# **WALWORTH POLICY 363.4**

# **MOBILE COMPUTING DEVICE CHECKOUT POLICY**

## **Overview**

This policy addresses the check-out and loaning procedures for District owned mobile computing devices (MCDs). For the purpose of this policy, MCDs include, but are not limited to, laptop computers, tablet, e-book readers.

The District intends that MCDs are used for educational purposes that provide users unique access beyond the school boundaries. As such, the focus of their use is on teaching and learning. Priority for MCD availability for check-out will be determined by educational need.

## **Ownership**

The MCDs are the property of the District, not the user. As such the use of these devices is a privilege, not a right. This privilege may be revoked.

This policy refers to currently enrolled students or currently employed staff. Users may not transfer or extend use of the MCD to other students, staff, persons or groups.

## **Saving Electronic Data Files**

Data files such as word processed documents, spreadsheets, and presentations must be saved to external media such as a USB flash drive. In most cases, desktop security software will not permit saving files to local drives. Regardless of the ability to save to local drives, user must accept the responsibility to save their own files. Files saved to local drives may be lost.

## **Responsible/Acceptable Use Policies**

The user must follow all rules established in District policies and handbooks especially those pertaining to acceptable use and copyright.

## **Responsibility** F**or Repair or Replacement**

Users are responsible for the general care of the MCD that have been loaned or issued to them by the District. Users must report damaged, malfunctioning or missing MCDs to the designated District employee immediately. Users must report any communication received that contains inappropriate or abusive language or media to the designated District employee immediately. The District will be responsible for normal hardware and software maintenance. Users should not attempt to repair or replace the unit, nor should they commission outside sources to do so. Damage caused by misuse or abuse of the MCDs will be the responsibility of the user. If damage, malfunctioning, or loss is due to negligence or intentional misconduct, the user may be responsible for the cost to repair or replace the unit.

## **Expectations: School-Related Business, Educational Tool**

MCDs are education tools and should only be used in that capacity. Users should not attempt to download software, Apps, and/or other external programs. Users are prohibited from transmitting copyrighted materials. Accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials is strictly prohibited and may result in legal or police action.

## **Compliance, Recourse, Ramifications of Breaking Agreement, Consequences, Privileges Revoked, Determined by District Administrator**

Failure to follow these guidelines may result in fines, disciplinary action, or loss of check-out privileges.

## **Timeline: Overnight Checkout and Extended Loans**

Loan periods may vary depending on the educational need. Typically, the users may checkout MCDs overnight, and returned before the beginning of the next school day. Under special circumstances, the loan period may be extended. The following staff members are allowed to authorize MCD loans: District Administrator, Principal, Technology Coordinator, Assistant Technology Coordinator, Tiered Learning Center Staff.

## Returned with Charged Battery

MCDs are checked out in good condition and in good working order, and they should be returned in the same condition. Overnight use will not require batteries to be charged. Extended loan use will require the user to have in their possession a MCD charging device. Extended loan use must have batteries recharged before return. .

The Walworth School District does not discriminate on admissions to any school, class, program, or activity on the basis of sex, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**POLICY ADOPTION:** October 25, 2010

**POLICY REVISION:** March 22, 2016

September 24, 2020