

Guidelines for Care & Use of School Issued Technology Devices

All students, when possible, in RSU 16 will be issued a device 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 a **device**, a parent or guardian must review all documents associated with policy IJNDB regarding computer care and use and pay a non-refundable annual use fee of \$20. Students who receive **reduced or** free lunch will be required to pay a \$10 fee. 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 **\$40** per family cap on this fee.
- ✓ A technology device, 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. The Chromebook power adapters cost \$20 and the MacBook chargers cost \$57 and each student is responsible for keeping track of their own and replacing it if lost. A replacement carrying bag is **\$20**. 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. 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 secure location.
- ✓ 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.
- ✓ If you have any problems with the technology device, please bring it to the IT Department behind the library for service right away if you are in grades 7-12. For grades PK-6 please email techhelpk6@rsu16.org.
- ✓ 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 followed at all time. Technology devices are subject to random inspection at anytime.
- ✓ If your technology device is lost or stolen, you must report it immediately to an administrator or the IT Department, who will notify the police.
- ✓ 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.
- ✓ 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 devices and considered negligence.***

RSU #16 (Mechanic Falls, Minot, Poland)msm√

Policy Code: IJNDB-C

Adopted: August 2010

Revised: ~~October 7, 2013~~ May 2021

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
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Parent Name Printed	Parent Signature	Date
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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	DATE
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Joe Parent., Vice Chair	DATE
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Amber Lyman	DATE
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Arleena Stotts	DATE
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James Crouse	DATE
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Ed Rabasco, Jr.	DATE
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Laura Hemond	DATE
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Melanie Harvey

DATE

Mike Downing

DATE

Mike Lacasse

DATE

Norm Beuparlant

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Norm Davis

DATE

Kelsey Earle

DATE

Steve Holbrook

DATE

Travis Ritchie

DATE