

St Clair Public Schools



Electronic Device Policy 2023

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***St. Clair Public Schools
Electronic Devices Policy, Procedures,
and Information
(Adopted from G-F-W Public Schools)
2011-2012***

St. Clair Public Schools Electronic Devices Program

The focus of the Electronic Devices program at St. Clair Public Schools is to prepare our students to become 21st century learners. To become a 21st century learner requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the Electronic Devices computer. The individual use of Electronic Devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher; in fact it can and should enhance the teacher's role in the classroom. Technology transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Electronic Devices integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all Electronic Devices used at St. Clair Public Schools, including any other device considered by the Administration to come under this policy.

Teachers may set additional requirements for use in their classroom.

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1. RECEIVING YOUR ELECTRONIC DEVICES & ELECTRONIC DEVICES CHECK-IN

1.1 Receiving Your Electronic Devices

Electronic Devices will be distributed each fall during first week of school. **Parents & students must sign and return the Electronic Devices Protection Plan and Student Pledge documents before the Electronic Devices can be issued to any student.** The Electronic Devices Protection plan outlines three options for families to protect the Electronic Devices investment for the school district. Please review the Electronic Devices Protection plan included in this handbook.

1.2 Electronic Devices Check-in

Electronic Devices will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the St. Clair School District during the school year, the Electronic Devices will be returned at that time.

1.3 Checks-in Fines

Individual school Electronic Devices and accessories must be returned to the St. Clair media center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at St. Clair for any other reason must return their individual school Electronic Devices on the date of termination. If a student fails to return the Electronic Devices at the end of the school year or upon termination of enrollment at St. Clair, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Electronic Devices, or, if applicable, any insurance deductible. Failure to return the Electronic Devices may result in a theft report being filed with the Blue Earth County Sheriff's Department. Furthermore, the student will be responsible for any damage to the Electronic Device, consistent with the District's Electronic Device Protection plan and must return the device and accessories to the St. Clair media center in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Electronic Device.

1.4 Unattended Electronic Devices Fine

Any Electronic Devices found unattended will be turn into the Public Schools office. A ten dollar (\$10) recovery fee will be assessed to the individual to whom the Electronic Device was issued to.

2. TAKING CARE OF YOUR ELECTRONIC DEVICES

Students are responsible for the general care of the Electronic Devices they have been issued by the school. Electronic Devices that are broken or fail to work properly must be taken to the Media Center for an evaluation of the equipment.

2.1 General Precautions

The Electronic Devices is school property and all users will follow this policy and the St. Clair acceptable use policy for technology.

Only use a clean, soft cloth to clean the screen, no cleansers of any type.

Cords and cables must be inserted carefully into the Electronic Devices to prevent damage.

Electronic Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the St. Clair School District.

Electronic Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.

Students are responsible for keeping their Electronic Device's battery charged for school each day. If students use skin to personalize their Electronic Device they must not take off any St. Clair labels which must remain visible at all times.

2.2 Carrying Electronic Devices

The protective cases provided with Electronic Devices have sufficient padding to protect the Electronic Devices from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

Electronic Devices should always be within the protective case when carried.

Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Electronic Device screen.

2.3 Screen Care

The Device screens can be damaged if subjected to rough treatment. The screens are Particularly sensitive to damage from excessive pressure on the screen.

Do not lean on the top of the Electronic Devices when it is closed.

Do not place anything near the Electronic Devices that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

Clean the screen with a soft, dry cloth or anti-static cloth.

Do not bump the Electronic Devices against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR ELECTRONIC DEVICES AT SCHOOL

Electronic Devices are intended for use at school each day. In addition to teacher expectations for Electronic Devices use, school messages, announcements, calendars and schedules may be accessed using the Electronic Devices computer. Students must be responsible to bring their Electronic Devices to all classes, unless specifically instructed not to do so by their teacher.

3.1 Electronic Devices Left at Home

If students leave their Electronic Devices at home, they are responsible for getting the course work completed as if they had their Electronic Devices present. If a student repeatedly (3 or more times as determined by any staff member) leaves their Electronic Devices at home, they will be required to check out their Electronic Devices from the help desk for 3 weeks.

3.2 Electronic Devices Undergoing Repair

Loaner Electronic Devices may be issued to students when they leave their Electronic Devices for repair in the Media Center. There may be a delay in getting an Electronic Device should the school not have enough to loan.

3.3 Charging Your Electronic Device's Battery

Electronic Devices must be brought to school each day in a fully charged condition. Students need to charge their Electronic Devices each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students being required to —check out their Electronic Devices from the media center for 3 weeks. Second offense will result in the loss of Electronic Devices privileges for 3 weeks. In cases where use of the Electronic Devices has caused batteries to become discharged, students may be able to connect their Electronic Devices to a power outlet in class.

3.4 Screensavers/Background photos

Inappropriate media may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

Passwords are not to be used to protect screensavers/background photos.

3.5 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Music is allowed on the Electronic Devices and can be used at the discretion of the teacher in class.

Internet Games are not allowed on the Electronic Devices. If game apps are installed, it will be by the St. Clair technology staff.

All software/Apps must be district provided. Data Storage will be through apps on the Electronic Devices, flash drives, and e-mails or on the school server location.

3.6 Printing

Printing will be available with the Electronic Devices. Printing for the Electronic Devices will be provided through a printer within the Media Center. Students will be given information and instruction on printing with the Electronic Devices at school. Printing criteria will be the same as if they are accessing printers from one of the district computer lab workstations.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their Electronic Devices. This will assist them with Electronic Devices use while at home.

Printing at home will be allowed either by hardwire or wireless, proper settings on the Electronic Devices must be used, see the Media Center for help.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Electronic Devices /Home Directory

Students may save work to the home directory on the Electronic Devices, It is recommended students e-mail documents to themselves for storage on a flash drive or District server. Storage space is available on the Electronic Devices BUT it will NOT be backed up in case of re-imaging.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Electronic Devices malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

The St. Clair School District 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 District will not be responsible for lost or missing data.

5. SOFTWARE ON ELECTRONIC DEVICES

5.1 Originally Installed Software

The software/Apps originally installed by St. Clair must remain on the Electronic Devices in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Electronic Devices at the completion of the course. Periodic checks of Electronic Devices will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/Apps on their Electronic Devices. St. Clair will synchronize the Electronic Devices so that they contain the necessary apps for school work. Students will not synchronize Electronic Devices or add apps to their assigned Electronic Devices, to include home synching accounts.

5.3 Inspection

Students may be selected at random to provide their Electronic Devices for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur, the Electronic Devices will be restored from original settings. Electronic Devices will also be restored if illegal software or unapproved applications are installed. The school does not accept responsibility for the loss of any software, documents, or data due to restoration, re-formatting, or re-imaging.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Electronic Devices for periodic updates and Syncing.

6. ACCEPTABLE USE

The use of the St. Clair School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the St. Clair School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the St. Clair School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The St. Clair School District's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

Should you want your student to opt out of having an Electronic Devices, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements (may take longer).

6.2 School Responsibilities

Provide Internet access and access to school provided e-mail accounts assigned to students.

Provide Internet Blocking of inappropriate materials as able.

Provide Antivirus protection

Provide network data storage areas.

These will be treated similar to school lockers. St. Clair School District reserves the right to review, monitor, and restrict information stored on or transmitted via St. Clair School District owned equipment and to investigate inappropriate use of resources.

Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

Use computers/devices in a responsible and ethical manner.

Ensure Antivirus is up to date

Obey general school rules concerning behavior and communication that apply to Electronic Devices

/computer use.

Use all technology resources in an appropriate manner so as to not damage school equipment.

This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the students own negligence, errors or

omissions. Use of any information obtained via St. Clair School District's designated Internet System is at your own risk. St. Clair School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Help St. Clair School District protect the computer system/device by contacting an administrator about any security *problems encountered*.

Monitor any/all activity on their account(s).

Turn off and secure their Electronic Devices after they are done working to protect their work and information.

If a student should receive e-mail containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office before deleting it. Return their Electronic Devices to the Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at St. Clair Public Schools for any other reason must return their individual school Electronic Devices computer on the date of termination.

6.4 Student Activities Strictly Prohibited

Illegal installation or transmission of copyrighted materials

Any action that violates existing Board policy or public law

Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials

Use of chat rooms, sites selling term papers, book reports and other forms of student work

Messaging services-EX: MSN Messenger, ICQ, etc.

Internet/Computer Games

Use of outside data disks or external attachments without prior approval from the administration

Changing of Electronic Device settings (exceptions include personal settings such as font size, brightness, etc.)

Downloading apps

Spamming-Sending mass or inappropriate e-mails

Gaining access to other student's accounts, files, and/or data

Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity

Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger

Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, e-bay, e-mail, etc.

Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

Bypassing the St. Clair web filter through a web proxy or VPN.

6.5 Electronic Devices Care

Students will be held responsible for maintaining their individual Electronic Devices and keeping them in good working order.

Electronic Devices batteries must be charged and ready for school each day.

Only labels or stickers approved by the St. Clair School District may be applied to the computer.

Electronic Device sleeves furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.

Electronic Devices that malfunction and/or are damaged must be returned to the Media Center. The school district will be responsible for repairing Electronic Devices that malfunction under normal usage.

Electronic Devices that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with total cost being borne by the student. Screen breakage will be considered intentional, and the student can be held responsible for replace cost of screen or unit. Electronic Devices that are stolen must be reported immediately to the Office and the Sheriff's Department.

6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent

Plagiarism is a violation of the St. Clair Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession software not approved by the St Clair District, (i.e. hacking software, P2P software, encryption software etc.) is strictly prohibited. Violators will be subject to the conditions and/or penalties contained in the St. Clair Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

- o First offense – Student(s) will check in/checkout their Electronic Devices from the help desk daily for three (3) weeks. In addition detentions/suspensions or expulsions may be issued.
- o Second offense – Three (3) weeks of Electronic Devices privilege suspension (student still responsible for all required work) in addition detentions/suspensions or expulsions may be issued.
- o Third offense –Loss of Electronic Devices privileges for a length of time determined by the administration and the technology coordinator. In addition detentions/suspensions or expulsions may be issued.

7. PROTECTING & STORING YOUR ELECTRONIC DEVICES COMPUTER

7.1 Electronic Devices Identification

Student Electronic Devices will be labeled in the manner specified by the school. Electronic Devices can be identified in the following ways:

- o Record of serial number
- o St. Clair Inventory Control Label

7.2 Storing Your Electronic Devices

When students are not using their Electronic Devices, they should be stored in their lockers. Nothing should be placed on top of the Electronic Devices, when stored in the locker. Students are encouraged to take their Electronic Devices home every day after school, regardless of whether or not they are needed. Electronic Devices should not be stored in a student's vehicle at school or at home.

7.3 Electronic Devices Left in Unsupervised Areas

Under no circumstances should Electronic Devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the commons, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any Electronic Devices left in these areas is in

danger of being stolen. If an Electronic Devices is found in an unsupervised area, it will be taken to the media center or the office. A student will be charged \$ 10.00 to retrieve their Electronic Devices that has been turned in to the media center or the office due to not being supervised.

8. REPAIRING OR REPLACING YOUR ELECTRONIC DEVICE

8.1 School District Protection

School District Protection plan is available for students and parents to cover Electronic Devices replacement and/or repair in the event of loss, theft or damage. The protection cost is \$60.00 annually for each Electronic Devices with a maximum cost of \$180.00 per family. This plan will include one replacement, additional replacements will cost the student/parent the full value of an Electronic Devices (approximately \$300). Parents will need to purchase this insurance through the St. Clair Public Schools office before your student is allowed to check out an Electronic Devices.

NOTES:

Lost or stolen Electronic Devices must be reported to the Public Schools office within 24 hours. Additionally a police report must be made and a copy of report must be given to the district for the policy to take effect. At check-in time any item not returned will be billed at replacement cost and is not covered by the policy.

Damage to one screen is covered by the policy. Screen damage is the results of either the unit being dropped or having something dropped on it. After first the individual responsible for the Electronic Devices will be financially responsible for the repair and/or replacement cost of the unit.

Either of these maybe waived at the discretion of the administration of St Clair Public Schools

8.2 Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the Electronic Devices in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the Electronic Devices computer. You will need to show proof of insurance to the school before your student(s) are allowed to check out an Electronic Devices. Most insurances will require a rider for electronics and only provide so much coverage and a higher deductible.

8.3 Claims

All insurance claims must be reported to the Public Schools office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before an Electronic Devices can be repaired or replaced with School District Protection.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their Electronic Devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves and cables will be charged the actual replacement cost.

10. FEES AND FORM AVAILABILITY

Fees and forms are available from our website. Electronic submission of fees and forms is also available thru the school's website and is the preferred method of payment and data collection.

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ST. CLAIR SCHOOL DISTRICT ELECTRONIC DEVICES PROTECTION PLAN

The St. Clair School District recognizes that with the implementation of the Electronic Devices initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

School District Protection

School District Protection is available for students and parents to cover Electronic Devices replacement in the event of theft, loss, or accidental damage. The protection cost is \$60.00 annually for each Electronic Devices with a maximum cost of \$180.00 per family. This plan will include one replacement, additional replacements will cost the student/parent the full value of an Electronic Devices (approximately \$300) unless an additional School District Protection plan is purchased. This additional protection plan WILL NOT BE APPLIED to the \$180.00 maximum. Parents will need to purchase/provide insurance to the St. Clair Public Schools office before your student is allowed to check out an Electronic Devices. Included in the protection is one screen replacement because of damage. Additional screen replacements due to damage will be billed at \$150 per time.

Personal Home or Homeowners coverage

Students or parents may wish to carry their own personal insurance to protect the Electronic Devices in cases of theft, loss, or accidental. Please consult with your insurance agent for details about your personal coverage of the Electronic Devices computer. You will need to show proof of insurance to the school before your student(s) are allowed to check out an Electronic Devices.

No Insurance

_____ You agree to pay for the repair/replacement of the Electronic Devices at a cost not to exceed \$300 should the Electronic Devices be stolen, lost or damaged in any way. A deposit of the full amount will be provided before an Electronic Devices is checked out to your student.

Personal Insurance

_____ You will cover the Electronic Devices under your own insurance policy, you agree to pay the District the Amount received from your insurance company plus any additional amount needed to cover the Electronic Devices replacement not to exceed \$300. Proof of the insurance will be provided to the Public Schools before an Electronic Devices is checked out to your student. Most insurance only provide in home coverage. Your policy must provide coverage wherever your student takes the Electronic Devices (home, school, car, etc.).

School District Protection

_____ You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire/flood, water in the amount of \$60.00. The family maximum will be \$180.00 for family coverage when there are three or more children in Public Schools using Electronic Devices computers. The \$60.00 payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

The district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to Electronic Devices. School In-House Warranty, Accidental Damage Protection, or School District Electronic Devices Protection **DOES NOT** cover intentional damage of the Electronic Devices.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

St. Clair Public Schools Student Pledge for Electronic Devices Use

1. I will use my Electronic Devices in ways that are appropriate, are educational and meet St. Clair expectations.
2. I will take good care of my Electronic Devices.
3. I will never leave the Electronic Devices unattended.
4. I will never loan out my Electronic Devices to other individuals.
5. I will know where my Electronic Devices is at all times.
6. I will charge my Electronic Devices' battery daily.
7. I will keep food and beverages away from my Electronic Device since they may cause damage to the device.
8. I will not disassemble any part of my Electronic Devices or attempt any repairs.
9. I will protect my Electronic Devices by only carrying it while in the case provided.
10. I will not place decorations (such as stickers, markers, etc.) on the Electronic Devices. I will not deface the serial number sticker on any Electronic Devices.
11. I understand that my Electronic Devices is subject to inspection at any time without notice and remains the property of the St. Clair School District.
12. I will follow the policies outlined in the *Electronic Devices Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the Electronic Devices, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the Electronic Devices Policy, Procedures, and Information; the Acceptable Use Policy; Electronic Devices Protection Plan and the Student Pledge for Electronic Devices Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school Electronic Devices and accessories must be returned to the St. Clair Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at St. Clair for any other reason must return their individual school Electronic Devices on the date of termination.