

Technology and Instructional Device Use Policy

TERMS

All student users of Mississippi School of the Arts provided laptops, tablets, or other personal computing devices shall comply with Mississippi School of the Arts policies. Any failure to comply may result in termination of student user rights of possession effective immediately, and Mississippi School of the Arts may repossess the device.

LEGAL TITLE

The Mississippi School of the Arts and State of Mississippi retain legal title to the property. The student user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, the Mississippi School of the Arts Technology policies, and all Mississippi School of the Arts Acceptable Use policies and procedures as found in the Mississippi School of the Arts Student Handbook.

RULES FOR ELECTRONIC DEVICES

1. Electronic devices loaned to students shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Student users are responsible for the proper care of electronic devices at all times, whether on or off school property.
 - a. Student users shall not leave the device unattended in an unlocked classroom or during an extracurricular activity.
 - b. Student users shall not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the student user's (parent/guardian in the case of a student) responsibility and the damage cost policy will be in effect.
 - c. Student users shall transport the device in its protective case and sleeve.
 - d. Student users shall not leave the device in a vehicle for extended periods of time or overnight.
 - e. Student users shall not leave the device in visible sight when left in a vehicle.
3. Student users shall report a lost or damaged device to the school authorities immediately. If a device is stolen, a report shall be made immediately to local law enforcement.
 - a. If a device is damaged, lost, or stolen because of irresponsible behavior, including intentional or negligent damage or loss, the student user or the parent/guardian may be responsible for the full replacement cost. The student user or the parent/guardian will be responsible for full replacement cost of the device if not reported to Mississippi School of the Arts personnel within three (3) calendar days of missing or damaged device.

4. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student shall also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
5. The student user is responsible for recharging the device's battery so it is fully charged by the start of the next school day. Devices with no battery life shall be charged in the classroom. The student may be required to forfeit use of the device for the entire time it takes to charge it. All class work missed because of uncharged batteries shall be made up on a student's own time.
6. The device configuration shall not be altered in any way by student users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given, in writing, by the teacher or building administrator. Any attempt to "jailbreak" and/or remove Mississippi School of the Arts protection software may result in disciplinary action.
7. The device shall only be used by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
8. The device shall be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from Mississippi School of the Arts, and whenever requested by school staff.
9. Failure to return the device by the last day of each school year, upon withdrawal or exit date from Mississippi School of the Arts, or whenever requested by school staff shall result in a full cost of replacement charge to the student user or parent/legal guardian responsible for this agreement.

USE OF PERSONAL LAPTOPS AND TABLETS

Students may use their personal laptops or tablets in place of a school device. However, while on the Mississippi School of the Arts campus, students shall connect to the school's provided wireless network and not a personal hotspot not provided by the school. Students bringing a personal device to campus, or using the device for remote learning, will be responsible for support and maintenance of the device.

REPOSSESSION

If the student user fails to fully comply with all terms of this Agreement and Mississippi School of the Arts Technology policies, including the timely return of the property, Mississippi School of the Arts shall be entitled to declare the student user in default and take appropriate legal action to secure the safe return of the device or incur full replacement.

TERMS OF AGREEMENT

The student user's right to use and possession of the property terminates no later than the last day of enrollment, unless earlier terminated by Mississippi School of the Arts or upon withdrawal from Mississippi School of the Arts.

SUPPORT

Students shall contact their teachers as a first level of support for class-related work. If a student needs assistance regarding device software and hardware, they will need to send a repair request to (EMAIL).

Student users shall not take devices belonging to Mississippi School of the Arts to any other businesses for technical support or repair.

FEES

First damage occurrence: Cost of repair, not to exceed \$75.00.

Second damage occurrence: Cost of repair or potential full replacement cost, if required, and loss of take-home privileges.

STUDENT USER DATA

All student users are responsible for keeping backups of important data. If a device must be repaired, there may be a need to reset it to the original settings. The technology department will not be responsible for any student user data that might be lost as a part of this process.

UNLAWFUL APPROPRIATION

Failure to timely return the property and use of any school device for non-school purposes, without Mississippi School of the Arts consent, may be considered unlawful appropriation of the Mississippi School of the Arts property.

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SIGNATURE VERIFICATION

Print Parent/Guardian Name(s) _____

Parent/Guardian Signature(s) _____

Date: _____

Print Student Name _____

Student Signature _____

Date _____

I have reviewed the Mississippi School of the Arts Technology policies and understand the rules and guidelines for the following:

_____ (initial) Acceptable Use Policy in the Mississippi School of the Arts Student Handbook. This includes policies related to account use, network monitoring and adherence to the Children's Internet Protection Act.

_____ (initial) Damages – I am subject to a \$75.00 charge for the first report of damage. I am subject to the full replacement cost of subsequent damage / first loss / first theft.

For office use only below this line

State Fixed Asset _____ Description _____

Intended Use _____

Property Contact _____ Date: _____