

RSU #63

- a. **NEPN/NSBA Code:** **IJND**
- b. **Title:** **District Issued Computing Device Usage at Home**
- c. **Author:** **Board of Directors/Superintendent**
- d. **Replaces Policy:**
- e. **Date Approved:** **09/27/2021 RSU #63**
- f. **Previously Approved:** **04/24/2017**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Technology Committee/Policy Committee**
- i. **Date Reviewed:** **08/16/2021 Technology Coordinator**
08/25/2021 Policy Committee
- j. **References:**
- k. **Narrative:**

The RSU #63 Board of Directors (the Board) believes District issued computing devices (laptop or tablet) are valuable educational tool and should only be used for educational and/or research purposes consistent with the mission, goals, and objectives of RSU 63 (the District). Failure to comply with this policy and the procedures outlined herein may result in loss of the issued computing device privileges, disciplinary action, and/or legal action. The following outlines the process to be followed in order that students may take the computing device home to do their homework.

I. Signing Out a District Issued Computing Device

- A. In order for a District issued computing device, charger, and it's carrying case to be signed out by the student to take home, the student and parent/guardian **MUST** agree to the following responsibilities and rules.

1. Parent/Guardian Responsibilities

- a. Read the Acceptable Use Policy (IJNDB) and discuss it with student.
- b. Discuss appropriate use of the internet and supervise student's use of the internet. **The District internet security filters do not protect the computing device from inappropriate internet content once they leave school grounds.**
- c. Supervise the students use of the computing device at home. The computing device should **ALWAYS** be used in a common family location so adult supervision can be maintained at all times. Students should not isolate themselves from others when using the device.
- d. Ensure the computing device is charged nightly and students begin the school day with a fully charged battery.
- e. Agree to make sure the computing device, charger, and protective case is returned to the school at the end of each school year, upon student withdrawal from the District, or when requested by an RSU 63

Administrator or staff member.

- f. The parent/guardian **MUST** sign and return the Computing Device Maintenance Program form if they wish the student to be able to take the computing device home. Scholarships will be available to eligible families unable to pay the annual Maintenance fee. The Holbrook School Maintenance Program Form is attached as Exhibit A.

2. Student Responsibilities

- a. Read the Acceptable Use Policy (IJNDB) and discuss it with my parents/guardians.
 - b. Adhere to the terms of the RSU 63's Acceptable Use Policy and District guidelines each time the computing device is used, at home or at school.
 - c. Recharge the device nightly and begin the school day with a fully charged battery.
 - d. Keep the device in its assigned protective case at all times when not being used.
 - e. Do not give out personal information, such as name, address, photo, or other identifying information online.
 - f. Report loss/theft of computing device to parents, School Principal, and proper authorities (police) within 24 hours.
 - g. Report all problems and damage immediately to the School Principal or Technology Coordinator.
 - h. Do not remove or attempt to remove identification tags on the computing device or deface with stickers, marking pens, etc.
3. Students planning to sign out their device must inform their homeroom teacher in advance of this request to ensure the teacher's availability after school. Short- and long-term substitute teachers may sign out computing devices to the student providing the student has informed the substitute teacher in advance for the same reason as stated above. A card will be issued to each student to place in their computing device charging slot during the time it is taken home.
4. Sign out times for devices will take place immediately after school unless alternative arrangements have been made with the homeroom teacher. Special arrangements (i.e., a parent/guardian signing out and picking up) must be made in advance for those students participating in extra-curricular activities. Devices are **NOT** to be taken into locker rooms, on playing fields, courts, or away games, etc.

II. Devices should never be used on the bus or in any moving vehicle, sports practices or games, or in any location that would increase the risk of loss or damage to the computing device.

III. Computing devices must remain at Holbrook School from the Wednesday before vacation starts through the entire school vacation. The dates for the current school year are:

November __-__ December __-__ January __ February __-__ April __-__

IV. Return of the Computing Device to School:

A. The computing device, charger, and it's carrying case will be signed back in before or during homeroom on the school day following the day it was signed out or the day assigned for return. Parents/guardians will be contacted directly if a student returns to school without the complete unit, and will be expected to bring the entire unit to school immediately.

B. Failure to check the computing device in on time will result in the school revoking the privilege of signing out your computing device to take home for a period of time determined appropriate by the building principal.

EXHIBIT A

**Holbrook School
Computing Device Maintenance Agreement
20__-20__ School Year**

Student Name: _____

Homeroom Teacher's Name: _____

Parent/Guardian: _____

Address: _____

Home Phone: _____ **Work Phone:** _____

Computing Device Maintenance Coverage

The Holbrook School Computing Device Maintenance Agreement covers the cost of *accidental* damage outside of school *only*. The Computing Device Maintenance Agreement *does not* cover in school or out of school damage caused by intentional or malicious behavior.

Damage to a computing device, its protective carrying case, or charger will be investigated by the district Technology Coordinator and the Holbrook School principal.

Should the investigation reveal that damages were caused by intentional or malicious behavior, replacement costs and/or repair for damages will be the sole responsibility of the parent(s)/guardian(s).

Computing devices must remain at Holbrook School from the Wednesday before vacation starts through the entire school vacation. The dates for the current school year are:

November __-__ December __-__ January __ February __-__ April __-__

Participation Information

_____ I elect to participate in the Holbrook School Computing Device Maintenance Agreement at a cost of \$25.00 for each student. Acquiring this maintenance protection means that my student's computing device may go home during the **20__ - 20__** school year.

Payment Options (*please select one of these options*)

_____ Full non-refundable/non-transferable payment of \$25.00.

_____ Scholarship assistance is requested. Please contact the building principal at 843-7769 for details on how you may still obtain the required maintenance coverage.

**** Please make check payable to Holbrook School ****

Parent/Guardian

Signature _____

Date _____

By signing, you are acknowledging that you are participating in the Holbrook School Computing Device Maintenance Agreement and accept all aspects of the maintenance agreement.