



# Elton Collegiate

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Dear Parent/Guardian of Elton Collegiate:

Rolling River School Division has budgeted so that each student in grade nine receives an electronic device (laptop) to use for their entire high school career.

It is the division's belief that providing our students with this level of technology, in an equitable manner, will allow our students to be more engaged in their learning, develop 21<sup>st</sup> century skills, and therefore be better prepared for our ever-changing society. This initiative will allow students to utilize these devices at school as learning tools, primarily intended to create, not simply to view content.

Students will be responsible for taking good care of their device at all times. This year, we are asking students to take their laptop home every night. We are also asking that students make sure their device is fully charged and ready to go for each school day. Students will keep their devices with them (at all times) during the school day.

Please review the attached **Guidelines for Care and Use of the Device (pages 2 & 3)**, **paying particular attention to the divisional policy with regards to a damaged device.** As well, please review the **Guidelines for the Technology Project (page 4)** with your child. You are also encouraged to review the divisional policy guidelines with regards to safe internet use: **Technology Acceptable Use Agreement Form** in your student package.

Please contact us if you have any questions or concerns regarding this project or the process.

Respectfully,

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# **Care and Maintenance of the Device**

The care of your device is the student's responsibility.

Never leave a device unattended. Keep the device in your storage bag when not in use.

The device is intended for daily use so the device must be charged nightly, so it is ready for use every day.

Your device comes with ports for charging and other accessories. Care must be used when plugging and unplugging accessories. Student-purchased device accessories are the responsibility of the student.

Rolling River School Division strongly suggests students use the provided carrying bag to help limit damage from use, storage and transportation of the device.

The device must remain free of stickers, writing, painting, or any other forms of decoration.

Do not lend your device to another person. Each device is assigned to an individual student and the responsibility for the care of the device solely rests with that student. These devices are not to be lent to others.

Avoid placing weight on the device, throwing or sliding the device or a book bag that contains a device. Avoid placing a device in a book bag that contains food, liquids, heavy, or sharp objects.

The device can be cleaned with a soft, slightly water dampened, lint free cloth. Avoid getting moisture in the openings and applying liquids to the device. Use of unapproved cleaners may remove the protective film covering the face of the device. Avoid using window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.

While the device is scratch resistant, the device may still scratch. Avoid contact with sharp objects. Commercially produced screen protectors can be purchased to protect the screen.

Never expose the device to extremes in temperature or direct sunlight. Do not store your device in a vehicle.

Each device has a unique serial number, identification sticker and name sticker. At no time should these numbers or stickers be modified or removed.

Each device has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.

Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to school office as soon as possible. Device repair/replacement (ie. warranty) options will be determined by the appropriate staff.

We expect that care and caution will be taken by students to keep these devices in good working order to support their learning.

All devices must be returned to the school in June of each year. The device will remain at the school for the summer and returned to the student in the fall (*graduating students do not need to return their device in June.*)

**Lost, misused or stolen devices will not be replaced by the school division.** In such cases, the repair or replacement of the device may become the responsibility of the student. Any device that is lost or stolen or is not returned to the school in June for inspection, the full price of the device will be charged to the student (except graduating students).

### **Damage to a device**

Damage to Division supplied technology devices and equipment will be governed by Rolling River School Division's policy - ***JFCB/P Property Damage.***

Parents of minor age students or students 18 years or over will be charged for property damage costs as follows:

- Students who willfully damage school property - charged up to 100% of the cost of repair or replacement.
- Students who accidentally damage school property – charged up to 50% of the cost of repair or replacement. Students may be required to do community service to work off assessed damage to school property.

# **Guidelines for the Technology Project**

It is our expectation that students will treat these devices with a level of respect as if it were their own.

Devices provided under this project are Rolling River School Division property. Devices have been assigned to a specific grade 9 student for the duration of their high school career.

Devices are subject to search and repossession at any time.

The maintenance of the device will be the responsibility of the student, this includes operating system (OS) updating, deleting and installing of apps and software and all management issues related to the device.

Most devices are equipped with both front and rear-facing camera and video capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Rolling River School Division retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or video of any school related activity. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.

Students are responsible for bringing their device fully charged to school every day unless otherwise directed by a staff member. Failure to bring a device or any other class material(s) does not release the students from their responsibility for class work. If students repeatedly fail to bring materials to class, including their electronic device, students will be subject to the natural consequences associated with not being prepared for class.

While school appropriate personalized screensavers, wallpapers, and protective covers are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and are subject to disciplinary action.

Games, music, videos, and sound use will be at the discretion of the classroom teacher and building administrator. Unless permission is obtained, sound must be muted at all times.

It is the student's responsibility to ensure that work is not lost due to mechanical failure, accidental deletion, or re-imaging. Make use of OneDrive to save files.

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a school or home address or phone number, or the address or phone number of others.

Students must take their device home at night for class work and recharging. The rules and regulations that are in effect during the school day extend to the use of the device at home.

Rolling River School Division makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accident or other.

Contact a staff member if you have issues with regards to your device and they will submit a ticket to the division office. It is your responsibility to do this so that you can use your device on a daily basis.

# Guidelines for Removing Your Device from School

## Rolling River School Division Acceptable Use Agreement for Students

Student takes the device home every night.
Student consistently has device charged and ready to be used in the classroom.
Effective and appropriate use of class time by the student.
Student regularly brings device to class (as they would with binders and other materials necessary for learning).
The student does not have any outstanding fees for repair of the device or other school property.
Parents are in agreement of the device coming home, feel the device is needed to access One Note and OneDrive, agree to assist with the care, and agree to cover the cost of damages and repairs as per policy.
The device has all labels still attached to it. These include red label on the back as well as the name label on the back, case, and keyboard.

Please sign and return this page in order for your child to be allowed to take the device home.

I have read and understand the Guidelines for Removing Device from School as well as the Property Damage policy (page 3) and I agree to comply with the policies. I understand my responsibilities pertaining to the use of the technology devices/internet. Further, I understand that any violation of the above conditions may result in the sanctions referred to in the policy.

TAKE HOME ACCEPTANCE

Date: \_\_\_\_\_ Student's Name: \_\_\_\_\_

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

Parent/Guardian Signature: X \_\_\_\_\_