

Lawrence County School District



Student Technology Handbook 2023 - 2024

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Lawrence County School District 1:1

Student Device Program

2023-2024

The goal of the 1:1 device program in the Lawrence County School District (LCSD) is to create a collaborative virtual learning environment for our students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge.

Device Purpose

The Lawrence County School District provides each student with a device. This device is property of the Lawrence County School District. The function of the supplied instructional device is to provide each student access to required educational materials needed for each student to be successful. The Device allows student access to Canvas, Microsoft Office 365 (including Teams), and educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

1. RECEIVING YOUR DEVICE:

District Owned/Issued Devices

- Devices will be distributed during registration at the beginning of the school year or at a time designated by Lawrence County School District. Parents/Guardians **and** students **MUST** sign and return the Lawrence County School District Device Agreement before the device will be issued to the student/students. This Technology Handbook outlines the procedures and policies for families to protect the device investment for the Lawrence County School District. Devices will be collected at the end of each school year. The exception is that Lawrence County High School (LCHS) students will retain their original devices each year while enrolled at LCHS.

A Device Technology Usage fee of \$25.00 per year with a maximum of \$50.00 per family will be required. (A waiver process is available to families who are unable to meet this requirement.)

1a: Probationary Student Privileges

To protect the assets of the Lawrence County School District, students identified below will be required to turn in their device to their teacher at the end of the instructional day for a period of two weeks unless otherwise specified in the Acceptable Use Policy.

Students who will be included as probationary will be the following:

- All newly arriving students to the Lawrence County School District (Students who were not enrolled in the Lawrence County School District at the end of the previous semester)
- Students with poor attendance records (Students who have 10 absences in 3 or more class periods during the present or previous semester)
- Students who have violated the Acceptable Use Policy during the current or previous semester

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2. RETURNING YOUR DEVICE:

All district owned Devices must be returned following the guidelines posted in respective buildings.

- Students leaving the School District must return district owned devices to the designated device management person at their respective school.
- Any device not returned within 7 days will be considered as stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF YOUR DEVICE:

Students are responsible for the general care of the devices they have been issued by the school. Devices that are broken, or fail to work properly, must be taken to the designated device management person at their school as soon as possible so that they can be repaired. ***Do not take devices owned by the Lawrence County School District to an outside computer service for any type of repairs or maintenance.***

3a: General Precautions

- No food or drink is permitted next to your device while it is in use.
- Cords, cables, and removable storage devices (if used) must be inserted carefully into the device.
- Never transport your device with the power cord and/or headphones or earbuds plugged in.
- Never store your device in your carry case or backpack while plugged in or powered on.
- **Students should never carry a laptop while the screen is open.**
- Devices must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable on the Devices (provided asset labels are NOT covered).
- Air Vents on the device **MUST NOT** be covered.
- Devices must have a Lawrence County School District asset tag on them at all times and this tag must not be removed or altered in any way. The removal of Lawrence County School District tags will result in disciplinary action according to the student handbook and other applicable District policies.
- Devices should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged devices for use each school day.
- If your device is in need of repair, please bring it to the building designated device management person as soon as possible.

3b: Carrying Devices

- Transport devices with care.
- Device lids should always be closed and tightly secured when moving.
- Never move a device by lifting from the screen. Always support a device from its bottom with lid closed.
- **Use of the protective case provided by the Lawrence County School District is required.** (The cost to repair devices that are damaged when not in the case will be the student's responsibility.)

3c: Screen Care

Device screens can be damaged easily! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the device when it is closed.

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- Do not store the device with the screen in the open position.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- Do not place the device on the floor or step on it.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents. Some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Only use wipes designed for use with device screens.

4. USING YOUR DEVICE AT SCHOOL

- Devices are intended for use at school each day.
- In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device.
- Students are required to bring their devices to all classes, unless specifically advised not to do so by their teacher(s).
- Students are required to always carry their devices while at school.

4a: Devices left at home

- If parent/guardian is unable to bring the device to school, the student will have the opportunity to use a loaner device from the classroom teacher if one is available.
- Repeat violations of this policy will result in loss of take-home privileges.

4b: Devices under repair

- Loaner devices will be issued to students when they leave their devices for repair, if one is available.
- Students using loaner devices will be responsible for any damage incurred while in the student's possession. Students will pay full replacement cost if the device is lost or stolen.

4c: Charging your Device

- Devices must be brought to school each day fully charged.
- Students need to charge their Devices each evening.
- Repeat violations of this policy will result in loss of take-home privileges.

4d: Backgrounds and Password

- Guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures shall not be used as a screensaver or background. Use of these types of media will result in disciplinary action.
- Take care to protect your password. Do not share your password.

4e: Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

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4f: Printing

- Digital sharing of documents is encouraged.
- Printing to network printers is not permitted.

4g: Account Access

- Students will only be able to login using their Lawrence County School District account.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A DEVICE

- Microsoft Office 365 is a suite of products which includes mail, calendar, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create various online documents, collaborate in real time with other people, and store your documents and other files in the cloud.
- With a wireless Internet connection, you can access your documents and files from any device, anywhere and at any time.
- All items will be stored online in Canvas, the Microsoft OneDrive environment or in your Teams Classroom files as instructed by your teacher.
- Prior to leaving the Lawrence County School District or graduating, students who want to save any of their work must transfer this work to a personal email or storage account. Graduating Seniors will have until July 1 to transfer data. On July 1, all graduate accounts will be deleted.

6. OPERATING SYSTEM ON YOUR DEVICE

6a: Updating your Device

- Windows and other updates are downloaded and installed automatically to devices. These updates are critical for security and continued operation of the device. When prompted to restart to apply updates, please do so as soon as possible.

6b: Virus Protections & Additional Software

- Lawrence County School District installs and manages Sophos Endpoint Software and/or Microsoft Endpoint Security for antivirus and malware management. This software will update automatically and is managed from a Central Cloud Console by the Lawrence County School District Technology Department. This software shall not be disabled at any time.
- All assignments and files must be stored in Canvas, Microsoft OneDrive, or Teams so there is no need to worry about lost homework.

6c: Procedures for Restoring your Device

- If your Device needs technical support for the operating system or installed applications, these restorations will be handled by the Technology Department. Please contact the designated device management person for your school to facilitate repairs to the device.

7. RESPONSIBLE USE

Responsible use guidelines for internet, electronic media, and communication apply to all Lawrence County School District devices. These guidelines shall be adhered to by all students, faculty, staff, and administration.

7a: General Guidelines

- Devices are in compliance with the Children's Internet Protection Act (CIPA).

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- Devices and/or district owned devices shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to material classified as pornography, obscene, or harmful to minors.
 - The display of any kind of sexually explicit image or document on any Lawrence County School District system is a violation of state and federal law. Explicit depictions of or electronic transmission of explicit depictions of minors is a federal offense. Authorities will be notified immediately if district personnel become aware of the possession or transmission of explicit depictions of minors. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network, computing resources or cloud storage.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Lawrence County School District.
 - Lawrence County School District reserves the right to block any sites that LCSD, in its sole discretion, determines to be objectionable or inappropriate.
- Students are responsible for their ethical and educational use of the technology resources of the Lawrence County School District.
- Access to the Lawrence County School District technology resources is a privilege and not a right. Each employee, student and/or parent is required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and malicious software such as viruses.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and result in disciplinary action in accordance with the student handbook and other applicable District policies.
- No employee or student may use Lawrence County School District internet facilities or devices to download or distribute pirated software or data.
- No employee or student may use the Lawrence County School District internet facilities or devices to propagate any virus, worm, Trojan horse or trap-door program code.
- Each employee or student using the Lawrence County School District internet facilities shall identify himself or herself honestly, accurately and completely, when setting up accounts on outside computer systems.

7b: Privacy and Safety

- Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, birthday, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all devices are the property of the Lawrence County School District.
- If you inadvertently, regardless of whether that site had been previously deemed acceptable by any screening or rating program, access a website that contains obscene, pornographic or

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otherwise offensive material, exit the site immediately and report the site to your teacher or other school personnel.

- Employees are reminded that it is inappropriate to reveal confidential information, and any other material covered by the Family Educational Rights and Privacy Act (FERPA). Employees releasing such confidential information, whether or not the release is inadvertent, will be subject to the penalties provided in existing Lawrence County School District policies and procedures.

7c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of Board policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violators will be subject to discipline. Violation of applicable local, state or federal law will result in criminal prosecution and/or disciplinary action by the Lawrence County School District.
- The Lawrence County School District retains the copyright to any material posted on the internet and/or network by any employee and/or student in the course of his or her duties or required coursework.
- **CYBER BULLYING IS A VIOLATION OF DISTRICT POLICY AND STATE LAW AND WILL NOT BE TOLERATED!** Please report any cyber bullying activity to the school and/or district administration immediately.

7d: E-mail and Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, or abusive.
- Do not send mass e-mails, chain letters or spam.
- E-mail & communications sent/ received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at any time.

7e: Consequences

- The student in whose name a system account and/or device hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with District policies, including those contained in this Handbook, will result in disciplinary action.
- Electronic mail, network usage, and all stored files and the device itself **shall not** be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
- The Lawrence County School District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

7f: At Home Use

- The use of Devices at home is encouraged.
- Device care at home is as important as in school, please refer to the care section.

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- Transport your Device in the school district provided case.
- School district supplied filtering will be provided for use with devices outside of school district buildings. Attempts to bypass this filter may result in disciplinary action.
- All School/District Acceptable Use Policies are to be followed at home while using a Lawrence County School District owned device.

8. PROTECTING & STORING YOUR DEVICE

8a: Device Identification

Student Devices will be labeled in the manner specified by the Lawrence County School District. Devices can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password
- Devices are the responsibility of the student. *Take good care of it!*

8b: Account Security

- Students are required to use their student.lawcosd.org domain user IDs and passwords to protect their accounts and are required to keep those passwords confidential.

8c: Storing Your Device

- Devices should be stored in a safe, dry environment.
- Devices should not be stored in vehicles for security and temperature control measures.

8d: Devices Left in Unsupervised Areas

- Under no circumstances should Devices be left in an unsupervised area.
- Unsupervised areas include but are not limited to school grounds and campus, the cafeteria, computer labs, unlocked classrooms, and hallways.
- If an unsupervised Device is found, notify a staff member immediately.
- **Unsupervised Devices will be confiscated by staff. Disciplinary action may be taken for leaving your Device in an unsupervised location.**

9. REPAIRING/REPLACING YOUR DEVICE

Device Repair Costs and Insurance

- First damage occurrence: Covered by usage fee. (If damage is due to negligence or is intentional the total cost of repair/replacement will be required.)
- Second damage occurrence: \$25.00 plus 25% of the cost to repair the Device or fair market value and possible loss of take-home privileges.
- Third damage occurrence: \$25.00 plus 50% of the cost to repair the Device or fair market value and loss of take-home privileges.
- Fourth damage occurrence: fair market value to repair or replace the Device and loss of device privileges.
- Lost or Stolen: fair market value to replace the Device. A police report is required if stolen.

Fair Market Value:

- The Lawrence County School District determines fair market value using the following formula: Device cost - (Device age * \$50.00). Example: If the device cost \$600.00 and is two

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years old, the formula is: $\$600.00 - (2 * \$50.00) = \$500.00$.

Table of Estimated Repair Pricing for Deductibles:

Loss, Deliberate Damage or Neglect	Device Estimated Repair/Replacement
Broken Screen	Cost of Occurrence (approx. \$350.00)
Broken Keyboard	Cost of Occurrence (approx. \$110.00)
Power Adapter + Cord	\$35.00
Liquid damage to Device	Cost of Occurrence
District Assigned Case	\$35.00

The Lawrence County School District reserves the right to charge for the entire replacement cost if negligence is determined.

10. DEVICE TECHNICAL SUPPORT

Technical support will be available in Lawrence County School District through the Technology Department. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Devices
- **ALL REPAIRS must be completed by Lawrence County School District TECHNOLOGY Department**

11. DEVICE FAQ's

Q. What is a Laptop?

A. Laptops are mobile devices designed specifically for mobile and cloud computing. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi, the Device is ideal for anytime, anywhere access to the internet.

Q. What kind of software does a Laptop run?

A. The only authorized software for laptops assigned to students by Lawrence County School District is installed by the Lawrence County School District Technology Department.

Q. How are these applications managed?

A. Lawrence County School District uses Microsoft Intune to install software and manage windows devices assigned to students. JAMF School is used to manage iPads.

Q. What devices can I connect to a Laptop?

- A. Laptops can connect to:
- USB storage, mice and keyboards
 - SD cards
 - External monitors and projectors
 - Headsets, ear sets and microphones

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Q. Can the Device be used anywhere at any time?

A. Yes, provided you have a Wi-Fi signal to access the internet. Users may have to complete some tasks in an “offline” mode.

Q. Will our Device have LTE?

A. No. District Devices will not have LTE broadband.

Q. Do Devices come with Internet Filtering Software?

A. Yes. Devices will come with internet filtering software.

Q. Battery life?

A. Laptops have a defined rated battery life. However, we do expect students to charge them each evening to ensure maximum performance during the school day.

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Internet Acceptable Use Policy for Lawrence County School District

(District Policies IJ and IJB)

The Lawrence County School District is pleased to offer to its students, faculty, and staff access to technology related resources in accordance with the terms of this policy. Technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base. The District encourages the responsible use of computers and computer networks which include internet usage, email, web applications and other electronic resources in support of the mission and goals of the District.

Overview

Internet access is made available to our District through E-Rate funding and provided by an E-Rate approved vendor. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. The District complies with the regulations of the Children's Internet Protection Act (CIPA) by filtering all web-based traffic. CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place internet safety policies. These internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography and material that is "harmful to minors" when minors are accessing the internet. CIPA also requires that the Lawrence County School District provides monitoring and filtering of all online activities of minors using District provided devices. Additionally, the policy must address the following:

1. Access by minors to inappropriate material on the Internet and World Wide Web.
2. The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communication.
3. Unauthorized access, including so-called "hacking", and other unlawful activities by minors online.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Measures designed to restrict minors' access to materials harmful to minors.
6. Student's safety while utilizing Internet resources.
7. The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
8. Cyber bullying awareness and response.

These guidelines are provided so that you are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of network resources. If a Lawrence County School District user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied. Illegal activity on this network or use of District provided devices will be reported to the appropriate authorities. No signature is required to make this AUP binding. The use of the Lawrence County School District's technology resources denotes the user's agreement of responsibility. Users will be informed of this Acceptable Use Policy by means of publications (handbooks), orally for staff/teachers and distribution as needed.

Lawrence County Schools Internet Terms and Conditions of Use Personal Safety

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any other person including personal identification information such as, but not limited to, MSIS ID numbers, social security numbers, birthday, telephone numbers, addresses, etc.

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2. User will immediately report to Lawrence County School District authorities any attempt by other internet users to engage in inappropriate use of the internet.
3. User accounts are to be used only by the authorized owner of the account for the authorized purpose. Never share your login information.

Illegal Activity

1. User agrees not to access, transmit or retransmit any material in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Lawrence County School District policies or regulations.
2. User shall not access, transmit, or retransmit copyrighted materials (including plagiarism), threatening, harassing or obscene material, pornographic material or material protected by trade secret and/or any other material that is inappropriate to minors.
3. User shall not access, transmit or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosions, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking, spamming, and phishing.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks or harassment.
7. The unauthorized installation of any software, including shareware and freeware for use on any Lawrence County School District computer is prohibited.
8. Use of district technology resources for commercial or for-profit purposes, product advertisement, or political lobbying is prohibited.

System Resource Limits

1. User shall only use the Lawrence County School District's network and devices for educational and career development activities and limited, high quality self-discovery activities that is approved by an administrator.
2. User agrees not to download large files (more than 100 MB) unless it is necessary. If it is necessary to do so the user agrees to obtain permission from the Technology Director.
3. User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
4. User agrees to immediately notify his/her school administrator should they access inappropriate information. This will assist in protecting the user against a claim of intentional violation of this policy.

User Rights

1. The internet is considered a limited forum, similar to a school newspaper, and therefore the Lawrence County Schools may restrict user's right to free speech for valid educational reasons. However, the schools will not restrict user's right to free speech on the basis of disagreement with the opinions expressed by the user.
2. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all District computers accessing the internet. The only exception will be for academic research by a staff member with the approval of the school administration.

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3. User should not expect files stored on school computers or school managed cloud services to remain private. Authorized staff can and will periodically inspect folders on school computers and school provided cloud-based services. Routine review and maintenance of the system may indicate that a user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of their minor's files.
4. The Lawrence County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's Active Directory and/or Azure or Microsoft 365 account or any other account provided by LCSD.

Consequences for Failure to Follow Terms and Conditions of Internet Use Policy

Any user who fails to follow the above guidelines and policies will face consequences, which may include paying for damages, denial of access to technology, suspension, dismissal, or other remedies applicable under Lawrence County School District disciplinary policy, and state or federal law. At the discretion of the Lawrence County School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution. When using the School District's devices and network, it may seem as though these policies could easily be broken, and the user would not get caught. This is not true. Electronic footprints are left each time a device or the network is used, and the potential for apprehension always exists.



Lawrence County School District Responsible Use of District Issued Technology Agreement

I, _____ (name, printed) as a borrower of a Lawrence County School District Device:

- I understand that the device and accessories that Lawrence County School District (LCSD) has provided to me are the property of the LCSD.
- By signing this Lawrence County School District (LCSD) Technology Agreement I agree that I will follow the policies established in this agreement and the LCSD Acceptable Use Policy.
- I will follow the guidelines contained in this agreement for the proper care of the device.
- I agree to pay the Technology User Fee (\$25.00/device) established by Lawrence County School District (LCSD) in order to borrow and use an LCSD Device.
- I understand that I must immediately report any damage, loss, or theft of the device/accessories to school personnel.
- I understand and agree that if I lose or damage the Lawrence County School District (LCSD) Device issued to me, I will be responsible to pay for repair or replacement of the Device.
- I have participated in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- I understand that if I fail to comply with District policies, the District may repossess the device issued to me. If repossession is necessary, I grant permission to District administration and law enforcement to enter my premises solely for the purpose of repossessing the device.
- I will report to school authorities immediately any problems/issues I discover while using the device.
- I understand that the primary use of the device is as an instructional tool.

Guidelines for Proper Care of the Device

1. I will not loan the device to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the device by the technology department.
3. I will not write on or place any labels or stickers on the device.
4. I will give proper and due care to the Device at all times, including but not limited to the following:
 - a. Keeping food and drink away from the device
 - b. Not exposing the device to extreme heat or cold
 - c. Not attempting to repair a damaged or malfunctioning device
 - d. Using the provided device power adapter to charge the device
5. I will provide proper security for the Device at all times including, but not limited to, the following:
 - a. Not leaving the Device unattended in an unlocked classroom or during an extra-curricular activity
 - b. Not leaving the Device in a vehicle

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Responsible Use of District Issued Technology Agreement

Student Name: Last _____ First _____

Parent/Guardian Name: Last _____ First _____

Address: _____

Parent/Guardian Email Address: _____

Parent/Guardian Phone Number: _____

The Lawrence County School District Acceptable Use Policy (AUP) allows students to use technology inside and/or outside of the classroom. I have read and agree to use this device in accordance with the LCSD Acceptable Use Policy.

_____ I have reviewed this LCSD Technology Agreement and understand the rules and guidelines for properly using this device. I agree to use the device in accordance with this agreement.

_____ I agree to the Technology User Fee of \$25.00 per device.

The student is responsible at all times for the care and appropriate use of technology. I understand if my student violates the guidelines agreed to in this Agreement and the AUP, his/her privilege to use technology may be restricted or removed and he/she may be subject to disciplinary action.

_____ I understand that I may be held responsible for reimbursement for loss, damage, or repair of my student's device, which may have occurred at school, at home, or while the device was being transported.

The device remains the property of the Lawrence County School District. If the assigned device listed below cannot be repaired, LCSD has the right to assign a replacement device. Replacement device notification will be sent home with the student. At the end of the school year or upon transfer from the District, parents and students agree to return the device to the District in the same condition it was issued to the student less reasonable wear or pay the replacement cost.

Items Received:

Item	Asset Number	Condition
Device	_____	New Used
Power Supply & Cable		New Used

Signatures

Parent/Guardian Signature Student Signature Date

School Grade Level Asset Number

Verified by School Representative: Date