



HPS Student Technology Device Policy

Personal Responsibility

It is the responsibility of the assigned user to maintain their device with the best care possible and to communicate any issues with their classroom teacher. If the device does not work for academic purposes, it can be swapped with a daily spare (returned at the end of the school day) from the students' school until a replacement device is ready for take-home use. If physical, purposeful damage occurs on an HPS issued device, appropriate discipline can be issued by the school. Multiple occurrences of damage may result in the loss of privilege of the take-home device.

Using Your Device at School

Students are expected to bring a FULLY CHARGED Device to school every day. All Devices should be transported everywhere in the provided sleeve/case. Students should leave their charging cables at home, as there is enough battery life in the devices to last a full school day if charged each evening.

Ownership of the Device

Haverhill Public Schools retain sole right of possession of the device. Haverhill Public Schools lends the device to the students for educational purposes only. Additionally, Haverhill Public Schools administrative staff and faculty retain the right to collect and/or inspect devices at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Content Filter

Haverhill Public Schools utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices will have all Internet activity protected and monitored while being used. If an educationally-valuable site is blocked, students should contact their teachers to request the site be unblocked.

No Expectation of Privacy

Students shall have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log; supervise; access; or view online history. The district may also, without prior notice or consent, monitor device usage or student online activity through software specifically designed for this usage. The district may, without prior notice or consent, also record said monitored activity at any time for any reason related to the operation of the school. This recording would not employ either the camera or microphone in the device. By using a device, students agree to such access, monitoring, and recording of their activity.



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Damage and Repair Process

If a device is broken, students should work with a classroom teacher to report the issue to HPS Technology. A loaner device can be borrowed from the school on a daily basis until the assigned device is either repaired or replaced.

Parent/Guardian Responsibilities

Parents and Guardians should assist their students with adhering to the policies in this document, including providing additional monitoring for Internet content and supporting the student learning with navigating websites, online class materials, and other related information from the schools.

It is also the responsibility of the Parent/Guardian to pay for the cost of replacement parts of the HPS-issued device due to physical/liquid damage or loss, as invoiced by HPS Technology.

Damage Waiver Fee (Optional)

To help protect the device and its related peripherals, students will have the opportunity to pay a Damage Waiver Fee to protect their assigned device with Haverhill Public Schools for \$20 a year, which will cover a single incident of damage or repair for the school year (not covering lost equipment). If a student declines this optional fee, they may be held responsible for the individual costs of the item(s) damaged. Likewise, if there are multiple incidents over the course of a single year, additional costs and/or disciplinary action may be assessed, per the discretion of the school or District Administration. Fees will be collected (by cash or check) and tracked by the main office at the student's school. Please make checks payable to: **Haverhill Public Schools**.

Lost/Stolen Devices

Devices that are lost or stolen should be reported to the local authorities, as well as school administration as soon as possible. Devices that have been reported as lost or stolen will be locked down by HPS Technology and unable to be utilized.

Transferring/Graduating/Withdrawing from HPS

Students that transfer out, graduate, or withdraw from Haverhill Public Schools must turn in their device, chargers, and cases to school office personnel on or before their last day of attendance.



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Guidelines for Proper Care

- I will keep food and drink away from the device.
- I will be the ONLY user of my school-issued device.
- I will give the same care to my assigned device at all times that I would give to my most valued possession.
- I will not attempt to make repairs to my assigned device if it is damaged or malfunctioning.
- I will not deface the device: No stickers (except district issued) will be allowed, nor writing, drawing, or labels of any kind.
- I will use care in transporting my assigned device to and from school in the provided sleeve.
- I will keep the screen clean with a soft, dry, anti-static cloth, or with a screen cleaner designed specifically for the screen only.
- I will take care of my device and will not intentionally damage it in any way.

Policies

- I agree to abide by the HPS Technology Acceptable Use Policy, the Student Technology Device Expectations, and all local, state, and federal laws.
- I agree that my use of HPS technology is for educational purposes only.
- I agree that use of Haverhill Public Schools' technology is a privilege. I am responsible for the proper care of my HPS-issued Device. I understand that a device will be issued to me as long as I am a student at HPS.
- I agree to promptly report any damage to the device to my teacher or the school.

Parent/Guardian Name (Please Print)

Student Name (Please Print)

Parent/Guardian Signature

Student Signature

Date

Date