

Calhoun County Public Schools

Department of Technology

STUDENT COMPUTER AND EQUIPMENT CARE POLICY

The purpose of this policy is to set forth policies and guidelines for access to Calhoun County Public Schools (CCPS) district computer system and acceptable and safe use of the Internet, including electronic communications. The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges and payments for damages and repairs.

1. Student Responsibilities and Commitment

- a. CCPS will provide every student an educational device and operational equipment. The device provided will have applications and software pre-installed and is ready to use for learning.
- b. Devices and equipment loaned to students remain the property of CCPS and are expected to be returned, regardless of condition.
- c. Files stored on CCPS devices, networks, or cloud services are CCPS property and are subject to review or monitoring.
- d. Students are expected to keep and return the devices in good condition.
- e. If devices or equipment are damaged beyond normal wear-and-tear, you may be charged for repair or replacement.

2. Parent/Guardian Responsibilities

- a. Accept Liability: Students or parents/guardians are responsible for the cost of repair or replacement at the date of loss if the property is: (i) not returned, (ii) intentionally damaged (iii) lost because of negligence and/or (iv) stolen, but not reported to school and police within 2 weeks.

3. Device Care

- a. Defacing CCPS issued equipment is strictly prohibited. This includes, but is not limited to, marking, painting, drawing or marring any surface of the devices or any stitching on the case as well as putting stickers or additional markings on the devices, cases, batteries or power cord/chargers. If such action occurs, students or parents/guardians may be billed for the cost of repair/replacement.
- b. Keep your device in the CCPS case at all times. The device stays in the case, even to charge.
- c. Protect the device from extreme heat or cold, food and drinks and small children and pets.

4. In event of a device being lost or stolen:

a. Device Lost:

- i. Students or parents/guardians must report it to a teacher or administrator immediately. The circumstances of each situation involving lost equipment will be investigated individually.
- ii. Students or parents/guardians may be billed for damaged or lost equipment.

b. Device Stolen:

- i. If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent within 2 weeks of the date of theft.
- ii. If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student/family will be responsible for the full cost of replacing the item(s). (Failure to report the theft and follow the proper filing procedure may result in a bill for full replacement cost.)

Student or Parent/Guardian Signature

Date

Name (print)

Location