

# Jackson Public School District



## Technology Handbook

# Jackson Public School District Technology Handbook

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## Device Distribution Guidelines

### Terms

Parents of students that are assigned a take home device may be required to pay a non-refundable annual charge. Users will comply at all times with the JPS Technology Handbook guidelines. Any failure to comply may terminate user rights of possession effective immediately and the District may repossess the device. Any lost, stolen or damaged devices must be reported to school authorities immediately according to District mandated time limits and following the District defined procedures.

### Title

Jackson Public Schools has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the JPS Technology Handbook guidelines.

### Loss, Theft or Full Damage

Should a device be damaged, lost, or stolen the student or parent/guardian should immediately notify the school administration. At that time the parent/guardian will be advised to file a police report. If the device is lost, stolen, or damaged, the parent may be responsible for the full replacement cost. The parent/guardian may be responsible for the full replacement cost if the loss is not reported to JPS personnel within 3 days of a missing device during the regular school term, and/or on the first day of school following a school holiday.

In the event that a device is damaged, and that damage is not covered by warranty, the parent/guardian may be assessed the fee for the repair as outlined in JPS board policy JIAB.

In the event of a lost or stolen device, and once a police report is filed, the Jackson Public School District, in conjunction with law enforcement, may deploy software which may aid the police in recovering the device. Any attempt to remove this location software will violate the Acceptable Use Policy and result in repossession of the device and may result in disciplinary action according to the JPS Student Code of Conduct.

Students who leave Jackson Public Schools during the school year must return the device and all other issued accessories at the time they leave the District. The device and all accessories should be returned to the school administrator or his/her designee. Any fees for damage or loss will be assessed at that time. Failure to pay fees may result in transcripts being withheld per Miss. Code Ann. §37-7-301.

"The District cannot deny a student the right to an education for failing to pay for damages or for failure to return school property, however, the District can withhold the awarding of the physical diploma and transcript of a graduating senior for failure to pay fines or fees or for the failure to return District property."

*Reference: Mississippi Attorney General Opinion No. 2003-0553  
Miss. Code Ann. §37-7-301*

### **Procedures for a stolen device**

- Always report a lost or stolen device to a school administrator immediately.
- **If the theft/loss occurred at school or on Jackson Public School property**, the student should immediately report the loss or theft to a school administrator. The school based JPS Campus Enforcement officer must immediately obtain a case number and submit the report to JPS Campus Enforcement.
- **If the theft/loss occurred outside of school or not on school property**, a police report must be filed with the Jackson Police Department, Hinds County Sheriff, or the law enforcement agency with jurisdiction over the property where the theft occurred. A copy of the original case card must be turned in to the administration at the student's school within three days of the theft or on the first day following a school holiday. The school administration will notify JPS Campus Enforcement immediately and submit a copy of the case card.
- JPS Campus Enforcement will obtain the case report from the law enforcement agency where the device was stolen.
- *During the COVID 19 school closure during school year 2019-20, any theft or loss must be reported via email to the school principal or the principal's designee.*

### **JPS Board Policy JBK**

Should a device not be returned, or fees for damages to devices are not paid, principals may withhold appraisal reports as a means of recovering debts owed to the school by students or because of damage to or loss of school property. In this instance, grades earned by the student are not reduced or eliminated, but are not reported to students and parents or legal guardian. Parents/guardians will be notified in writing in the event appraisals are being withheld.

### **Repossession**

If the user does not fully comply with all terms of this agreement and the JPS Technology Handbook, including the timely return of the property, JPS shall be entitled to declare the use in default and come to the user's place of residence, or other location to take possession of the property.

### **Terms of Agreement**

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by JPS or upon withdrawal from JPS.

### **Unlawful Appropriation**

Failure to return JPS property in a timely manner, and the continued use of JPS property for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

### **Handling and Care of Devices**

- Keep devices and cases free of any writing, drawing, stickers, or labels that are not applied by JPS.
- Use the device on a flat, stable surface.

- Do not set books on the device.
- Do not close the lid with ANYTHING on the keyboard.
- Do not jam the device into an already full backpack or place heavy books or objects on the device.
- Do not have food or drinks around the device.
- Do not eat while using the device.
- Wipe device surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

### **Power Management**

- Students should bring devices to school fully charged each day.
- Students' ability and permission to charge devices during the school day is at the discretion of each school's administration.
- Devices must remain on (awake or sleep mode) at school at all times, with no exceptions.

### **Transporting Devices**

- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle.

### **Monitoring and Supervision**

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member.
- Do not attempt to remove any District software or District security measures. Any attempt to disable device security measures may result in disciplinary action per the JPS Code of Conduct and/or repossession of the device.
- Students are responsible for the safety and security of the device and any activity on the device.

### **Filtering**

The Jackson Public School District filters the internet on all District owned, take home devices both at school and off campus. Access to web sites, web resources, content, and online tools is restricted as required to comply with Children's Internet Protection Act (CIPA), the Children's Online Privacy and Protection Act (COPPA), and the JPS Acceptable Use Policy. Web browsing may be monitored, and user web activity records may be retained indefinitely.

All users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when using the internet. The access to web sites and materials and the determination of whether material is appropriate or inappropriate is based solely on the content of the material and its intended use. If a user believes a site has been erroneously blocked, the user should follow the procedures outlined on the web filter block page in order to have the web site reviewed. Asking for a site to be unblocked does not guarantee the site

will be unblocked.

Any intentional action to circumvent the District safety and security tools may result in disciplinary action as outlined in the JPS Student Code of Conduct.

Although JPS employs filtering technology and employs other safety and security tools to protect users, the District makes no guarantee as to their effectiveness, nor is the District responsible for any damage or harm to persons, files, data, or hardware.

#### **Additional Fee Information**

Per JPS policy, parents/guardians are responsible for the full replacement cost of a device after the third damage occurrence or if the device is not returned. The current replacement cost for a student chromebook is \$410.

Parents/guardians are responsible at all times for the full replacement cost of a charger (power cord) if any of the parts of the charger are lost or damaged. The current replacement cost for a student charger is \$50.

Intentionally or negligently removing or altering the JPS asset tag, manufacturer serial number, or other identifying information on the exterior of any device is prohibited and shall result in the parent being charged the full replacement cost of the device.

## Student Device User Agreement

### As a borrower of a JPS device:

- I will follow the guidelines outlined in the JPS Technology Handbook.
- I will follow the guidelines listed below for proper care of the device.
- I will report to school authorities any problems/issues I encounter while using the device.
- I understand that resetting the device to factory settings may occur as a result of any repairs or modifications on the device, and this reset may result in the loss of any data stored locally on my device.
- I understand that it is my responsibility to turn in my device for periodic updates throughout the school year if/when requested.
- I understand that the primary use of the device is as an instructional tool.

### Guidelines for Proper Care of the Device

- The device should not be loaned to anyone.
- I will not remove any JPS labels, stickers, screen protectors, or cases already placed on the device by the District.
- I will not write on or place any labels or stickers on the device.
- Proper care is to be given to the device at all times, including but not limited to the following:
  - Keep food and drink away from the device.
  - Do not expose the device to extreme heat or cold.
  - Do not attempt to repair a damaged or malfunctioning device.
  - Do not upgrade the device operating system unless directed by District staff.
  - Use the correct device power cord to charge the device.
- Proper security should be provided for the device at all times, including, but not limited to, the following:
  - Do not leave the device unattended in an unlocked classroom or extra-curricular activity.
  - Do not leave the device in an unlocked vehicle.
  - Do not leave the device in plain view in a vehicle.

### Device Management

- District purchased software may be installed on student devices.
- Students should utilize cloud storage to ensure the security of their personal files. JPS shall not be responsible for backing up nor storing students' personal files. Devices may be re-imaged to correct software and/or hardware issues and all local files may be lost during this process.
- Students who have checked out a device from the District may be asked to bring their device to school upon request for periodic inventory as outlined in the JPS Property Accounting Manual.

**Jackson Public School District**  
**Student Device Acceptance Form and Assignment of Student Equipment (Hand Receipt)**

I understand that the student device, equipment, and/or accessories that JPS has provided to me are the property of Jackson Public Schools. I agree to the terms outlined in the JPS Acceptable Use Agreement and the District Technology Handbook.

I understand that I will report any damage, loss, or theft of the device to JPS personnel immediately. In addition, I understand that I may be held financially responsible for reimbursement for loss, damage, or repair of the device issued to me, which may have occurred at school or at home, or while the device was being transported, in accordance with the policies and procedures outlined in the JPS Technology Handbook. I may be held responsible for full reimbursement for a lost/stolen device that is not reported within the timeframe outlined in the Jackson Public Schools Technology Handbook.

I understand that a violation of the terms and conditions set out in the JPS Technology Handbook may result in the restriction and/or termination of my use of a JPS device, any other computer technology equipment, and/or accessories.

I understand that I may be held financially liable for failing to return the device and accessories in working order.

I also understand that principals may withhold appraisal reports as a means of recovering debts owed to the school by students or because of damage to or loss of school property. In this instance, grades earned by the student are not reduced or eliminated, but are not reported to students and parents or legal guardian. Parents/guardians will be notified in writing in the event appraisals are being withheld. *(Policy JBK)*

**Item Checklist and Student Hand Receipt**

Description of Equipment	Model Name or Number	Serial Number	Barcode Number

By signing below, I acknowledge receipt of my device, the complete power supply, Technology Handbook, and I understand the terms and conditions outlined above.

School Name \_\_\_\_\_

Student Name: \_\_\_\_\_

Student MSIS Number: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Phone Number

Device Returned:    Yes    or    No

Charger Returned:    Yes    or    No

Damage Notes: \_\_\_\_\_

Verified by:

Return Date: \_\_\_\_\_    Print Name, Initial \_\_\_\_\_



## JACKSON PUBLIC SCHOOL DISTRICT BOARD POLICY JIAA - ACCEPTABLE USE AND INTERNET SAFETY POLICY

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### I. PURPOSE

With the spread of telecommunications throughout society, including the educational environment, the Board recognizes that students and employees will shift the way they access and transmit information, share ideas, and communicate with others. As schools and offices are connected to the global community, the use of new tools and technologies brings new responsibilities as well as opportunities. Network resources are intended for educational purposes and to carry out the legitimate business of the school district. The Board expects all users of the district's computing and network resources, including electronic mail and telecommunications tools, to utilize these resources appropriately.

### II. DEFINITIONS

#### A. Child Pornography

The term "child pornography" has the meaning given such term in section 2256 of title 18, United States Code.

#### B. Harmful to Minors

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### C. Minor

The term "minor" means an individual who has not attained the age of 17.

#### D. Obscene

The term "obscene" has the meaning given such term in section 1460 of title 18, United States Code.

#### E. Sexual Act; Sexual Contact

The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

F. Directory Information

The term “directory information” is defined by the Family Educational Rights and Privacy Act Regulations (20 USC § 1232g; 34 CFR Part 99), as information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

**III. ACCEPTABLE USE**

A. Acceptable Uses of Network

The Jackson Public School District is providing access to its computer networks and the Internet *only* for educational purposes or to carry out the legitimate business of the school district.

B. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are, but are not limited to, the following:

1. Uses that violate the law or encourage others to violate the law  
Examples include: transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the district’s Student Code of Conduct; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials
2. Uses that cause harm to others or damage to their property  
Examples include: engaging in defamation (harming another’s reputation by lies); employing another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, or other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems
3. Uses that jeopardize the security of user access and of the computer network or other networks on the Internet  
Examples include: disclosing or sharing your password with

others; impersonating another user

4. Uses that are commercial or political in nature  
Examples include: using the network for personal financial gain or profit.  
Uses that cause harm to the district's computer, network, or equipment  
Examples include: installing software programs, instant messaging programs, altering system settings, or otherwise reconfiguring computers without approval of the appropriate personnel
5. Uses that are inconsistent with the purpose of the network and Internet  
Examples include: using Internet games, chat rooms, and instant messaging not specifically assigned by a teacher or administrator;  
downloading music or video files or any other files that are not directly related to a school assignment

#### C. Netiquette

All users must abide by rules of network etiquette, which include the following:

1. Be polite.  
Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses that may be offensive to other users.  
Don't use, make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or sexual in nature, or inappropriate for the workplace.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties.
4. Be considerate when sending attachments with e-mail (where permitted).  
Be sure the file is not too large to be accommodated by the recipient's system and is in a format the recipient can open.

## IV. INTERNET SAFETY

#### A. General Warning

All users, and the parents/guardians of minor users, are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, he/she

should report such use to the person designated by the school.

**B. Personal Safety**

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without

first obtaining the permission of a supervising teacher. If you are a minor, do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**C. Hacking and Other Illegal Activities**

It is a violation of this policy to use the district’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**D. Confidentiality of Student Information**

Personally identifiable information concerning minor students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or for non-minors, without the person’s consent. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers.

The schools or district may authorize the release of directory information, as defined by the Family Educational Rights and Privacy Act (FERPA), for internal administrative purposes, approved educational projects, activities, and publications. As stipulated by FERPA, parents will be offered the opportunity to deny publication of directory information. Parents also will be given the opportunity to deny publication of non-directory information such as student work.

**E. Active Restriction Measures**

The Jackson Public School District will utilize filtering software or other technologies to attempt to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

The district will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing

such depictions or any other material that is inappropriate for minors. Internet access without filters will be offered to employees at specific locations, e.g., Teacher Resource Center, for purposes of bona fide research or other educational projects.

## **V. E-MAIL**

All network users assigned an e-mail account signify by their acceptance of the account their willingness to adhere to this policy regarding acceptable use. Failure to adhere to these guidelines may result in the loss of the electronic mail account and access to the Internet and may lead to further disciplinary action up to and including termination. Furthermore, any activity

that may be in violation of local, state, or federal laws will be reported to the appropriate law enforcement agency.

## **VI. STUDENT LAPTOP USAGE**

JPSD may provide users with laptops or other devices to promote learning outside of the classroom. The district may also provide employees with laptops or other devices for use in their employment with the district. Users, including employees, should abide by the same Acceptable Use Policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to the information technology (IT) staff. Users will be financially accountable for any damage resulting from negligence or misuse.

Use of school issued laptops off the school network can be monitored.

## **VII. PLAGIARISM**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

## **VIII. PERSONAL SAFETY AND CYBERBULLYING**

Student users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff if at school, parent if using the device at home).

## **IX. PRIVACY**

Network and Internet access is provided as a tool for education and in employment. The Jackson Public School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district, and no user shall have any expectation of privacy regarding such materials.

## **IX. FAILURE TO FOLLOW POLICY**

The use of the computer network and Internet is a privilege, not a right, and inappropriate use will result in a loss or restriction of network privileges, disciplinary action, and/or referral to legal authorities. The network administrators will close an account when necessary. An administrator or faculty member may request the network administrator to deny, revoke, or suspend specific user access and/or user accounts.

## **X. WARRANTIES/INDEMNIFICATION**

The Jackson Public School District's web site, or individual Jackson Public Schools' sites might link, or connect, to another site that might link to a site that contains objectionable material that the school district does not embrace or promote. While the district will attempt to prevent connections that are objectionable, the links are not under the district's control. Therefore, the district will not be responsible for the contents of a linked site. The links are provided only as a convenience and the district does not endorse or imply endorsement of the linked site.

The Jackson Public School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her

parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing the Jackson Public School District's Acceptable Use and Internet Safety Contract, a user is taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s), are agreeing to indemnify and hold the school, the Jackson Public School District, and all of the administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s), agree to cooperate with the district in the event of the district's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that Jackson Public Schools' network access is on a district computer or on another computer outside the district's network.

The superintendent or the superintendent's designee has the authority to amend or revise the Acceptable Use and Internet Safety Contract as deemed necessary and appropriate consistent with this policy.

#### **XI. EXAMPLES OF RESPONSIBLE USE**

- Use school technologies for school---related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

#### **XII. LIMITATIONS OF LIABILITY**

JPSD will not be responsible for damage or harm to persons, files, data, or hardware.

While JPSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

JPSD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution.

Staff, students and parents/guardians shall be required to sign Jackson Public Schools' Acceptable Use Policy annually before Internet or network access shall be allowed.

**SOURCE: JACKSON PUBLIC SCHOOL DISTRICT, JACKSON, MISSISSIPPI LEGAL REF.:**

**47 USC §254; 18 USC 1460; 20 USC 1232**

**DATE: AUGUST 19, 2002**

**REVISED:      OCTOBER 21, 2014**



## Acceptable Use and Internet Safety Contract

User Name \_\_\_\_\_ Date \_\_\_\_\_

School/Location \_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

I certify that I have read the district's Acceptable Use and Internet Safety Policy. I understand and agree to follow all of the terms and conditions of the policy. I understand any violation of the district policy will result in the temporary or permanent loss of network and/or Internet access and/or my user account; may result in other disciplinary action; and may constitute a criminal offense. I agree to report any misuse of the Internet resources to the appropriate network administrator. In consideration for the privilege of using the district's computers, network, and Internet access, I hereby release and hold harmless the district and its employees, from any and all claims and damages of any nature arising from my use, or inability to use, the district's computers, network, or Internet access.

User Signature \_\_\_\_\_

### Parent or Guardian Agreement

(For students under age 18)

As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the Jackson Public School District's Acceptable Use and Internet Safety Policy for the student's access to the Jackson Public School District's computer network and the Internet. I understand that access is being provided to the student for educational purposes only.

Although the district will utilize filtering software or other technologies to prevent students from accessing unacceptable content through the network or Internet, I understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this contract and agree to indemnify and hold harmless the school, the Jackson Public School District, the administrators, and teachers against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the district's policy.

I hereby give permission for my child or ward to use the approved account to access the computer network and the Internet.

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

## JACKSON PUBLIC SCHOOL DISTRICT

### BOARD POLICY JIAB - LAPTOP POLICY

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#### **I. TERMS**

Parents of students that are assigned a take home laptop will pay a non-refundable \$40 annual charge. Users will comply at all times with the Jackson Public Schools Student Technology Handbook policies. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the laptop. Any lost, stolen and damaged laptops must be reported to school authorities immediately.

#### **II. TITLE**

Jackson Public Schools has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the JPS Student Technology Handbook policies.

#### **III. LOSS, THEFT OR FULL DAMAGE**

Should a laptop be damaged, lost, or stolen the student or parent/guardian should immediately notify the school administration. At that time the parent/ guardian may be advised to file a police report. If the laptop is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the full replacement cost. Parent/Guardian will be responsible for full replacement cost of laptop if not reported to JPS personnel within 3 days of missing device.

In the event that a laptop is damaged, lost or stolen the laptop user will be assessed a \$40.00 deductible for the repair or replacement of the laptop for the first occurrence per device. A chart listing replacement cost is included in this document.

In the event of a lost or stolen laptop and once a police report is filed, the Jackson Public School District, in conjunction and with police, may deploy location software which may aid the police in recovering the laptop. It is imperative that a lost or stolen laptop must be reported immediately. If stolen/lost device is not reported within three days to District personnel, parent/guardian will be responsible for full replacement cost.

Students who leave Jackson Public Schools during the school year must return the laptop, along with any other issued accessories, at the time they leave the district. The laptop and all accessories should be returned to the school administrator. Any fees collected as a part of this initiative will not be refunded.

#### **IV. REPOSSESSION**

If the user does not fully comply with all terms of this Agreement and the JPS Student Technology Handbook, including the timely return of the property, JPS shall be entitled to declare the use in default and come to the user's place of residence, or other location of the property, to take possession of the property.

#### **V. TERMS OF AGREEMENT**

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by JPS or upon withdrawal from JPS.

#### **VI. UNLAWFUL APPROPRIATION**

Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property

#### **VII. FEES FOR LAPTOP USE**

##### **Use and Maintenance Fees**

- Parents will pay a non-refundable annual fee of \$40, with deductibles per damage incident.
- The premium is by device and covers electrical surges, drops or falls, liquid spills, and part damage.
- The deductible is by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the laptop is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent may be responsible for the replacement cost. A police report will be required for all stolen devices.
- District may disable the laptop remotely to protect the device and/or data on the device.
- Seniors must clear all records and pay all fees before participating in commencement exercises.

##### **Damaged Laptops**

Any damage must be reported to school authorities immediately. Power adapters and sleeve must be returned or paid in full.

##### **Deductibles:**

- First damage occurrence: \$40.00 and student will get a replacement laptop upon payment of the deductible.
- Second damage occurrence: \$40.00 plus the cost to repair the laptop or fair market value and possible loss of laptop take home privileges. The

- replacement laptop will be checked in and out daily during the school day.
- Third damage occurrence: Cost to repair the laptop or fair market value and loss of take home laptop privileges.

### Table of Estimated Repair Pricing for Deductibles

Loss, Deliberate Damage or Neglect	Estimated Repair/Replacement
Broken Screen	\$150.00
Broken Keyboard	\$150.00
Power Adapter + Cord	\$80.00
District Assigned laptop Sleeve	\$20.00
Liquid damage to Laptop	\$150.00
District Assigned Case	\$20.00

### VIII. HANDLING AND CARE OF THE LAPTOP

- Keep the laptop in the district-issued or approved sleeve and case.
- Keep laptops and sleeve free of any writing, drawing, stickers, or labels that are not applied by JPS.
- Use the laptop on a flat, stable surface.
- Do not set books on the laptop.
- Do not have food or drinks around the laptop.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

### IX. POWER MANAGEMENT

- It is the user's responsibility to recharge the laptop's battery so it is fully charged by the start of the next school day.
- Laptops with no battery life must be charged in the classroom. The student forfeits use of the laptop for the entire time it takes to charge the laptop
- All class work missed because of uncharged batteries must be made up on students' own time.
- The laptop must remain on (awake or sleep mode) at school at all times, with no exceptions.

### X. TRANSPORT

- Transport laptop in its protective case and sleeve.
- Do not leave the laptop in a vehicle for extended periods of time or overnight.
- Do not leave the laptop in visible sight when left in a vehicle.

## **XI. MONITORING AND SUPERVISION**

- Do not leave the laptop unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the laptop to a classmate, friend, or family member.
- Any attempt to “jailbreak” or remove the JPS profile could result in suspension.
- Students are responsible for the safety and security of the laptop and any activity on the device.

**SOURCE: JACKSON PUBLIC SCHOOL DISTRICT, JACKSON, MISSISSIPPI**

**DATE: OCTOBER 21, 2014**

**REVIEWED:                   DECEMBER 6, 2016**