

Elk County Catholic High School

Student Device Policy

Equipment

Elk County Catholic School System (ECCSS) retains sole right of possession of the Chromebook and related equipment. The device will be issued to students according to the guidelines set forth in this document. The ECCSS Technology Team retains the right to collect and/or inspect the device at any time and to alter, add, or delete installed software or hardware.

The Chromebook is the property of ECCSS, so students must take the utmost care of their assigned device to ensure it is in good working order when it is returned to the school. The following policies and procedures governing the device must be followed. Infractions will result in appropriate disciplinary action, up to and including limitations/ revocation of technology privileges, payment of restitution, expulsion, and involvement of legal authorities.

Each student will be expected to provide their own headphones for use with their device. Headphones should be carried in the student backpack and available when needed for class.

Care of your Device

- Bring your device, charger and headphones to school every day.
- Devices should be **fully charged** at the beginning of the school day. Devices are expected to be charged at home. The charger and cable should be brought to school in case of heavy use.
- While in school, keep your device with you, in your *locked* locker, or within your sight at all times.
- If your device is in your backpack, remember to exercise care in the handling of your backpack.
- Do not write or put stickers on your device case, or provided accessories. Do not remove, scratch out, or alter any serial numbers or identification placed on the device.
- Do not eat or drink while using your device. Keep food and drink away from the device. Wash hands after eating before using the device.
- Do not leave the device in direct sunlight or in places of extreme temperatures like a car in the middle of summer or winter.
- Do not do anything that will permanently alter the device in any way. Do not attempt to dismantle or repair the device.
- Clean the screen with a soft cotton or microfiber cloth only.
- Do not attempt to bypass, disable, or uninstall security software installed on the device.
- Do not share your passwords or passcodes with anyone with the exception of your parent/guardian.
- **Remember you are responsible for your device. Any damages that occur to the device will be your responsibility**

Device Maintenance

Although most device updates will be done remotely, student devices may be collected occasionally for updates. The collection date will be announced via email and school announcements. Devices will be collected for maintenance over the summer break.

Damage or Loss of Equipment

All of the school devices are covered by the manufacturer's standard one-year warranty. The warranty covers manufacturer's defects, but does not cover Accidental Damage from Handling (ADH). In the case of ADH, the student/student's family will be required to pay a \$50 fee per incident for the first two incidents. On subsequent incidents, the full cost of repair or replacement will be assessed. Examples of non-warranty covered events include, but are not limited to: carrying the device unprotected in the rain, leaving the device in extreme temperatures, or any physical damage to the device. If you lose the device, you will be responsible for the cost of replacing the device.

In the event of damage to or loss of the school-issued device, the following procedure will be followed:

- IMMEDIATELY report the damaged or missing device to the ECCSS Technology Team via the Help Desk or in person.
- Complete the appropriate report form for missing or damaged equipment.
- Pay the appropriate fee if applicable. The fee must be paid within two weeks or device privileges will be suspended.

A replacement device will be issued by the school as soon as possible after the student has completed the pre-replacement procedure.

In the event of damage or loss of any portion of the charger, a \$10 fee will be assessed. These fees are subject to change based on pricing for replacement items.

Return of Equipment

The student device and all items that were issued to the student with the device will be collected when a student graduates or transfers. All items will be inspected for damages upon collection.

Media

Some free and paid apps will be provided by the school for installation on your device. The apps are the property of ECCSS and you may not attempt to duplicate, share, or remove them.

Device Cameras

Chromebooks are equipped with a camera that faces the user. These cameras allow for the device user to, among other things, capture photographs and movies. The cameras may not be used to take pictures or record movies of other persons without their express consent. Pictures/Video should be appropriate and related to relevant coursework. Failure to follow this directive may result in suspension of device camera privileges and additional disciplinary action by the school.

Unacceptable Activities

The following activities are not permitted on the school device. Those engaging in any of these activities risk disciplinary action and/or the loss of the Chromebook or technology privileges.

- The use of virtual private networks (VPNs) is unacceptable at any time while utilizing the school network. VPN apps may not be installed or used on school devices.
- Any activity or app designed to circumvent the school's Internet filter is unacceptable.
- Playing games is prohibited during classes and study halls.
- Social media and social media apps may not be used on school devices **at any time**.

Search

Students are reminded that the device issued to the student is property of the Elk County Catholic School System. The school maintains the right to search the device for the purpose of determining if the device has been used in an unacceptable manner. Students are also reminded that all files stored on the school's Google account can be accessed by the administration of ECCSS.

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Student/Parent Agreement Form

Policy can be found at www.eccss.org » High School » 2023-24 School Year

By signing, I hereby acknowledge I have read and understand the Elk County Catholic High School Student Device Policy and agree to accept responsibility for the issued equipment.

Additionally, I understand that provisions listed in the ECCSS Acceptable Use Policy also apply to this device.

I understand that during the academic year, ECCSS may update the terms of this agreement. In this event, you will be notified in writing (email).

Student's Name (please print)

Student's Signature

Parent's Name (please print)

Parent's Signature

Date