


👨‍🎓 **Carolina International Charter School**

**Student Technology Device Policy**

**(Effective 2025–2026 School Year)**

---

🎯 **Purpose**

Carolina International Charter School (CIS) may provide students with technology devices strictly for **authorized educational use**. This policy outlines the responsibilities and guidelines for students and parents when using school-issued technology.

---

💻 **Definition of "Technology Device"**

Includes but is not limited to:

- Laptops
- Tablets
- Chromebooks
- Cell phones (if issued)
- Any school-owned computing or electronic device used for learning

📚 **Devices as Educational Tools**

- Devices are considered **essential learning tools**, similar to **textbooks or supplies**.
- Students are **not allowed** to substitute personal devices for school-issued ones unless authorized by a teacher.
- Teachers may require the use of the **district-issued device only** for classroom purposes.

⚙️ **Software Use & Restrictions**

- Devices may include **pre-installed educational software**.
- **Students may NOT install, remove, or tamper** with software or settings.
- Only **authorized IT staff (Mr. Davis)** may install or approve additional applications.

📄 **Device Agreement Requirements**

To receive a CIS-issued device, **both student and parent/guardian must sign** a Technology Device Agreement Form. By signing, they agree to the following:

1. The device is to be used **only by the assigned student** for **school-approved purposes**.

2. Students must follow the **CIS Acceptable Use Policy** at all times.
3. Devices must be returned in the **same condition** (reasonable wear and tear expected).
4. Parents/students are financially responsible for:
    - Lost or stolen devices
    - Devices damaged beyond repair or abandoned
    - Devices that are not returned
5. A **technology fee** may be required to cover **mandatory insurance** for accidental damage or loss.
6. If no insurance is purchased, the **parent/student is liable** for full replacement or repair costs.
7. All device issues must be **reported within 2 school days** to:
    - Assigned teacher or IT Facilitator
    - 📧 Email: **bryandavis@ciscomets.com**
8. In case of suspected theft:
    - Notify a teacher, administrator, or Mr. Davis **immediately**
    - File a **Technology Device Loss Report** within one school day
    - Submit the form and a copy of the **official report** to the Principal or designee
9. Students are responsible for **routine cleaning and maintenance** of their devices.
10. Devices must be **brought to school daily** for use in class.
11. Additional provisions may be added by the **Head of School** as needed.

### 🚫 Consequences for Policy Violations

Failure to follow this policy will result in:

| Offense | Consequence |
|---|---|
| **1st Offense** | Written warning + parent contact |
| **2nd Offense** | Device confiscated for 1 week + formal report + parent notification |
| **3rd Offense** | Device confiscated indefinitely + administrative disciplinary action + parent notification |

### 📝 Acknowledgment

By signing below, we acknowledge that we have read and understood the **CIS Student Device Policy** and agree to comply with its terms.

**Student Name (Print):** _____

**Parent/Guardian Name (Print):** _____

**IT Facilitator (Signature):** _____