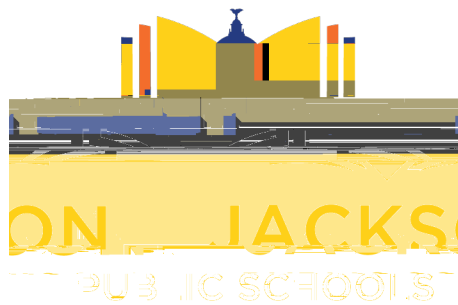


# Jackson Public School District



## Technology Handbook



## 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(an)6 del(i)-4 (ce)]



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

### **Power Management**

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

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:

- x I will follow the guidelines outlined in the JPS Technology Handbook.
- x I will follow the guidelines listed below for proper care of the device.
- x I will report to school authorities any problems/issues I encounter while using the device.
- x 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.
- x I understand that it is my responsibility to turn in my device for periodic updates throughout the school year if/when requested.
- x I understand that the primary use of the device is as an instructional tool.

### Guidelines for Proper Care of the Device

- x The device should not be loaned to anyone.
- x I will not remove any JPS labels, stickers, screen protectors, or cases already placed on the device by the District.
- x I will not write on or place any labels or stickers on the device.
- x Proper care is to be given to the device at all times, including but not limited to the following:
  - o Keep food and drink away from the device.
  - o Do not expose the device to extreme heat or cold.
  - o Do not attempt to repair a damaged or malfunctioning device.
  - o Do not upgrade the device operating system unless directed by District staff.
  - o Use the correct

**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

**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 g2 (rma2 (ul)14a)14to lt17eab123.48

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





## **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

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

- 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



#### **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.
-

- 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.

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## **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**