

Subject: District Technology Device Student Agreement Policy

Lancaster Central School District Technology Overview

The goal of the Lancaster Central School District is to provide our students, faculty and staff with the best technology solutions available to promote learning and growth.

Device Distribution and Return

Specific devices will be issued to students for the duration of the school year. The District will make every effort to ensure that students in grades 7-12 are reassigned the same device at the start of each school year. The District will retain full and complete ownership of the device.

School Year Start

At the start of each school year, students may be issued a device and power supply for use during the school year. There is no cost to receive these items, as it is a primary educational tool. However, it is the responsibility of the student who has been assigned a device, to provide proper care and protection of the device. Devices should only be used by the student to whom they were assigned. Damage and/or loss of the device due to a failure to properly care and maintain the device will result in repair and/or replacement charges being levied against the student. After 45 days, if at least 33% of the levied charges are not paid, the student's currently assigned device must be returned to the District. Device malfunctions from normal use will not incur a charge being levied against the student assigned the device. Additionally, if students repeatedly damage devices due to negligence or intent, additional devices on loan will not be issued and disciplinary action may be taken. The District will prioritize providing devices to students who require them due to circumstances beyond their control. Devices on loan will be distributed based on availability.

Students are expected to take proper care of their District-assigned devices and are responsible for any damage or loss that occurs. If a student fails to pay the associated fees for damaged or lost devices and associated equipment, they may lose the privilege of using a District device. Continued access to school technology is contingent upon responsible use and fulfillment of financial obligations. This policy ensures fairness and accountability across all students, and ensures the District can maintain a sustainable and equitable technology program for all.

Grades K - 4

Students in grades K - 4 will be assigned an individual device at the start of each school year. Devices will be stored and maintained in a device cart in the student classroom. Devices will be inventoried and labeled for each student at the start of the school year. Student devices may only leave the District premises with administrator approval. Upon proper approval, the student will be assigned a power supply from a school official and both the device and power supply will continue to be the responsibility of the individual student when off District premises. Students will be responsible for the proper care and use of the device at all times.

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Grades 5 – 6

Students in grades 5 - 6 will be assigned an individual device and power supply at the start of each school year. Students will be given the right to transport their device off District premises. Students will be responsible for the proper care and use of the device at all times. Additionally, grade 5 students will be issued a device power supply that they will keep and maintain for the remainder of their academic career in the District. This power supply will remain in the possession of the student until the student graduates or leaves the District.

Grades 7 - 12

Students in grades 7, and/or new students entering the District in grades 8 - 12 will be assigned a new device that will be used throughout the remainder of their academic career in the District. Devices will be inventoried and labeled for each student. This device will remain in the possession of the student until the student graduates or leaves the District.

School Year End

Grades K - 3

At the end of each school year, devices will be returned in the same condition they were received. Devices will be inspected and receive regular yearly maintenance.

Grades 4 – 6

Students in Grades 4-5 will retain their device and maintain proper care of the device until returning to school in September. If devices are damaged or not returned when instruction resumes, appropriate charges will be levied against the individual student assigned the device.

At the end of each school year, students in grade 6 will return only their devices in the same condition that they were received. Devices will be inspected and receive regular yearly maintenance. If devices are damaged or not returned, appropriate charges will be levied against the individual student assigned the device.

Grades 7 – 12

Students in Grades 7 – 12 will retain both device and power supply and maintain proper care of both until returning to school in September. Students are free to use the device for any academic-related work or projects. It is both suggested and requested that students in grades 7 – 12 ensure their device is in proper working order before the school year ends. If a student's device needs repair, the student should promptly report to the Technology Hub in their building. If devices are damaged or not returned when due, appropriate charges will be levied against the individual student assigned the device.

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Mid Year Changes

Students that enroll after the start of the school year will be provided with an assigned device as soon as possible from the date of their enrollment. Students that transfer out of, or withdraw from the District, will be required to return their device and accessories in the condition they were received. If the device and/or accessories are not returned, the student will be held responsible for payment in full for the unreturned property. If District property is not returned, or returned damaged and reimbursement has not been made, District policies and protocols will be followed to retrieve devices and any appropriate reimbursements.

Care and Procedures

- Food or drink should never be on or near the device.
- Devices should always be closed when not in use or when being transported.
- Devices should not be exposed to any weather elements or left in extreme temperatures.
- Cords, cables, headphones and any other removable objects should be inserted and removed carefully to avoid damaging the device.
- Objects should never be placed on top of the device.
- Decals and stickers other than those applied by the District are not authorized.
- Devices should be secured when not in use.
- District supplied device cases should never be removed.

Screen Care

- The device screen can be damaged if subjected to objects, certain cleaning products or other liquids.
- Ensure that the keyboard is clear of any debris, such as paper, pens, pencils or other obstructions before closing the device.
- Do not place stickers on the screen or touch the screen with anything other than a finger or proper screen stylus.

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Troubleshooting and Reporting Issues

- At no time should an attempt to repair the device be made by an unauthorized employee, student, family member or outside repair service.
- If a device fails to operate, the device should be brought to the school Technology Hub or Library Media Center in a timely manner. If the device is deemed inoperable or defective, another device will be issued unless the student has repeatedly damaged devices due to negligence or intent, in that case an additional device on loan will not be issued.

Cleaning

- Devices should be cleaned with a soft, dry antistatic, or microfiber cloth.
- Do not use any spray or wipe the device with any household cleaner or water. LCSD

Asset Tags and Student Identifying Labels

- All devices are labeled with a District asset tag and other identifying information. Student devices are additionally labeled with identifying information such as the student name, ID and graduating year.
- At no time should the asset tag or other identifying information be removed, modified or tampered with. Removing District labels, and/or adding non-District labels, stickers, or other adhesive materials may result in damage charges being levied against the student.

Responsibilities and Expectations

Educational Use

The District issued device is a tool for education, much like a textbook or writing utensil. Students in grades 7 - 12 are expected to bring a fully charged device to school each day. Students are responsible for bringing their device to their classes, unless they are specifically advised not to do so by their teacher; i.e., gym class, lunch, etc. If a student forgets to bring their device to school, a device on loan may be assigned to the student from the Technology Hub or Library Media Center in their building. Repeated failure to bring District-supplied student devices to class may result in disciplinary action taken by administration and a denial of issue of a device on loan.

Out of District Use

A Wi-Fi Internet connection will be required for device use. The device is an educational tool. Device login is restricted to only District user accounts. Modifying, disabling or attempting to circumvent the restricted login is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action. Device use is always monitored and filtered, regardless of location.

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Monitoring and Filtering

The District uses an Internet content filter to comply with the federally mandated Children's Internet Protection Act (CIPA). All District devices, regardless of physical location, will have Internet activity filtered and monitored.

All files stored on District devices are the property of the District and are subject to regular review and monitoring.

The District has the ability to remotely locate all District issued devices. Modifying, disabling or attempting to circumvent content filtering services is a violation of the Acceptable Use Policy (AUP), will result in immediate suspension of District device and network account privileges and is grounds for disciplinary action.

Damaged, Lost or Stolen Devices

- Lost and/or stolen devices, damages and other incidents must be promptly reported to the Technology Hub or Library Media Center staff in their building.
- At no time should an attempt to repair the device be made by an unauthorized employee, student, family member, or outside repair service.
- Building administration must be informed of any incident that will need to be addressed.
- The District will file a report with appropriate law enforcement authorities if a device is reported stolen and attempts to locate the device are not successful.
- If devices are lost or damaged due to student negligence, students will be liable for damage and an incident fee will be charged in the form of a letter and invoice from the District.

Device Repair and Replacement Costs

Charges will be levied at the cost to the District when damage or loss occurs.

Violations

All students are bound by the District's Acceptable Use Policy (AUP) and all other guidelines specified in this policy document wherever the devices are used. Violations of the Acceptable Use Policy (AUP) or items stated in this policy will be addressed by District administration to determine the proper course of disciplinary action.

Adopted: 8/26/25