

**RSU #16** (Mechanic Falls, Minot, Poland)

**Policy Code: IJNDB-C**

**Adopted: August 2010**

**Revised: October 7, 2013**

## **Guidelines for Care & Use of School Issued Technology Devices**

All students at Bruce M. Whittier Middle School and Poland Regional High School will be issued a MacBook iPad to provide students with access to technology at school and at home. The following guidelines have been developed for students and parents and are key to the success of this initiative.

- ✓ In order to receive an iPad, a parent or guardian must attend a Parent Orientation Meeting offered by the school and the student must pay a non-refundable annual use fee of \$30. Students who receive free lunch will be required to pay a \$20 fee. The fee for students receiving reduced lunch is \$25. This fee covers accidental repairs not covered by the warranty with the exception of negligence, which will be determined by the principal. There is an \$80 per family cap on this fee.
- ✓ A technology device, 2-part power adapter and carrying case will be issued in the fall of the school year and must be returned at the end of the year. Once it has been assigned to you, it becomes your responsibility. You must register the serial number of your power adapter with your Roundtable advisor to help locate it should it become lost. The power adapters cost \$70 and each student is responsible for keeping track of their own and replacing it if lost. A replacement technology device bag is \$25. It may be best to leave your power adapter at home.
- ✓ The recharging of the technology device will generally occur at home in the evening and should be fully charged for the school day. If you return to school without your technology device, you will not have access to another to complete your schoolwork. You must remember to bring it back with you each morning.
- ✓ If students are traveling by bus to an away game or activity, the technology devices will be left in a designated area for the night and charged.
- ✓ Your technology device should be in your possession, in a school charging station, or kept in a secure location at all times.
- ✓ Your technology device should never be left unattended or stored in extreme cold or heat.
- ✓ Always place your technology device in the bag, port-side up and never charge it while in the bag. The technology device must be shut down while transporting it in the bag or it will overheat and cause component damage.
- ✓ If you have any problems with the technology device, please bring it to the IT Department behind the library for service.
- ✓ Do not mark or place stickers on the technology device other than your nametag.
- ✓ As with any school issued equipment, inappropriate use or neglectful care may result in administrative disciplinary action. The school's Student Technology Device and Internet Use Policy must be signed and followed at all time. Technology devices are subject to random inspection at any time.
- ✓ If your technology device is lost or stolen, you must report it immediately to an administrator, who will notify the police. A replacement will be requested for you from the state buffer pool.
- ✓ Technology devices are not allowed out of the bags while riding the bus. The risk of accidental damage increases dramatically if used on your lap in a moving vehicle.

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- ✓ Do not spray anything on to the screen to clean it. Use a lens polishing cloth or bring it to the IT Department for cleaning.
- ✓ Do not consume food or drink while using your technology device. ***Liquid spills are the main cause of damage to iPads and considered negligence.***
- ✓ When transporting your technology device, close the lid and wait until the “snooze” light on the front starts to blink. Moving the technology device prior to this could cause damage to the hard drive and result in data loss.

Please sign below to acknowledge that you have read and understand the Student Technology Device & Internet Use Policy and technology device guidelines.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name Printed

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Roundtable Advisor

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Cross Reference:

IJNDB Student Technology Devices and Internet Use

IJNDB-C1 Student/Parent Signature Form

IJNDB-R Student Technology Devices and Internet Use Rules

**SIGNATURE BLOCK:**

RSU #16 School Board

\_\_\_\_\_  
Mary Martin, Chair

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DATE

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Jack Wiseman, Vice Chair

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Jennifer Boenig

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Tina Love

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Mary Ella Jones

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