

# Queen Anne's County Public Schools Acceptable Use of Electronic Networks Policy

## Student Device Agreement

Selected students across the Queen Anne's County Public Schools District will be issued devices for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

*Students and their parents/guardians are reminded that use of Queen Anne's County Public Schools District Technology is a privilege and not a right and that everything done on any Queen Anne's County Public Schools District owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of Queen Anne's County Public Schools District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.*

To understand the expectations of Queen Anne's County Public Schools, students and their parents/guardians are responsible for reviewing the Queen Anne's County Public Schools Acceptable Use of Technology Policy.

### **Ownership of the Device**

Queen Anne's County Public Schools District retains sole right of possession of the device. The devices are lent to the students for educational purposes only for the academic year. Moreover, Queen Anne's County Public Schools District administrative staff and faculty retain the right to collect and/or inspect devices at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

### **Responsibility for the Device**

Students are solely responsible for the devices issued to them and must adhere to the following:

- Students must comply with the Queen Anne's County Public Schools Acceptable Use of Technology Policy when using their devices.
- Students must bring their devices to school every day and make sure it is fully charged
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in the supplied protective case when transporting the device.
- Students should not use the devices when on school buses.
- Students must promptly report any problems with their device to the school designated staff member.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the device other than the operating system supported by the Queen Anne's County Public Schools District.
- Students must keep their device clean and must not touch the screen with any hard object (e.g. pen, pencil, etc.) other than approved computer screen cleaners.

### **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their devices that are not installed by a member of the Queen Anne's County Public School technology staff. Students are responsible for backing up their data to protect from loss. Users of Queen Anne's County Public Schools District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the device, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the QACPS Acceptable Use of Technology Policy.

### **Spare Equipment and Lending**

If a student's Device is inoperable, the school has a limited number of spare devices for use while the student's Device is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable device to avoid doing class work due to loss or damage

### **Warranty and Insurance**

The Queen Anne's County Public Schools District will repair or replace damaged equipment resulting from normal use. The Queen Anne's County Public Schools District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device. Manufacturer warranty claims sometimes requires us to send the device to the company for evaluation and repair.

**Reference:** Queen Anne's County Public Schools Acceptable Use of Electronic Networks Policy – Adopted 9.7.2011