

2018-2019
RSU 23- Loranger Memorial School
Device Policies and Procedures

The device that is being provided to your child is part of the Maine Technology Learning Initiative (MLTI) instituted by the State of Maine. This initiative provides one-to-one access for all 7th & 8th grade public school students and teachers in the entire state. We have extended this program to include 6th grade. The intent of this initiative is to provide students access to this technology at home as well as at school.

Participation in this program is a privilege, not a right. Students are to use the device in accordance with the RSU 23’s Acceptable Use Policy and to maintain the device in accordance with the procedures and information provided.

The device is on loan to students for educational purposes and to provide a tool to enhance their learning experience. Failure to comply with the policies and procedures may result in loss of device privileges.

1. In order for a student to have take-home privileges, student and his/her parent or guardian must attend a Take -Home Orientation Meeting.
2. Completion of the **Loranger Memorial School Device Permission Form** and payment is required before the student may have take- home privileges.
3. Once a student is assigned a device, the parents or guardians assume financial responsibility for the device’s replacement cost.
 - ⇒ Replacement costs and/or repairs for damages that occur to the device, charger and the cases are the sole responsibility of the parent/guardian.
 - ⇒ The **Loranger Memorial School Device Permission Form** will protect the device not covered by warranty, e.g. liquid damage, and will limit your financial responsibility to \$100.00 (6th gr. iPad) and \$300 (7th & 8th gr. MacBook) in the event of any accidental damage.
 - ⇒ Parents/Guardians are financially responsible for any accidental or malicious damage, as well as the replacement cost due to loss or theft of the device. Failure to pay the replacement cost due to loss or theft will result in criminal charges.
 - ⇒ **A device that is stolen or lost must be reported immediately to the Old Orchard Beach Police Department and the LMS administration.**

Item	Actual Replacement Cost (cost to parent/guardian is \$100 for iPad; \$300 for Macbook)
If the iPad damage is repairable	\$249
If the iPad damage is not repairable or the iPad is lost or stolen	\$409
Macbook Air 11”	\$699
Macbook Air repairs	Logic Board \$325; Flash Storage \$362; LCD \$326; Top Case w/ keyboard \$175

⇒ Parents/guardians are responsible to pay for all lost or damaged accessories; e.g. charging cables, cases.

Item	Actual Replacement Costs for Lost or Damaged Accessories (Guardians responsible for total replacement costs)
Apple Lightning to USB Cable	\$19
Apple 12W USB Power Adaptor	\$19
STM dux Case for iPad	\$50
Apple 45W MagSafe 2 Power Adaptor for Macbook Air	\$79
Trek Sleeve carrying case	\$29.95

4. These two forms must be completed and signed before students may have take- home privileges:
 1. **Loranger Memorial School Device Permission Form**
 2. **Loranger Memorial School Device Responsibility Plan**

5. In addition to using the device for educational purposes, students may also use the device outside of school for personal entertainment, provided these activities do not violate School Board Policy.

6. Students should never share personal information over the Internet. If a student is using social media on their device in an unsafe and/or inappropriate manner outside of school, disciplinary action will be taken which will likely include loss of take- home privilege.

7. The device is not to be used as a tool for bullying or harassment. Violations of School Board Policy through use of the device will result in consequences that may include suspension and/or an appearance at a School Board hearing at which further disciplinary action may be taken.

8. School staff and administration have the right to check any material stored on a student’s device at anytime. Internet history must NEVER be deleted.

6. When being used outside of school, the device must be used in a common family location with adult supervision.
 - ⇒ Students should not be isolating themselves when using their device.

7. The device should be used **only** by the student to whom it is assigned to or the adult at home. Siblings may not use the MLTI device.

8. Students are expected to provide parents/guardians with their lock screen password in order to facilitate in the supervision of the student’s device usage at home.

9. If the device is dropped, damaged, or has any other issues, students must alert Ms. Stearns, LMS Technology Integrator, about the problem **immediately**.

10. If cords or chargers become frayed or stop working, please bring to tech department for a replacement. This is part is under warranty and you will not be charged for the replacement.
11. Students are allowed to download school appropriate software/apps on their device.
 - ⇒ Students may be selected at random to provide their device for inspection. These inspections may include an inspection of all material saved on the device.
 - ⇒ If illegal or non-approved apps are discovered, the device will be restored to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-image.
12. Students must bring their device to school every day. If a student arrives at school without his/her device, a phone call to the parent/guardian will be made in order to make arrangements for it to be brought to school immediately.
 - ⇒ Failure to bring the device to school will result in the revocation of the privilege of taking home the device for an extended period of time at the administrator's discretion.
13. The device should not be used in any unsafe area including:
 - ⇒ in the gym; in the cafeteria during lunch; on the bus; at games or on athletic fields
14. Devices must always be in the protective case and always transported in the provided carrying case. The screens can be damaged if subjected to rough treatment.
15. At the end of the school year, the device, charger, cable and cases must be returned. If there are any missing or damaged parts, students will be billed accordingly and will not receive their device the following school year until the bills are paid in full. **Failure to return the device will result in criminal charges.**

Please read and sign the **Loranger Memorial School Device Permission Form** and the **Loranger Memorial School Device Responsibility Plan**. By signing these documents and paying the required fee, the parent/guardian agrees to the guidelines and procedures outlined and agrees to take full responsibility, including financial, for the device.

Failure to comply with the school's policies and procedures for device usage may result in take home privileges being revoked.

Free Tech Support:
AppleCare
1-800-919-2775
PIN# 4MLTI (46584)