

Immaculate Conception Catholic Regional School Electronic Device Loan Policy Agreement

I. Introduction

Immaculate Conception Catholic Regional Schools mission is to deliver an interactive, immersive, interconnected educational experience to our students. Increasing access to technology is essential and ICCRS would like to offer the use of school loaned devices.

The policies, procedures, and information set forth within this document apply to all electronic devices owned by ICCRS, including but not limited to: Chromebooks, laptops, iPads, tablets.

II. Ownership of the Devices

ICCRS retains the sole right of ownership of the *electronic devices*, related charging equipment, device's case/sleeve, and other peripheral devices/tools. The *electronic devices* are loaned to the students for educational purposes for the academic year. Moreover, ICCRS administrative staff and faculty retain the right to collect and/or inspect devices at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

III. Electronic Device Deployment to Students

Electronic devices will be issued to students at the beginning of the school's academic year.

The following documents must be signed and returned by both the student and parent/guardian before a device is issued to the student:

- (1) ICCRS Technology Acceptable Use Policy (*included in the family handbook*)
- (2) ICCRS Electronic Device Loan Policy Agreement
- (3) ICCRS Google Apps for Education Policy Agreement

IV. Electronic Device Return

Electronic devices will be returned to the administrative office at Immaculate Conception Catholic Regional School prior to the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer. If a student transfers out of ICCRS during the school year, the *electronic devices*, related charging equipment, case/sleeve, and any other peripheral devices/tools provided will be returned at that time.

Students who withdraw, are expelled, or terminate enrollment at ICCRS for any other reason must return their school owned *electronic device*, related charging equipment, case/sleeve, and any other peripheral devices/tools provided on or before the date of termination.

If a student fails to return the *electronic device*, related charging equipment, case/sleeve, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at ICCRS, that student/family will be subject to criminal prosecution or civil liability and school records may be withheld. The student will also pay the replacement cost of the *electronic device*, related charging equipment, case/sleeve, and any other peripheral devices/tools provided.

V. Damage, Loss, Theft

If at any point during the school year there is damage of any kind, loss, or theft of the *electronic device*, the student and or parent/guardian must contact the school administration immediately.

The student is responsible for always knowing where their *electronic device* is at all times.

Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc.

Any hardware/software repairs that are not due to misuse, neglect, or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost to the student's parent/guardian deemed appropriate by the administration of ICCRS.

Examples of unacceptable damage include, but are not limited to, water damage, missing keys, broken keyboard, broken trackpad, broken screen, physical mis-shape (bending, cracking, squeaking, chipping) of the device, unusable ports/buttons, etc.

Electronic devices that are stolen must be reported immediately to the ICCRS.

VI. Electronic Device Care

Students are responsible for the general care of the *electronic device* that they have been issued by the school. *Electronic devices* that are broken or fail to work properly must be returned to the school for an evaluation of the equipment.

General Care Guidelines

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- All electronic devices' cases/sleeves must remain free of any writing, stickers, or labels.
- *Electronic devices* are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc. on top of the electronic device as it could cause the device to break.
- Students shall not disassemble any part of the *electronic device* or attempt any repairs.
- Students shall not remove or deface the serial number sticker on any device.

VII. Electronic Device Use Guidelines

Electronic devices loaned to students by school are intended for use at school each day or at home during distant learning. Students must be responsible to bring their *electronic device* to all classes, unless specifically instructed not to do so by their teacher.

*Teachers may set additional rules and guidelines for
Electronic devices/Google Apps Use in their classrooms.*

Electronic Device Left at Home

- If students leave their device at home, they are responsible for getting the course work completed as if they had their device present.

Charging Your Electronic Device Battery

- Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening.
- Devices should be shut down when not in use to conserve battery life.
- If a student believes there is a malfunction in the charging equipment or device battery, the student is to notify their teacher or the Technology Office.

Apps/Programs, Sound, Games, Settings

- All software/Apps must be school provided. Data storage on the device is limited and should be managed by the students so that the full educational potential of the device is available. Any instance of downloading apps that have not been approved by the school are carefully monitored and will result in deletion of the app/program from the electronic device and disciplinary action.
- Any attempt to “jailbreak” the electronic device, changing the configuration, attempting to un-enroll the device from the ICCRS domain, or the use of Virtual Private Networks (VPNs), will result in an immediate disciplinary action.
- Students may not attempt to install/use any other operating system.
- Any software that breaks the Technology Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the device. This includes, but is not limited to, music, games, videos, images, e-Books, and apps. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.
- Internet Games are not allowed on the electronic devices. If game apps are installed, it will be by the direction of ICCRS faculty and staff only.
- Students may not alter any settings implemented on the devices by ICCRS.

Student Use

- Students shall sign into the electronic device solely using their Immaculate Conception Catholic Regional School owned Google Apps for Education account.
- Only the student assigned to the electronic device is allowed to use it for academic related purposes.
- At no time are students allowed to give another person permission, especially someone who is not enrolled at ICCRS, to use their electronic device.

Home Internet Access

- Students are allowed to set up access to home wireless networks on their electronic devices.

Privacy

Students and their parents/guardians should be aware that use of ICCRS technology tools, resources, and services, (i.e. Chromebook's and Google Apps for Education) is subject to reasonable and appropriate monitoring by ICCRS administration, faculty and staff in accordance with the requirements of all applicable federal and state laws. ICCRS may, without notice or consent, log, monitor, and supervise the use of ICCRS owned electronic devices and Google Apps for Education accounts, as well as when these devices and services are being used off school property.

VIII. Managing Your Files Stored on the *Electronic Device*

Saving files

- Students are to save all of their school work files to Google Drive (the cloud), not directly on the electronic device as storage space is limited.
- *Electronic devices* will NOT be backed up by the school in cases of resetting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up to Google Drive and therefore not lost due to mechanical failure or accidental deletion.

Network Connectivity

- ICCRS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

- Students will not be penalized if the network is down and a completed assignment can not be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

IX. *Electronic Device Inspection*

Students may be selected at random to provide their *electronic device* for inspection. Reasons for *electronic device* inspection may include but not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the device.

XI. Student Discipline

If a student violates any part of the above policies, guidelines, procedures, expectations outlined in this document, the Google Apps for Education Policy, or the student handbook (including the Technology Acceptable Use Policy), he/she will be disciplined appropriately by the administration of ICCRS.

As mentioned throughout this document, misuse of *electronic devices* have the potential to earn disciplinary consequences deemed appropriate by the school administration.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading unapproved apps without receiving permission.
- Leaving *electronic device* unattended.
- Deleting school installed settings from an *electronic device*.
- Bringing *electronic device* to an area where food and drink are present.
- Lack of adequate care for *electronic device*, case, charger, etc.
- Resetting *electronic device* to factory defaults.
- Logging in under personal Google account to download purchased apps for yourself or another student(s).
- Loaning of student device to other students inside and outside of school.
- Multiple damage instances caused by lack of care for the electronic device.

XII. Right to Amend

ICCRS reserves the right to amend the above stated policy (Immaculate Conception Catholic Regional School Electronic Device Loan Policy) for any reason at any time. Notice will be given to both students and parents if the policy has been amended.

XIII. Conclusion

Once the Immaculate Conception Catholic Regional School Electronic Device Loan Policy is signed by both the parent and the student, the agreement is bound for the whole duration of the student's academic career at ICCRS.

In no event shall ICCRS be held liable to any claim of damage, negligence, or breach of duty.

Please see the attached page to sign and submit the Immaculate Conception Catholic Regional School Electronic Device Loan Policy.

Immaculate Conception Catholic Regional School Electronic Device Loan Policy

This agreement is on a per-student basis.
Please fill out a form for each student in your family.

By signing below, I have read, understood, and fully agree to Immaculate Conception Catholic Regional School Electronic Device Loan Policy. Upon signing this Policy Agreement form, I will receive a school owned electronic device that is lent to me for me to use for academic purposes only. In the event that my electronic device is lost, stolen or damaged, I will abide by the polices and guidelines set forth in the Immaculate Conception Catholic Regional School Electronic Device Loan Policy and will be financially responsible for the device. I reaffirm my understanding and agreement of Immaculate Conception Catholic Regional School Electronic Device Loan Policy as well as Immaculate Conception Catholic Regional Schools Google Apps for Education Policy. I also agree that if I do not adhere to the above stated policies and guidelines, ICCRS reserves the right to implement a disciplinary action deemed appropriate by the administration of ICCRS.

Student Name: _____ Current Grade: _____
(Please print)

Student Signature: _____ Date: _____

By signing below, I have read, understood, and fully agree to Immaculate Conception Catholic Regional School Electronic Device Loan Policy. Upon signing the Immaculate Conception Catholic Regional School Electronic Device Loan Policy form, my student will receive a school owned electronic device that is lent to my student for him/her to use for academic purposes only. In the event that my student's electronic device is lost, stolen or damaged, I will abide by the polices and guidelines set forth in the Immaculate Conception Catholic Regional School Electronic Device Loan Policy and will be financially responsible for the device. In no event shall ICCRS be held liable to any claim of damage, negligence, or breech of duty. I reaffirm my understanding and agreement of ICCRS Technology Acceptable Use Policy as well as Immaculate Conception Catholic Regional School's Google Apps for Education Policy.

Parent Name: _____
(Please print)

Parent Signature: _____ Date: _____

Once signed, this agreement is bound for the student's entire academic career at ICCRS.