

## Wayne County Public Schools Device Checkout Form

Dear Student and Parent/Guardian,

In an effort to support digital learning, Wayne County Public Schools is offering device checkouts for students who do not already have a reliable computing device (e.g., Chromebook, Desktop/Laptop Computer, etc.) at home. For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of use and care related to receiving a device.

- Students are expected to treat the device as a valuable piece of equipment.
- Students must take precautions to prevent damage. For example, students should not leave the device where there is danger of it coming into contact with moisture or excessive heat. The device should also be protected from inclement weather conditions.
- Students are to use the device to access only appropriate materials and websites.
- Students are to use the device in accordance with the Wayne County Schools Board of Education policies, including the acceptable use policy, and to maintain the device with the procedures and information provided during student device orientation.

These devices remain the property of Wayne County Public Schools, and will be collected upon completion of the coursework or class for which they were assigned. **Any damage or loss of functionality of the device may result in repair or replacement costs to the parent or student who checked out the device.**

Sincerely,

Dr. David A. Lewis, Superintendent

## **Section 1: Taking Care of the Device**

### **General Precautions**

- No food or drink next to your device.
- Cords and cables must be inserted carefully.

### **Screen Care**

The device screen can be damaged if subjected to rough treatment.

- Do not lean on the top of the device nor place objects on top of it.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens or pencils).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. **Please do not use any type of liquid on the device.**

## **Section 2: Using the Device**

### **Device Undergoing Repair**

- Any technical issues or device damage should be reported to your teacher as soon as it is noticed.
- The teacher will determine, along with school personnel, if the device needs to be repaired; further instructions will be given to the student regarding submission of the device for repair.
- **In the event a device is intentionally physically abused or damaged beyond repair, the student may be responsible for the cost of replacement.**

### **Screensavers and Backgrounds**

- Presence of inappropriate material in violation of Wayne County Public Schools' Acceptable Use Policy on the device or within its file system will result in disciplinary action.
- Wayne County Public Schools reserves the right to check a student's device at any time.

## **Section 3: Managing Your Files and Saving Your Work**

### **Saving Your Work**

- Regarding Chromebooks, all files are automatically saved to the cloud via Google Drive, except for downloads. If a student wishes to save a back-up copy of a download or file saved to a flash drive, the student should upload the file to Google Drive.
- During maintenance and imaging, all work saved outside Google Drive will be lost.
- Google Drive should only be used to save school assignments and files necessary for the completion of schoolwork.
- **Your Google Drive is subject to inspection by Wayne County Public Schools at any time.**

## **Section 4: Devices and Software**

### **Additional Software**

- Students are not allowed to install anything on school devices without the permission of the principal or designee.
- Inappropriate materials (e.g., games, images, videos, etc.) in violation of Wayne County Public Schools' Acceptable Use Policy are not allowed.
- From time to time the school may add software applications for use in a particular course.

### **Device Identification**

- Student devices will be labeled in the manner specified by the district and/or school. **Under no circumstances are students to modify, remove, or destroy these labels!**

### **Password Protection**

- Regarding Chromebooks, students will use their wcps student gmail username and password to access laptops. This is not to be changed.

## **Section 5: Acceptable Use Guidelines**

### **General Guidelines**

- Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals and objectives of Wayne County Public Schools.
- Students are responsible for the ethical and educational use of the technology resources of Wayne County Public Schools.
- Access to the Wayne County Public Schools' technology resources is a privilege, not a right. Employees and students are required to follow the Wayne County Public Schools acceptable use policy as well as the Wayne County Public Schools Code of Student Conduct and school discipline policies.

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the district, will be considered an act of vandalism and subject to disciplinary action.

### **Integrity and Civility**

In addition to any standards or rules established by the school, the behaviors listed below are specifically prohibited as they violate the standards of integrity and civility.

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Cyberbullying / Harassment

### **Privacy and Safety**

Privacy and safety of all students is our top concern. Please review the tips listed below.

- Do not open, use, or change computer files belonging to others.
- Never reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that storage is not guaranteed to be confidential.
- **If you inadvertently access a website that contains obscene or offensive material, notify a teacher or administrator immediately so that such sites can be blocked from further access.**

### **Email**

Middle and high school students have email accounts through Wayne County Schools and/or higher education institutions. Please note that emails are not private and access is open. The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.

**Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated Wayne County Schools staff to insure appropriate use. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.**