Elk County Catholic High School

Student Device Policy
For Grades 9-12
Updated: August 2025

Quick Overview

- Bring your device, charger, and headphones to school daily
- Charge your device at home each night
- Keep food and drink away from the device
- Do not share passwords (except with parents/guardians)
- Respect security and privacy rules
- $50 fee for accidental damage (first 2 incidents); full cost for later incidents
- Social media, games, and VPNs are not allowed on school devices

1. Equipment

Elk County Catholic School System (ECCSS) retains sole ownership of the Chromebook and related equipment issued to students. Devices may be inspected, updated, or reclaimed at any time by the ECCSS Technology Team. Any installed hardware or software is subject to change or removal by ECCSS.

Students are expected to take excellent care of their assigned devices and accessories. Infractions may result in disciplinary consequences, including but not limited to suspension or revocation of technology privileges, financial restitution, expulsion, or legal involvement.

Headphones: Each student must provide their own headphones, which should be kept in their backpack and available for class use.

2. Care of Your Device

- Bring your device, charger, and headphones to school daily.
- Charge devices at home. Bring the charger to school in case of heavy use.
- Keep your device in your possession, in a locked locker, or within your sight at all times.
- Handle backpacks with care if your device is inside.
- Do not write on or remove/alter identification labels or serial numbers.
- If you choose to put stickers on your device, you are responsible for removing them before the device is collected.

- Keep food and drink away from the device. Wash hands after eating.
- Do not expose the device to extreme temperatures or direct sunlight.
- Do not modify, dismantle, or attempt to repair the device.
- Clean screens with a soft microfiber cloth only.
- Do not bypass or disable security software.
- Never share your passwords or passcodes (except with a parent/guardian).
- Students are responsible for any damage or loss that occurs.

Note: Repeated failure to bring a charged device may result in disciplinary action after three documented incidents within a marking period.

3. Device Maintenance

ECCSS may occasionally collect devices for updates, although most updates will be done remotely. Devices will be collected over the summer for inspection and maintenance.

4. Damage or Loss of Equipment

Devices include a one-year manufacturer warranty covering defects only. It does **not** cover accidental damage or negligence. In cases of accidental damage:

- **First 2 incidents:** $50 fee per incident
- **Subsequent incidents:** Full cost of repair or replacement
- **Lost device:** Full replacement cost

Examples of non-covered damage: Exposure to moisture, extreme temperatures, or any physical damage caused by misuse.

Procedure: - Report damage/loss **immediately** via the Help Desk or in person. - Complete a damage/loss report form. - Pay the applicable fee within 2 weeks, or device privileges will be suspended.

Replacement devices will be issued after all procedures are completed. Charger replacement: $10 fee. All fees are subject to change based on current replacement costs.

5. Return of Equipment

All school-issued equipment must be returned when a student graduates or transfers. Equipment will be inspected for damage upon return.

6. Media and Applications

Some school-approved apps (both free and paid) will be provided. These apps are property of ECCSS and may not be removed, duplicated, or shared.

7. Device Cameras

Device cameras may not be used to photograph or record others without **explicit consent**. Content must be school-appropriate and coursework-related.

Violations may result in: - Loss of camera privileges (first offense) - Further disciplinary action for repeated offenses

8. Unacceptable Activities

The following are prohibited on school devices and may result in disciplinary action or technology privilege revocation:

Security Violations: - Use of Virtual Private Networks (VPNs) - Installing or using apps that bypass the school's internet filter - Attempting to disable security software

Misuse of Apps: - Playing games during class or study halls (unless explicitly permitted) - Using or accessing social media platforms or apps - Creating or using social media accounts with school email addresses

Privacy Violations: - Unauthorized photography or video recording - Storing, accessing, or distributing inappropriate or offensive content

9. Device Search Policy

ECCSS retains the right to search school-issued devices at any time to ensure proper use. All files and content stored on the device or associated Google accounts may be reviewed by ECCSS administrators.

10. Questions or Support

For support or questions about this policy, contact the ECCSS Technology Coordinator, Marlene Stubber, at stubberm@eccss.org or the ECC Tech Team, at helpdesk@eccss.org.

Student/Parent Agreement Form

The full device policy is available at **www.eccss.org** under "School Information."

By signing below, we acknowledge having read, understood, and agreed to the terms of the **ECCSS Student Device Policy**. We understand that ECCSS may update these policies during the academic year and will notify families via email.

Student's Name (print): _____

Student Signature: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____