



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 one Chromebook and one Chromebook charger (together, "school-issued device") to each student. This policy outlines the management, rights, responsibilities, and fees of the school's One-to-One Laptop Program ("the program").

Management:

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

Rights:

Boys' Latin issues one school-issued device to each student for the student to use for school-related purposes. The student's school-issued device remains the property of the school. The student's right to use and possess this property begins on the date the student's parent/guardian signed the *One-to-One Laptop Program Agreement* and terminates on 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 school-issued 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 (see **Waiver**).

Participation in the program requires strict adherence to this policy as well as the school's *Acceptable Use Policy* and *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 *Code of Conduct*.

Responsibilities:

Each student is responsible for the school-issued device they have been issued and must use it in accordance with this policy as well as the school's *Acceptable Use Policy* and *Code of Conduct*. Each student is required to transport their school-issued device to and from school and use it during school on each school day during the school year. A student's school-issued device is not otherwise permitted to leave the student's home. School-issued devices in need of repair must be reported to the Technology Department via support@boyslatin.org 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 *Code of Conduct*.

Use:

Students must use their school-issued device each school day. Students must log in under their assigned username and password and never share this information. At home, students are encouraged to use their school-issued device in a common room of the home or dedicated learning space and charge the device fully

each night. Students must arrive at school each school day with a fully charged school-issued device. 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 school-issued device outside of the home, other than to and from school.
- Store the school-issued device on a desk or table and never on the floor.
- Do not remove the school-issued device case or screen protector.
- Use two hands to open the lid and carry the school-issued device.
- Close the lid before moving the school-issued device.
- Do not pick up the school-issued device by the screen or place your finger directly on the screen with any force.
- Do not close the lid with anything inside the school-issued device.
- Do not obstruct the school-issued device's vents.
- Never leave the school-issued device unattended or unsecured.
- Do not remove labels or other identifying stickers from the school-issued device.
- Protect the school-issued 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 school-issued device.
- Before prolonged periods of inactivity, shut down the school-issued 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 school-issued device from the power outlet before cleaning.
- Never use liquids on the school-issued 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 school-issued device including the keyboard.
- Wash hands frequently when using the school-issued 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 via support@boyslatin.org 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 school-issued 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 school-issued device is lost due to theft, 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 issues one school-issued device to each student 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 for the student to receive a school-issued device. The one-time fee defrays the cost of the warranty the school purchases for each school-issued device and covers the cost of all repairs eligible under the warranty. All other fees related to the program are outlined below.

Repairs:

- \$45.00 for each broken Chromebook screen
- \$45.00 for each broken Chromebook bezel

\$300.00 for each damaged Chromebook due to liquid damage or pest contamination

Lost Devices:

\$300.00 for each lost Chromebook

\$45.00 for each lost Chromebook charger

In the event a school-issued device is lost due to theft, 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.

Waiver:

The school requires each student to have access to a laptop to be used for school-related purposes. If a student wishes to use their personal laptop instead of a school-issued device, the student's parent/guardian may waive their right to receive a school-issued device by signing the *One-to-One Laptop Program Waiver*. By signing the *One-to-One Laptop Program Waiver*, the parent/guardian, on behalf of their student, agrees to the following terms:

- The student shall waive their right to receive a school-issued device and instead use their personal laptop for the entire school year of the school year listed on the *One-to-One Laptop Program Waiver*.
- The student shall use their personal laptop for all school-related purposes, which includes (1) transporting their personal laptop to and from school and using it as directed during the school day each school day of the school year, and (2) using their personal laptop outside of school hours for school-related purposes as directed.
- The student is solely responsible for using their personal laptop for school-related purposes. Boys' Latin shall not be responsible or liable for any loss or damage incurred to a student's personal laptop.
- The student confirms that their personal laptop is running a Windows, iOS, or Linux operating system and is capable of running all programs required by the school.
- The student shall use their personal laptop for school-related purposes in compliance with this policy as well as the school's *Acceptable Use Policy* and *Code of Conduct* and relevant local, state, and federal laws.