

Policy

DISTRICT-PROVIDED TECHNOLOGY DEVICES TO STUDENTS

The Board of Education may provide technology devices to students in the District for authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and use of any District technology device provided to students of this District. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the District provides to students to be used as part of their educational program.

If a technology device made available to pupils is not considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum, then a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. If the school district does provide a technology device that is deemed mandatory to a successful completion of the classroom curriculum, then the district will provide pupils with such a technology device consistent with its textbook or supply policies.

A technology device provided by the District may include pre-loaded software. A student is prohibited from downloading additional software onto the technology device or tampering with software installed on the technology device without District authorization.

To receive a District-provided technology device, the parent/guardian and student must sign a Guidelines for Responsible Computing/Acceptable Use Form requiring the parent/guardian and the student to comply with certain provisions. These provisions may include, but are not limited to:

1. That the laptop and its accessory equipment are the property of the Franklin Lakes K-8 School District;
2. That the student, with the support of the parent/guardian, is responsible for the daily care and maintenance of the laptop;
3. That any laptop or tablet computing device issued to a student may be capable of recording or collecting information on the student's activity or the student's use of the device if said device is equipped with a camera, GPS, or other feature capable of recording or collecting information. The student understands that the Franklin Lakes K-8 School District shall not utilize the aforesaid capabilities in any manner that may violate the student's privacy rights or those of any individual residing in the student's home;
4. That students/parents/guardians will abide by the rules and regulations of Board Policy – 2361, Guidelines for Responsible Computing/Acceptable Use. Failure to abide by this Policy will result in disciplinary action;
5. That the laptop and all accessories will be returned at the end of each school year for annual upgrades and maintenance and that whenever possible, the District will reissue the same computer to students at the beginning of the following school year;
6. That students/parents/guardians must report all laptop damages or the theft/loss of the laptop to the appropriate Technology Department;
7. Pupils that are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such technology devices. These appropriate measures and precautions for school district

DISTRICT-PROVIDED TECH DEVICES TO STUDENTS (continued)

provided technology devices to pupils shall include, but are not limited to, the following:

- a. Keep the technology device in a locked and secured environment when not being used;
 - b. Do not leave the technology device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office);
 - c. Keep the technology device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.
 - d. Do not leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;
 - e. Keep food and drinks away from all technology devices and work areas;
 - f. Prohibit the use of any technology device by any other person except as authorized by the Superintendent or designee; and
 - g. That the laptop must be in its case when being transported as a reasonable precaution against damage, theft or loss and the laptop cover must be on at all times.
8. That students/parents/guardians will be responsible for all repair/replacement charges associated with laptop damages caused intentionally, through a lack of reasonable precautions or loss/theft. Costs will be set by repair professionals authorized to act in such capacity as part of the agreement between the District and the manufacturer;
 9. That, unless instructed otherwise by a teacher, all students must have their laptop computer charged and with them each day for every class;
 10. That there is a common respect for the property of others, including other students' laptops;
 11. That the teachers may decide not to allow laptop usage in their classroom on certain days, and students/parents/guardians must abide by their decisions;
 12. That each laptop includes a maintenance fee for a one-time accidental damage, theft, and/or catastrophic loss. An annual premium will be established by District Administration. Students/parents/guardians will be responsible for the annual premium payment;
 13. That each laptop includes Accidental Damage Protection (ADP) coverage and that in order to receive ADP coverage, damages must result from an accident. Details of the accident must be submitted with every accidental damage claim;
 14. That if, in the opinion of the building administration the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the laptop, the cost of the repair will be the responsibility of the student/parent/guardian; PROPERTY 7523/page 3 of 3 District-Provided Technology Devices to Pupils
 15. That in the event there are repeated incidents of a similar nature, the school administration may view this as a situation whereby the student did not exercise proper care and/or reasonable precautions. In the event this should be the case, the cost of the repair will become the responsibility of the student/parent/guardian and could result in the revocation of the laptop;
 16. That in the event the District-issued laptop is stolen, students/parents/guardians must contact the police immediately. Students/parents/guardians understand that a police report must also be filed and a copy provided to the technology department as soon as

DISTRICT-PROVIDED TECH DEVICES TO STUDENTS (continued)

possible.

- 17. That in the event that the District-issued laptop was stolen as a result of the student's carelessness, then this coverage will not be made available to the student, and the student will be responsible for the full replacement cost of the laptop.

Notwithstanding any of the provisions of the Guidelines for Responsible Computing/Acceptable Use Form, no student or parent/guardian shall have an expectation of privacy in the use of any device provided by the District, or in the use of any device at all involving use of the District's computer network, online programs or applications, Internet connectivity, and/or stored files. Students shall comply with all District policies for the use of a school district provided technology device. A student shall be subject to consequence in the event the student violates any District policy, including the District's acceptable use policies; student code of conduct; any provision of this Policy; or any provision of the Guidelines for Responsible Computing/Acceptable Use Form.

Adopted:	May 27, 2014
NJSBA Review/Update:	September 2009; December 2015
Revised:	May 2018
Readopted:	