

FIVE TOWN CSD POLICY**SCHOOL PROVIDED DEVICE USE PROCEDURE**

These rules implement Board policy IJNDB-L School Provided Device Use. Failure to comply with Board policy IJNDB-L and these procedures may result in loss of the device privileges, disciplinary action and/or legal action.

Procedures

1. In order to be assigned a school device, parents/guardians and students must read, sign and return the informational documents. In addition, students must attend an orientation meeting.
2. All students must comply with the Five Town CSD Computer Use Policies as identified below.
3. Failure to comply with the Five Town CSD School Provided Device Use Policy will result in device privileges being revoked for a period of time to be determined by the building administrators.
4. Devices must remain in their cases except when in use or when being charged. (Charging the devices in the case can result in damage from overheating.)
5. When the devices, cases, and chargers are issued to students and parents/guardians, they are responsible for the equipment. Students must take care of the device in a way that minimizes the chance of accident. Devices, cases, and chargers should be kept together at all times. They may not be exposed to freezing temperatures. During the winter, they must not be left in a vehicle overnight!
6. Replacement costs and/or the repair for damages that are not covered by the Apple warranty and that occur to the device, its carrying case and charger are the sole responsibility of the parent/guardian.
7. Students are responsible for bringing their device to school fully charged.
8. If the device, charger, or case is stolen while signed out to students, the theft should be reported immediately to the Rockport Police Department and a Camden Hills Regional High School administrator.
9. Each device, charger, and case are the property of Camden Hills Regional High School. They must be returned to the school upon request. Students transferring or exiting Camden Hills Regional High School are expected to turn in their device, charger, and case immediately.
10. The Instructional Technology Department is responsible for maintaining all hardware and software provided by the district. The Instructional Technology Department is not responsible for supporting any application not provided by the department.

Cross Reference:

- IJNDB - Student Computer and Internet Use
- IJNDB-R - Student Computer and Internet Use Procedures
- IJNDB-L - School Provided Device Use Policy

History: Adopted: 07/08/09, 06/13/13, 12/02/15

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