/loan fee	$0
First damage incident not covered under warranty or due to negligence	$50
Second damage incident not covered under warranty or due to negligence	$100
Third damage incident not covered under warranty or due to negligence	Actual cost of repair or replacement cost of the mobile computing device
Intentional damage	Actual cost of repair or replacement cost of the mobile computing device and possible loss of use privilege
Loss or damage to protective shell if one is provided by CCSD	$25
Intentional damage to identifying information label on the mobile computing device	$10
Mobile computing device re-image fee due to intentional alteration/addition of applications or detrimental files	$10
Loss of theft of mobile computing device	Police report MUST be immediately filed. Otherwise restitution to the District for the full replacement cost of the device.
Replacement cost of power cord and/or power brick	Market Cost (estimated $35-45)

Damage Fees

If a device is damaged and is not covered under warranty, fees must be paid before the device can be sent for repair or replacement. If there are repeated incidents of damage in a single school year due to negligence, the repair fee increases according to the schedule above. **It is common industry practice to allow only one-warrantied accidental damage repair a year.**

Damage not covered under warranty includes: cracked screens, impact/pressure damage, water damage and damage as a result of negligence as determined by the District. Damage and Negligence includes but is not limited to:

- Intentional damage
- Leaving a device unattended
- Leaving a device unsecured
- Exposing a device to unacceptable conditions such as exposure to any liquid or moisture of any kind
- Exposing a device to unacceptable conditions such as rain, extreme heat or cold

The District may establish payment plans to clear late fees if financial hardship can be proven. All

fees must be paid prior to the beginning of the subsequent school year.

*Note: The Fee Schedule is based on the type of device provided and is subject to change in subsequent years.

Mobile Computing Device Privileges

CCSD holds the legal title to the mobile computing device and all accessories.

Right of possession and use is limited to and conditioned upon full and complete compliance with:

- All Board Policies
- Internet Acceptable Use Policy (Available online at http://portal.cherokee.k12.ga.us/board/Online%20Policy%20Manual/IFBG%20-%20Internet%20Acceptable%20Use.pdf)
- Internet Safety Policy (Available online at http://portal.cherokee.k12.ga.us/board/Online%20Policy%20Manual/IFABB%20-%20Internet%20Safety.pdf
- Electronic Communications Policy (Available at http://portal.cherokee.k12.ga.us/board/Online%20Policy%20Manual/IFBGA%20-%20Electronic%20Communications.pdf
- All rules outlined in this Mobile Computing Device Guidelines document.

1. If the student does not fully comply with CCSD's Internet Safety/Acceptable Use Policy, Board policies, and all terms of the Mobile Computing Device Guidelines; including the timely return of the property, the district will be entitled to declare the parent/student in default.
2. Failure to return the device for annual repair and maintenance will result in a certified letter sent to the parent or adult student indicating items not returned.
3. The parent (or legally-emancipated student) will have five (5) days to return the items or pay replacement costs or the matter will be turned over to local law enforcement.
4. The parent (or legally-emancipated student) can be charged with theft.
5. Students are expected to take care of the mobile computing device. If any student finds an unattended mobile computing device, they should immediately notify a teacher.

CCSD reserves the right at any time to demand return of the device. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of damage or violation of Board policies and guidelines as outlined in the Mobile Computing Device Guidelines.

All users of the CCSD network are ultimately responsible for the backup of their critical/important data. CCSD, nor any of its agents or employees will be responsible for lost or missing data.

It is the responsibility of the student to maintain backups of all data.

Length of Loan

1. The right to use and possess the mobile computing device and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school through dropping-out, suspension, expulsion or transfer.
2. The student must leave the mobile computing device at the school where it was originally assigned.
3. If the student enrolls in another school within the district, the device will remain at the original school. The principal must be notified that the mobile computing device has been turned in for assessment of the condition of the device.
4. The school principal or his/her designee will be responsible for contacting parents to ensure this equipment is returned in a timely manner.
5. Failure to return the device on or before this date to the school principal or his/her designee may result in criminal charges being sought against the student, parent, and/or the person who has the device.
6. **The device remains the property of the CCSD and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).**

Technical Support and Repairs

- In the event the device needs repair, it must be reported using the school's technology problem reporting system. The student will make the teacher aware of the issue, and the teacher will enter the request into the helpdesk system.
- **All** repairs will be performed by CCSD's Technology Department or an approved/authorized representative of the manufacturer.
- Parents, guardians, students or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any District- owned computer equipment.
- CCSD's Technology Department will coordinate the repair work for mobile computing devices.
- Every effort will be made to repair or replace the mobile computing device in a timely manner.

Loaner Devices

If a device is damaged, it will be repaired as quickly as possible. If available, a loaner device will be issued after all appropriate fines have been paid. If warranty repairs are necessary, every effort will be made to provide the student with a loaner mobile computing device. **Loaner devices may not be provided if repairs can be made the same day.**

Technical support is only available during school hours.

If a student has a technical problem at home, document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software being used when the problem occurred. Students must follow the school guidelines for submitting a request for technical support. Information on the problem must be given to the teacher the next school day. The teacher can escalate the problem to the school's Technology Specialist.

It is very important to have complete and specific information about the problem occurring in order for any technician to be able to troubleshoot a problem. The more complete the information, the faster the device may be repaired.

Warranties, Damages and Theft

Warranties

Complete warranties act as insurance policies to cover accidental damage (drops, spills, etc.). When these warranties are available and financially feasible, CCSD will invest in this type of coverage for mobile technologies. In the event of accidental damage with this warranty in place for the device assigned to the student, no costs for the first repair will be levied. **It is common industry practice to allow only one-warrantied accidental damage repair a year.** Repeat and frequent instances of warranty repair for the same student and device may prompt an investigation**.**

Damage

- Lost or damaged power cords/adapters are not covered under the warranty. The student must purchase replacement of lost or damaged power cords from CCSD at the market cost (estimated $35-45).
- Warranty does not cover any protective shell or carrying case provided by CCSD.
- The parent/guardian, will be responsible for compensating the school district for any losses, costs or damages which are not covered by the mobile computing device fee. Replacement and repair fines are detailed in these guidelines. All fines must be paid in full before devices will be returned or reissued to the student.

Loss or Theft

Upon awareness that the device has been lost or stolen, users MUST immediately file an official police report with either CCSD Police or the Police Department within the jurisdiction of where the theft took place. Incidents of loss or theft occurring off campus must be reported to the police the day of the loss or theft occurs, or when the loss of theft is discovered; copies of the police report must be given to the principal or teacher the next day that school is in session. Students who fail to report the loss or theft are responsible for the full replacement cost of the device. Any loss or theft occurring on school grounds must be immediately reported to an administrator. Police reports received by administrators must then be sent to CCSD's Department of Technology Services: Asset Management.

If there is no clear evidence of theft or if the device has been lost due to a student's negligence, the student will be responsible for the device's full replacement cost.

District Liability

Although the device is provided for use within the district, CCSD assumes no additional liability for any material accessed on the device. The Cherokee County School District complies with all State and Federal laws regarding internet usage and filters. For purposes of those laws, a student is only considered "at school" when the student is physically present and properly logged into the CCSD intranet.

Modification to Program

CCSD reserves the right to revoke or modify the Mobile Computing Device Guidelines, policies or procedures at any time. Please review the CCSD District website periodically for changes on the Mobile Computing Device Guidelines.

Hardware and Software

Materials Provided

- Mobile Computing Device (laptop, tablet or convertible/hybrid)
- Charging Cable

Software Installed on Mobile Computing Device

- Microsoft Office
- AVAST Antivirus
- Educational software specific to the student's grade level and curricular needs as deemed necessary by the local school

In some locations CCSD may provide:

- Protective shells/covers for the mobile computing device (to be kept on the device at all times)
- Carrying case

Members of the CCSD Technology Department may install additional software applications. The software installed by CCSD must remain on the device in usable condition.

Any assistive technology devices required by a student's Individualized Education Plan (IEP) would be issued based on the recommendations of the Director of Special Education.

Student Responsibilities

1. Students are responsible at all times for the devices, whether at home or school.
2. The student assigned the device is responsible for all use of the device.
3. Students are required to bring the device to school each day with a fully charged battery.
4. Disciplinary action may be taken for students who repeatedly leave the device at home.

Users are responsible for their actions and activities involving school owned computers. The mobile computing device is school property and device contents and activities are not private.

The right to use a CCSD mobile computing device at home is a privilege.

1. If students do not adhere to CCSD's Acceptable Use Policy, all Board policies and the guidelines in the Mobile Computing Device Guidelines, the privilege to use the device at home may be restricted or eliminated.
2. The school's Principal will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.
3. Dead batteries or failure to bring the device to class will not be an acceptable excuse for late or incomplete work.

If a student withdraws from the assigned school, the device, power cord, power brick and adaptor must be returned before leaving the school.

Care of the Mobile Computing Device

General Care

1. When using the device, keep it on a flat, solid surface so that air can circulate. Using a device directly on a bed or carpet can cause damage due to overheating.
2. Do not set books or stack items on top of the device.
3. Do not write, draw, paint or place stickers or labels on the device or carrying case.
4. Do not place food or drink near the device. Liquids, food and other debris can damage the device. Avoid eating or drinking while using the device.
5. Do not keep food or food wrappers in the carrying case.
6. Keep the device away from magnetic fields, which can erase or corrupt the data. This includes large speakers, amplifiers, transformers and old style television sets, etc.
7. Do not leave the device exposed to direct sunlight, ultraviolet light, extreme temperatures or moisture sources for extended periods of time. Extreme heat or cold may cause damage to the device.
8. Never attempt to repair or reconfigure the device. Do not attempt to open or tamper with the internal components of the mobile computing device; do not remove any screws.
9. Carefully insert cords, cables and other removable storage devices to avoid damage to the mobile computing device ports. Be sure the cords do not cause a tripping hazard.
10. Do not bump the device against lockers, walls, car doors, floors, etc.
11. Immediately report any damage, loss or problems with the device to your teacher or local school technology specialist.

Power Management

- It is the student's responsibility to recharge the device battery so it is fully charged at the beginning of each school day.
- Power cords must be brought to school daily; however, power outlets may not be accessible in classrooms for recharging.
- Be careful not to cause a tripping hazard when plugging in the device.
- For prolonged periods of inactivity, shut down the device to conserve the battery.

Cleaning the Mobile computing device

- Wipe surfaces with a clean, dry, soft cloth.
- Never use liquids to clean the device.
- Be sure your hands are clean when using the device to avoid buildup on the touch pad, screens (if applicable) and keyboard. Grease and dirt buildup can cause problems with the device.
- Do not use the device in dusty, dirty or sandy environments.

Screen Care

- Take extreme caution with the screen. It will break if dropped.
- Do not pick up the mobile computing device by the screen.
- If the device is touch-enabled, avoid touching the screen with objects not designed for the device such as pens, pencils or sharp instruments.
- Do not lean on the top of the device or place excessive pressure or weight on the device's screen.
- Do not place anything in the case that will press against and possibly damage the device. When stored or carried with heavy articles such as large books, the screen may be cracked if bumped.
- Be careful not to leave pencils, pens or papers on the keyboard when closing the screen.
- Never clean the screen with glass cleaner; clean the screen with a soft, dry cloth or anti-static cloth.

Carrying the Mobile computing device

- All device components are to be carried in approved cases at all times. Failure to do so can result in confiscation of the mobile computing device until a case is provided.
- If CCSD provides a protective shell, it must be kept on the device at all times. Failure to do this can result in confiscation of the device until the shell is provided.
- The device must always be shut down or placed in standby mode before being placed in the carrying case.
- Always close the lid before moving or carrying the device.
- Do not leave the device in visible sight in a vehicle.
- Unplug all cords, accessories and peripherals before moving the device or placing it into the case. Do not store the accessories, peripherals, cords in the same compartment of the case as

the device. It may cause damage to the device.
- Textbooks, notebooks, binders, pens, pencils, etc., are **not** to be placed in the carrying case.
- Never sit on the device.

Security

- Do not leave the device in unsupervised areas. Unsupervised areas include the lunchroom, buses, locker rooms, media center, unlocked classrooms, gyms, dressing rooms, restrooms, hallways, etc. Never leave the device unsupervised. If any student finds an unattended device, they must immediately notify a teacher or the school's technology specialist.

- Avoid using the device in areas where damage or theft is likely.

- When students are not using the devices, they must be stored in their secured lockers. Nothing should be placed on top of the device in the locker. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. Devices must not be stored in a vehicle at school or at home.

- During after-school activities, students are expected to maintain the security of the device. Students participating in sports events and other after school activities will secure the devices.

- Each device has identifying labels including the serial number and assigned student name. Students will not modify or destroy these labels. If a label is intentionally damaged the damage assessment fee charged is $10.

Loaning Equipment to Others

Students may not loan their devices or power cord to others for any reason. Each student is responsible for any loss or damages incurred.

Device Inspections

Students may be randomly selected to provide the device for inspection.

Software and Files

General Information

- The devices come with a standardized pre-loaded software "image." This image may not be altered or changed in any way.
- All software must be approved and installed by CCSD's Technology Department.
- Software may not be copied, altered or removed from the device.
- Students are financially responsible for damages caused by any attempt to add, change or delete

software. See fines information for re-imaging charges.

- **Backup your data;** students are responsible for backing up data daily. CCSD does not accept responsibility for the loss of any data deleted due to re-imaging mobile computing devices. **CCSD has the right to re-image a mobile computing device at any time for any reason.**

Illegal File Sharing

File sharing programs to illegally download music, videos, games, etc., will not allowed to be installed or used on the device. This is a violation of CCSD's Internet Safety/Acceptable Use Policy and is a violation of federal copyright laws.

Deleting Files

Do not delete any software applications that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the device. Re-imaging fees may apply.

Passwords

- Students will login using only their assigned username and password.
- Students will not share their passwords with other students.
- No school personnel will ask for a student password.
- Sharing login information with other students will result in disciplinary action.

Email and Internet Use

Email

- Students are provided a filtered/monitored email account by the school district.
- When emails are sent, the name and user identification are included in the email message.
- Students are responsible for all email originating from their user account.
- Emails will be made available to district, local, state and federal officials in association with any investigation.
- Emails, stored data, transmitted data or any other use of online services are not confidential and may be monitored at any time by designated staff to ensure appropriate use.
- Although emails and other data sent/received/stored on the computer deemed to be "Educational Records" as defined by the Family Rights and Privacy Act ("FERPA") (20 U.S.C.A. §1232(g)) are considered confidential and will not be released to third parties without Judicial action, any emails or data sent/received/stored on the computer which are deemed to be non-educational in nature may be subject to disclosure to third parties pursuant to the Georgia Open Records Act (O.C.G.A. §50-18-70 et. seq).

Internet Use

As required by the Children's Internet Protection Act (CIPA), the District must filter Internet content while the students are using CCSD-provided Internet services at school.

- Filtering not only restricts access to unacceptable sites, but also restricts access to chat rooms, some online games and web mail.
- **CCSD cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. Parents/Guardians are encouraged to diligently monitor their student(s) Internet access on the District supplied computer as well as any other computer their child(ren)/student(s) accesses.**
- Log files are maintained for each device with a detailed history of all sites accessed.
- It is the responsibility of the user to appropriately use the device, network and the Internet.
- Students must immediately notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.

Unacceptable Behavior

Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright violations;
- Use of private access points or unauthorized hotspots. Absolutely no rogue access points nor using cell phones as hot spots will be allowed;
- Downloading inappropriate materials, viruses, or software;
- Using or possessing hacking or file sharing software;
- Gaining unauthorized access anywhere on the network; including attempting to log onto the Internet, network, servers, routers, switches, printers or firewall as a system administrator;
- Vandalizing or tampering with equipment, files, software, system performance or other network equipment;
- Misuse of available networks to bypass classroom management monitoring software during all instructional times. Students must be online via the provided wireless network (i.e.; NEXT) unless otherwise instructed by teacher or administrator;
- Opening the computer to access internal parts;
- Intentionally causing network congestion or interfering with the work of others;
- Installing, activating or creating programs that interfere with the performance of the network, Internet or computer hardware;
- Revealing, sharing or posting personal information including full names, addresses, phone numbers, Social Security numbers, driver's license numbers or passwords for yourself or others;
- Invading the privacy of others;
- Using another person's username or password, or allowing another to access your account using your username or password;
- Engaging in harassment or transmitting obscene messages, pictures, websites or other files including racist, terroristic, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous or any other inflammatory content;

- Any act of plagiarism; utilizing sites selling written papers, book reports and other student work;
- Attempting to disable or circumvent CCSD's Internet content filter and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted;
- Knowingly placing a computer virus on a computer or network;
- Writing, drawing, painting, defacing or placing stickers or labels on a school owned mobile computing device or mobile computing device accessories, or causing other intentional damage. The defacement of CCSD property will result in a damage fee;
- Presence of pornographic materials, inappropriate language, alcohol, drugs or gang related symbols will result in disciplinary action;
- Cyber-bullying in any form is unacceptable. This includes harassment, threats or any disruption of school;
- Any damage that would/could constitute negligence; including, but not limited to:
    - Exposing the mobile computing device to any fluids of any kind
    - Slinging or throwing the mobile computing device
    - Exposing the mobile computing device to weather conditions which will cause damage, (i.e., rain, snow, extreme heat or cold).

Students will comply at all times with School Board policies, the Acceptable Use Policy, and the Mobile Computing Device Guidelines. Consequences for non-compliance with the policies and procedures in this document include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right of possession. The student will also be subject to disciplinary action. The school principal will have authority to decide appropriate consequences regarding non-compliance.

Home Use

Internet

- CCSD will not serve as a home Internet service provider.

Although a student will not be deemed "at school" unless the student is physically present on school property **and** properly logged into the CCSD intranet, CCSD will provide software-based Internet filtering, when possible, for the device while connected to the Internet from home or other non-school locations. In order to assure acceptable internet usage parents/guardians are encouraged to closely monitor all devise usage.

- It is the responsibility of the parent or guardian to monitor student device use, especially Internet access, while at home.
- To access the Internet from home, the parent or guardian would need to contract with an Internet service provider.
- The ability to access the Internet from home varies from situation to situation and no guarantee is implied.
- Accessing the Internet from home is the financial responsibility of the parent/guardian.
- The device should only be used in the home by the CCSD student and not shared with other family members (with the exception of providing appropriate educational support to the student).

Note: While many educational resources are available via the Internet, including many provided by CCSD, and with the understanding that not all students will have access to Internet service at all times, teachers will be reminded to provide alternatives to students when requiring Internet access for assignments that cannot be completed during class time.

Internet Safety

- Notify an adult immediately if you accidentally access an inappropriate site.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit or inflammatory content.
- Never arrange to meet an Internet contact in person.
- Obey all copyright laws.
- Protect personal information. Never give addresses, phone numbers, passwords and Social Security numbers for yourself and others.

Monitoring Use and Supervision

- The device should be used at home in locations that can be easily monitored and supervised by a parent or guardian.
- Unsupervised use (e.g. in a child's bedroom) is strongly discouraged.

Privacy

- There should be no expectation of privacy from school personnel regarding the contents of computer files or communication using any school owned computer or network.
- The devices will be subject to routine monitoring by teachers, administrators and members of the CCSD Division of Technology and Information Services.
- Students will provide access to the device assigned to them upon request by the school or district personnel.
- A search of the device and student files may be conducted if there is suspicion that any laws, policies, procedures or guidelines have been violated.
- CCSD reserves the right to investigate, review, monitor and restrict information stored on or transmitted via its equipment.
- Parents, guardians and students do not have the right or expectation of privacy for any use of District-owned mobile computing devices.
- School personnel may conduct an individual search of the device, files, music, videos, emails or other related items.
- CCSD will cooperate fully with local, state or federal officials in investigations of suspected illegal activities conducted through district owned devices.

Device Inspections

Students may be randomly selected to provide the device for inspection.

Parent Expectations

- Share in your student's excitement about this opportunity and learn along with them as they use this instructional tool to enhance their learning.
- Parents are ultimately responsible for monitoring student use of the device and Internet at home.
- Parents should ensure that their child adheres to Board Policies referenced in the Mobile Computing Device Guidelines.
- Report the need for device repairs, theft or loss no later than the next school day.
- Sign and follow the Mobile Computing Device Agreement.
- Reimburse the school district for any fines caused by damage, misuse, neglect or loss (including theft), as outlined in the Mobile Computing Device Guidelines.
- Parents are responsible for reviewing CCSD's Internet Safety/Acceptable Use Policy and the Mobile Computing Device Guidelines with their child.
- Parents are responsible for ensuring the return of the device and all accessories at the end of the current school year or before the student withdraws from school.
- Parents/students may provide their own shell (laptop case/bag) rather than utilizing the CCSD issued shell.

Note: Students who are 18 years or older or who are legally deemed an emancipated minor are considered an adult student. All legal, ethical and financial obligations are the responsibility of an adult student.

Resources for Parents

Digital Citizenship
http://www.cherokee.k12.ga.us/parentinfo/pages/DigitalCitizenship.aspx

Common Sense Media https://www.commonsensemedia.org/

Cherokee County School District (CCSD)

Mobile Computing Device Parent and Student Agreement

We are excited to be able to provide your student with a mobile computing device while they are enrolled at a Cherokee County school. Please note the following conditions of the program:

- Parents and students must sign the mobile computing device agreement.
- In the event of loss or damage to the device, a fee must be paid in accordance with the established Fee Schedule as set forth in the Parent and Student Guidelines for use of CCSD Personal Learning Devices booklet, which includes.
    - **$50** must be paid for first incident
    - **$100** for the second incident
    - Actual cost of repair or replacement cost of the mobile computing device for the third incident
- Parents or adult students will file a police report in cases of loss, theft or vandalism that occur away from the school campus. The police report must be turned in to the principal within 48 hours.
- Negligent loss or theft results in paying full replacement cost of the mobile computing device.
- Mobile computing devices that are not returned to the principal when a student leaves, transfers, or withdraws from school will be considered stolen. The procedures outlined in the Mobile Computing Device Guidelines will be followed and theft charges will be filed.
- The Principal has the discretion to permanently confiscate the mobile computing device from the student at any time.
- Parents will monitor student's mobile computing device activity at home.
- Mobile computing devices must be transported to school each day fully charged in a mobile computing device bag and with the protective shell on, when applicable.
- Students must secure the mobile computing device when not on their person.
- The mobile computing device is property of the CCSD.
- The same mobile computing device will be issued to each student each year. The power cord will remain with the student for the duration of his/her time enrolled in CCSD. If the power cord/adapter is not returned or is damaged, there will be a minimum of $43 fee for replacement.

- **Students will:**
- Use the device appropriately.
- Care for the device assigned to them and not leave it unsupervised in unsecured locations.
- Be responsible for all damage or loss caused by neglect or abuse.
- Not loan the device to another individual.
- Charge the device battery before each school day.
- Not use the device near food or drinks.
- Not disassemble any part of the device or attempt any repairs.
- Carry the device in the carrying case with the protective shell on, if applicable.
- Not place stickers, drawings, markings, etc., on the device and will not deface the serial number sticker on the device.
- Understand that the device and its contents may be inspected at any time because it is CCSD property.
- Agree to return the device, power cord and all accessories in working condition.
- Follow the policies, procedures, and guidelines outlined in the Mobile Computing Device Guidelines and the Acceptable Use Policy at all times.

Yes, I have received a copy of the Mobile Computing Device Guidelines and understand the conditions of the program. I also acknowledge and accept the terms of the Fee Schedule contained within these guidelines.

_____ _____ _____
Student Printed Name Grade Student ID Number

_____ _____
Student Signature Date

_____ _____ _____ _____
Student Driver's License Number (if applicable) State Issued Issue Date Expiration Date

_____
Parent/Guardian Printed Name

_____ _____
Parent/Guardian Signature Date

Cherokee County School District (CCSD)

Mobile Computing Device Parent and Student Agreement

Opting out:

I have received a copy of the Mobile Computing Device Guidelines and understand the conditions of the program. My student already has the technology which meets the requirements of this program's methodology and I choose to opt out of receiving/utilizing a CCSD device.

_____ _____

Parent/Guardian Signature Date