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SPRINGFIELD PUBLIC SCHOOLS - SPRINGFIELD, MASSACHUSETTS

Student Computer Take Home Policy

Proposed Policy Last Updated: December 8, 2016

(School Committee Approved December 15, 2016)

In order to prepare Springfield Public School (“SPS”) students for college and career in a world of digital technology and digital information, SPS students need to have access to digital technology and digital information at school and at home. Therefore, SPS, subject to the following Terms and Conditions, is providing its students with SPS purchased computers and/or digital tablets (collectively “Devices”) and is allowing students, at the discretion of their school, to take and use the Devices outside of the school building and after school hours.

Computer Take Home Terms and Conditions

1. Each school may allow students in grades 3 through 12 to be individually assigned a Device and take home the Device subject to the terms of this policy. Each student can only be assigned one Device. No other District technology may be taken home based on this policy. Device assignments are only for the individual school year in which they are assigned.
2. Each school, upon assignment of a Device, will define the period for which the Device is assigned within the school year (“Assignment Period”) and the occasions when the Device is permitted to be taken home (“Take Home Occasions”).
3. Prior to taking a device home, both the student and their parent/guardian must participate in a Technology Take Home Orientation and sign and return the “Student Computer Take Home Pledge” and “Technology Take Home Agreement.”
4. The Device is the property of the Springfield Public Schools. The Springfield Public Schools may recall the device or place additional restrictions on the use or assignment of the Device at any time, for any reason, and without prior notice.
5. **The Devices may contain software that tracks its location and utilization. Springfield Public Schools may use this software to track the location and utilization of the device at any time.**
6. The Springfield Public Schools Acceptable Use Policy applies to home use of the Device as well as in school use.
7. **The Device issued to students is intended to be an educational tool and should only be used in that capacity. As the Device is the property of and is monitored by the Springfield Public Schools, students should have no expectations of privacy in their use of Device.**

8. Parents/guardians are responsible for supervising their student's use of the Device and Internet access when in use outside school. While SPS will provide filtering for inappropriate content on the Device when it is used outside school, SPS cannot guarantee that all inappropriate content can be filtered and use of the Device on other networks may result in unwanted exposure to material that may not be appropriate for students.
9. Attempts to bypass the Districts web filters, alter or remove virus protection, or remove SPS identification and markings are a violation of the Acceptable Use Policy and may result in an SPS Code of Conduct violation and disciplinary action and/or return of the Device.
10. Software originally installed by SPS must remain on the Device and in usable condition. Students may not install software on the Device unless authorized by SPS and only through SPS' student software portal.
11. Students and parent/guardian should never undertake repairs to the device.
12. If a student transfers from or leaves the school issuing the Device, the Device must be returned to the issuing school in working condition.
13. The Device, the case/cover, power supply and any other peripherals/equipment issued to the student, must be returned in acceptable working condition at the end of the Assignment Period or whenever requested by school staff.

Take Home Technology Fee

SPS recognizes that sending a Device home with students will result in wear and tear as well as occasional loss of devices. To support necessary repair, maintenance, and replacement of the Devices, SPS is requiring that the parent/guardian of each student annually pay a non-refundable Take Home Technology Fee ("Fee") prior to a student being allowed to take a Device home. The annual fee will be \$20.00 per student. Schools will collect this Fee at the start of the "Assignment Period" for their school year when parents/guardians complete the Technology Take Home Agreement. The Technology Take Home Fee will be used to pay for insurance on and repair or replacement of Devices.

Student Computer Take Home Pledge
(To be submitted with a signed Computer Take Home Agreement)

As a Springfield Public School's ("SPS") scholar using a technology device ("Device") to expand my learning opportunities, I make the following commitments.

1. I will bring the Device to school every day with a fully charged battery.
2. If I forget the Device or fail to charge the Device, I understand I am still responsible for getting all course work completed on time.
3. I will not place decorations (stickers, marker, etc.) on the Device or its accessories.
4. I will not loan the Device to any other person, including any other SPS students.
5. I will place the Device in its protective case when not in use and when it is being moved or carried.
6. I will treat the Device with care by not dropping it, leaving it outdoors, in direct sunlight, visible in a vehicle or during extreme temperatures (above 90 degrees or below 40 degrees).
7. I will not use the device in busy areas such as gyms, playgrounds, or public environments unless given permission by a teacher or staff member.
8. I will not leave the device unattended and/or unsecured.
9. I will keep food and beverages away from the Device.
10. I will not leave the Device near any water source, such as a sink, bathtub, or pool.
11. I will not attempt any repairs or disassemble any part of the Device or its case.
12. I will report immediately to my teacher or administrator when my assigned Device becomes damaged, lost or stolen.
13. I will not clean the Device with anything other than a soft cloth. (Do not use glass cleaners, sprays, soaps, or anything else to clean the Device.)
14. In the event the Device has a problem or is not working I will bring it to the technology coordinator or main office in my school.
15. I will use the Device only for educational purposes.
16. I will not use the Device to record other people's conversations or create video/pictures without the consent of all those who are being recorded.
17. I will not remove any software or applications.
18. I will only install SPS approved software and applications (apps).
19. I will save all my files and data to the networked storage location provided by the District rather than the local computer.
20. I understand SPS is not responsible for lost or missing data.
21. I will not sync the Device with any computer or account.
22. I will not remove or attempt to circumvent the content filtering or management software.
23. I will not deface the Device's serial number or the school-property labels.
24. I agree to return the Device and all accessories in good working condition when requested.
25. I understand this policy may be updated at any time.

Technology Take Home Agreement

Name of Student: _____ Date: _____

School: _____

By signing below, I agree to the stipulations set forth:

1. The student and parent/guardian will hold SPS and its employees harmless for any harm that may come to the student or any other person as a result of the student's off-campus internet activities or use of the SPS issued Device.
2. The Device should never be left unattended or unsecured.
3. When transporting the Device, it must be kept in the case or sleeve provided by SPS.
4. If a Device is lost or stolen:
 - a. The Parent/Guardian must notify the school immediately and submit a completed *District Device Damage/Loss* form to the school.
 - b. In cases of theft, the Parent/Guardian must file a police report for the loss within 5 business days of the occurrence.
 - c. The Parent/Guardian must provide the school a copy of the Police report within 5 business days following the date of the police report.
 - d. The student may be offered another Device for use during school only, but continued take home use will be at the discretion of SPS and the school.
 - e. If a second incident of theft or loss occurs in a single school year for the same student, that student will not be eligible for an individually assigned Device for the remainder of that school year. The student will be allowed to use a spare Device during the school day (if a Device is available).
5. If a Device is damaged:
 - a. The Parent/Guardian must report the incident to the school immediately and submit a completed *District Device Damage/Loss* form to their school.
 - b. The Parent/Guardian must deliver the damaged Device to the school with the *District Device Damage/Loss* form.
 - c. Students may be offered the use of a loaner Device (when available) only for use at school until his/her Device is repaired.
 - d. If the Device is damaged beyond repair, the student may be offered another Device for use during school, but continued take home use will be at the discretion of SPS and the school.

- e. If a second incident of damage occurs in a single school year for the same student, that student will not be eligible for an individually assigned Device for the remainder of that school year. The student will be allowed to use a spare Device during the school day (if a Device is available).
- 6. Failure to return the technology when requested may result in criminal prosecution or civil liability for theft of SPS property.
- 7. I understand and agree to the Terms and Conditions set forth in the Computer Take Home Policy.
- 8. I agree to the commitments set forth in the Student Computer Take Home Pledge.

Student Name (please print) _____

Student ID # _____ Student Phone # _____

Student Signature _____

By signing below, I agree to the stipulations set forth:

- 1. I understand and agree to the terms and conditions set forth in the Computer Take Home Policy.
- 2. I agree to pay a non-refundable take home user fee of \$20.00 to allow my student to take home a Device.

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Parent Phone # _____