

Under the May-Port CG **responsible use policy** administration and staff will periodically check Personal Student Learning Devices (PSLD) during the year to ensure proper and responsible student use. Students are not permitted to use PSLD's to play games, chat and/or use social media, and other non-educational purposes (unless specifically allowed by the classroom teacher).

The purposes/uses of the PSLDs are:

- **Educational, Academic, Research & Intrascchool related communication**

DEVICE USE AGREEMENT

Students enrolled at May-Port CG will be issued a device for instructional usage during school hours. **Students will not be permitted to take devices home unless directed by a teacher.** Your knowledge of the policies described below, as well as your support in helping May-Port CG in implementing these policies, is critically important. Following are the requirements that accompany school-issued devices.

DEVICE PROTECTION PLAN

Device Protection Plan (\$25/student per year or \$50/family maximum per year)

The Device Protection Plan is optional and available to families that wish to protect themselves from damage or replacement costs for their child's school issued device. The deadline to sign up and pay is September 15th. If you choose not to purchase the device protection plan and damage occurs to your child's device, it will be the parent's responsibility to pay for all repair costs as outlined below.

Coverage

The Device Protection Plan covers 100% of all accidental damage, fire, flood, natural disasters, power surges, and vandalism to your child's school issued device with a \$0 deductible. The Device Protection Plan will provide coverage on school grounds, at home, on the bus, and anywhere your child may be using the device. If damage or loss would be incurred to a school issue device with Device Protection Plan, there would be no additional fees charged for repair. The Device Protection Plan does not cover negligent or intentional damage. The coverage will cover up to \$150 for the year.

Cost

The Device Protection Plan provides pricing depending on your family's hot lunch free and reduced meal status. If you believe you qualify for free or reduced-price meals but have not applied, please contact the school office to learn how to apply.

If you're interested in the Device Protection Plan, please complete the form found under the form section of PowerSchool for each child. Payment can be made in the school office or through e~Funds on the school website.

Devices that malfunction or are damaged should be reported to the Technology Department. The school district will assume responsibility for repairing devices that malfunction; however, the cost of repairs will be assessed as stated below.

DEVICE LOSS, DAMAGE, OR MALFUNCTION

Intentional Damage

- If the school determines that intentional damage to a device has occurred, the family of the student will be responsible for the total cost (up to \$225 for Chromebooks & up to \$300 for iPads) of the device repair or replacement (dependent on the age of the device). The student may also be subjected to additional consequences.

Lost or Stolen

- If a device is lost or stolen, the family of the student will be required to pay to replace the device (up to \$275 for Chromebooks & up to \$325 for iPads).

Loss / Damage Payment

In the event that a family is responsible for payment due to loss, theft or damage, a notice will be sent with a brief explanation and amount due. Payments should be made at the school office.

Repair Rates

Battery \$20 - \$70	Top case \$15 - \$50	Display/Screen \$35 - \$50
Power adapter \$20 - \$30	Power port \$5 - \$10	System board \$60 - \$125
Middle case \$25 - \$45	Trackpad \$25 - \$75	Bottom case \$15 - \$50
Motherboard \$40 - \$60	Keyboard \$35 - \$75	Hard disk drive \$40 - \$55
Display bezel \$20 - \$30	iPad screen \$100 - \$150	iPad display \$100 - \$125

GENERAL INFORMATION

The policies, procedures, and information within this document apply to all students who are issued an electronic device owned by May-Port CG. Classroom teachers may set additional requirements for use in their classrooms.

Receiving your device

- A device will be distributed to all students in grades K - 8.
 - Chromebook carts in the 3rd - 8th grade homerooms will make devices available to your child.
 - K - 2 classrooms will use iPads and elementary classrooms have charging and storage stations for iPads.

- Parents and students must sign this agreement in order to use devices at school.

School Internet Access

Wireless network access is available throughout the school. May-Port CG 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.

Home Internet Access

In the event a device needs to be checked out from May-Port CG and brought home, students are encouraged to connect to home networks and wireless hotspots. School and district technical support staff are not responsible for supporting or troubleshooting connectivity to home networks. Contact your Internet service provider for troubleshooting and assistance.

Content Filtering

In partnership with the state of North Dakota Education Technology Department, May-Port CG will filter content on site to keep students safe online while utilizing their devices and the World Wide Web. Along with on-site filtering, May-Port CG will also enforce off site filtering on its devices and accounts. As with all filters, there is no fool proof way to protect from every danger online. Parents and guardians are encouraged to set expectations while devices are at home.

Internet Safety

As part of CIPA (Children's Internet Protection Act), May-Port CG Teachers and Staff will teach online safety including:

- Access by minors to inappropriate matter on the internet or World Wide Web;
- Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Unauthorized access including "hacking" and other unlawful activities by minors online;
- Unauthorized disclosure, use, dissemination of personal information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

CARE OF THE DEVICE

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to Technology Help Desk as soon as possible.

General Precautions

- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left in an unattended area.

Screen Care

- The device screens can be easily damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 1. Do not lean on the top of the device when it is closed.
 2. Do not put device into backpack with lots of books.
 3. Clean the screen with a soft, dry cloth or anti-static cloth.
 4. Do not “bump” the device against other objects as it could break the screen.

Device Identification

- The serial number and the May-Port CG asset tag identify student devices. Students should not remove any school identification labels from their devices.
Contact the May-Port CG Technology Help Desk if you need a replacement asset tag.

USING YOUR DEVICE AT SCHOOL

Devices are intended for **academic use**. Classroom teachers have the authority to manage use during class time and may choose to have students put devices away if they are a distraction or students exhibit off-task behavior.

Charging Your Device's Battery:

- Students are responsible to keep devices in a fully charged condition at the end of each school day by utilizing the charging station in each homeroom.
Repeat violations of this policy may result in students losing device privileges.

Managing Your Files and Saving Your Work

- May-Port CG uses Google Apps for Education, which allows cloud-based document creation, sharing, and storage. Each student has their own unique account. May-Port CG also utilizes Schoology which allows students to upload files and projects to classes as per the teacher's discretion.

RESPONSIBLE USE

Statement of Responsibility:

- The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy; therefore it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.
- Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by teachers, the technology coordinator or school administration. ***Please remember that you are using a May-Port CG issued device and a School Google Account and it should be treated as such!***

Inappropriate Content:

- Students are not allowed to access, view, and or store inappropriate content or materials on devices.
- The presence of weapons, pornographic materials, inappropriate language, threatening language, alcohol, drug, gang related symbols, or pictures will result in disciplinary action.
- All activity on the devices and any May-Port CG issued email account, whether conducted at school or offsite, is subject to search as district property.

Legal Propriety:

- All device users must comply with trademark and copyright laws and all license agreements. Ignorance of the law is no excuse for violations of such laws or agreements. If you are unsure, ask your classroom/homeroom teacher.

- Plagiarism is a violation of the May-Port CG rules. 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.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.

No Loaning or Borrowing Devices:

- Do not loan your assigned device to other students.
- Do not borrow a device from another student.
- Do not share passwords or user names.

Unauthorized Access:

- Access to another person's account or device without their consent or knowledge is considered hacking and is unacceptable.

Music, Video Games, or Programs:

- Music, videos, and games may not be downloaded or streamed over the Internet. This may be a violation of copyright law.
- All software/apps must be provided by May-Port CG.
- Data storage will be through apps on the device (Google Drive).
- Music & games are only allowed on the device at the discretion of the classroom teacher.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Parent/Guardian Responsibilities:

- Talk to your child about values and the standards that they should follow on the use of the Internet just as you would on the use of all media information sources. Please talk with your child about your expectations for appropriate and responsible use in your home.
- ***May-Port CG recommends that parents set device usage & time restrictions at home, and also take time to view your child's search history to make sure appropriate usage continues at home.***

Student Responsibilities:

- ***Students can only use their may-portcg.com account to log into any PSLD. Logging into other accounts while using May-Port CG property could compromise the responsible use policy.***
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to network use according to May-Port CG's Technology Policy.
- Keep passwords private. ***Should your password become compromised, contact the May-Port CG technology coordinator as soon as possible to change your password.***

- Students should always log out, turn off and secure their devices after they are done working to protect their work and information.
- If a student should receive email or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, he/she should contact a teacher immediately.

Student Discipline:

- Depending on the seriousness of the offense, students may lose the device and/or network privileges. They may also receive detention, suspension or in extreme cases expulsion.

DISCLAIMER

The May-Port CG School District #14 makes no warranties of any kind, whether expressed or implied, for the service it is providing. The May-Port CG School District will not be responsible for the accuracy or quality of information obtained through this Internet Connection. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

LEGAL REF: Child Internet Protection Act (CIPA) – December 2000

This form can be agreed to and signed digitally on your parent access account of PowerSchool for your child. Reminder, that each child must have a signed agreement to use a May-Port CG PLSD.