

LAPTOP POLICY

I. TERMS

Parents of scholars that are assigned a take home laptop may pay a non-refundable annual charge based on the device. Users will comply at all times with the Jackson Public Schools Student Technology Handbook procedures. Any failure to comply may terminate use 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 required to file a police report. Parent/Guardian will be responsible for full replacement cost of laptop if not reported to JPS personnel within three (3) days of missing device or on the first day following a school holiday.

In the event that a laptop is damaged, lost or stolen the laptop user may be assessed a fee for the repair or replacement of the laptop. 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. Fees for lost/damaged devices are included in the JPS Technology Handbook and may vary annually and according to device.

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 is reported immediately. If stolen/lost device is not reported within three days or the first day following a school holiday to District personnel, parent/guardian may 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 may be required to pay a non-refundable annual fee 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 is be required for all stolen devices.
- The District may disable the laptop remotely to protect the device and/or data on the device.

Damaged Laptops

Any damage must be reported to school authorities immediately. Power adapters and all accessories must be returned in full work condition or paid in full.

Deductibles

- First damage occurrence: \$40
- Second damage occurrence: \$40 plus the repair costs outlined in the handbook and possible loss of laptop take home privileges.
- Third damage occurrence: Total cost to repair or replace the device or fair market value and loss of take-home privileges.
- The cost for repairs varies by device and is set annually and published in the JPS Technology Handbook.

VIII. HANDLING AND CARE OF THE LAPTOP

- Keep the device in the district-issued or approved sleeve or case if provided.
- Keep devices free of any writing, drawing, stickers, or labels that are not applies 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.
- Do not close the top of the device with paper or pens or pencils on the keyboard.

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 may forfeit 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 devices in its protective case and sleeve, if provided.
- 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 profiles or network policies could result in suspension of network privileges.
- Students are responsible for the safety and security of the laptop and any activity on the device.

SOURCE: Jackson Public School District, Jackson, Mississippi

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