

## Electronic Device Expectations and Guidelines

Electronic Device computers are assigned to all students (Grade 3-12) enrolled on a full-time basis to enhance learning. Electronic Devices are to be returned as received, except normal wear and tear as determined by the District, at the conclusion of your 5th, 8th grade and/or 12th-grade year, or when requested by any school District official. The Unionville-Chadds Ford School District School Board Policy No. 815: Acceptable Use of the Internet and School Board Policy No. 224: School Property apply to all students and staff using Electronic Devices, regardless of location. The assignment and use of an Electronic Device is considered to be a privilege. Inappropriate use or neglect of an Electronic Device, sleeve, case, charger, the Internet and/or any installed software could result in the loss of Electronic Device privileges. Loss of privileges will not change classroom expectations and/or assignment completion.

### Expectations for the Use of Student Electronic Device Computers

Every student is responsible for the appropriate use of his or her Electronic Device both at school and at home. The Electronic Device is to be used for educational purposes only. Please review School Board Policy 815: Acceptable Use of the Internet for additional information.

- Consider your Electronic Device like a pile of cash. Students are responsible for keeping track of the Electronic Device and taking precautions to keep it safe. Make certain the locker is completely closed and locked when storing your Electronic Device. If you store the Electronic Device in a backpack, make certain the backpack is never left unattended.
- The top four repair requests for Electronic Devices are: cracked casing, cracked screens; frayed charger cables; and beverage spills on keyboards. To avoid these issues:
  - Do not place anything on the keyboard before closing the lid (i.e. pen, pencil, disks).
  - Wrap the power cord properly.
  - Do not eat or drink while using your Electronic Device.
  - When using the power cord to the Electronic Device, carefully remove and attach the power cord to the device.
- It is expected that all Electronic Devices will be fully charged at home for the start of the school day. Failure to charge the Electronic Device is equivalent to not being prepared for class.
- It is expected that all students will bring their Electronic Device to school with them EVERYDAY. Students who forget to bring their Electronic Device to school will not be provided with a loaner.
- Cords, cables, and removable storage devices should be inserted carefully into the Electronic Device.
- Students should not carry Electronic Devices while the screen is open.
- Electronic Devices must remain free of any writing, drawing, stickers or labels that are not the property of the District. Electronic Device skins and covers are acceptable and encouraged and can be useful to distinguish Electronic Devices from each other.
- Students must follow all copyright laws. Familiarize yourself with School Board Policy 814 – Copyright.
- Downloading unauthorized games, applications or software by students is NOT permitted.
- Downloading purchased music, or loading music from a purchased CD and/or personal photos onto the Electronic Device is permitted. However, any personal information or material on the Electronic Device is the sole responsibility of the student and should not interfere with Electronic Device usage or schoolwork. The student is responsible for backing up any personal information, data, music, and photos.
- All software on District Electronic Devices will be licensed, approved and installed by a District Computer Technician.
- Students should not loan the Electronic Device to anyone (including family members) and should not share login or password information for any website or services.
- Do not lean on the top of the Electronic Device when it is closed.

- Do not poke the screen.
- Clean dirty screens with an anti-static cloth. Do not use tissues, paper towels or any other kinds of material that will scratch the Electronic Device screen.
- Always place the Electronic Device in the District-provided sleeve, or similar protective case.
- Be careful not to drop or throw backpacks or Electronic Device sleeves. The Electronic Device will get damaged.
- When closing and storing the Electronic Device in the sleeve/case, put the computer in sleep mode or turn it off to prevent overheating.
- If a student notices the Electronic Device is running slow or functioning in an abnormal manner, report this through the district ticketing system, librarian, or district technician.
- Inappropriate language and materials used as screensavers and/or desktop images are not permitted on Electronic Devices.

**Expectation of Parent Responsibility:**

- Supervise students' use of Electronic devices at home.
- Discuss appropriate use of the internet at home.
- Ensure your student is charging the device each night.
- Contact the school with any questions regarding maintenance or functionality of the device. Make sure only District personnel troubleshoot, diagnose, or repair the device. Do not allow 3rd party service vendors to handle, service, or repair.
- Parents will be responsible for replacement if there is evidence of intentional damage, negligence, or loss of the device.

**Although the District routinely monitors District Internet use for violations of school rules or District policies, there are limitations on the District's ability to monitor all Electronic Device use, especially off-campus. If students have reason to believe another student is using the District network or Electronic Devices in a manner that violates School Board Policy 815: Acceptable Use of the Internet, or is using their Electronic Device to bully or harass another Student, the issue should be brought to the attention of the school administration.**

**Electronic Device Use**

***The District retains management and administrative rights regardless of option selected.***

**\*\* The due date to receive the signed contract and payment is Friday, September 15, 2023.** If you do not pay through our online payment portal, the technology fee should be given to the main office. If you are paying for the family, please send the check to the younger child's school. All students **MUST** have their own signed agreement. **\*\***

For the 2023-24 school there is a \$50 technology fee (with a \$100 family cap) to cover the cost of the insurance and management of the Electronic Device device. I understand that this fee entitles my child to have access to their Electronic Device in school and at home during the school year and over the summer. At the conclusion of my child's time with UCFS, I will return the device to UCFS.

I agree and accept the terms of this agreement and student/parent contract. Please contact the school to speak with a building principal to discuss options if there are financial hardships. The contract is valid from August 28, 2023 - August 25, 2024.

Please visit your Powerschool parent portal at [\[link\]](#) for contract acceptance and fee payment information.