**NCSD District-Issued Technology Device**

**Procedure for District-Owned Device Check-out:**

Technology devices will be assigned by the classroom or homeroom teacher. Parents/Guardians and students are REQUIRED to SIGN and RETURN the NCSD Responsible Use of District Issued Technology Device Agreement before the device will be issued to the student. Devices will be collected when students return to an in-classroom schedule.

The device is a tool to be used for NCSD instruction; it is not for gaming, social networking, or high-end computing.

**How to Care for Your Device:**

Students are responsible for the general care of the devices they have been issued by the school district. Below are guidelines for general care:

● No food or drink is allowed next to your device.

● Cords, cables, and removable storage devices must be inserted carefully into the device.

● Never transport your device with the power cord and/or headphones or earbuds connected.

● Never store your device in a carry case or backpack while plugged into an outlet.

● Never carry your device while the screen is open.

● Do NOT write, draw, or place stickers on your device. An identification label with the

 student’s name is acceptable on the device.

● Vents CANNOT be covered or blocked. Doing so will cause the device to overheat. Do not leave the device in the car or expose it to very high or low temperatures.

● Devices must have a Neshoba School District tag on them at all times, and this tag

 must not be removed or altered in any way. The removal of NCSD tags will result in disciplinary action within the student handbook and other applicable District policies.

● Devices should never be left in a car or any unsupervised area.

● Students are responsible for completely charging their devices for use each day.

●If your device requires repair, please notify your teacher. You may be required to bring it to

 your school so that the designated technology support person can repair it as soon as

 possible. ***Do not take devices owned by the Neshoba School District to an outside***

 ***computer service for any type of repairs or maintenance.***

**Carrying Devices:**

 ● Transport devices with care.

 ● Device lids should always be closed and tightly secured when moving.

 ● NEVER move a device by lifting from the screen. Always support a device from its bottom

 with the lid closed.

● The use of the protective case provided by the Neshoba School District is required IF your device was issued with the protective case attached.

**Screen Care:**

The device screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen and high temperatures.

 ● Do not lean or put pressure on the top of the device when it is closed.

 ● Do not store the device with the screen in the open position.

 ● Do not place anything near the device that could put pressure on the screen.

 ● Do not place anything in a carrying case or backpack that will press against the cover.

 ● Do not poke the screen with anything that will mark or scratch the screen surface. Do not

 poke the screen with a pencil, pen, or any pointed object.

 ● Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).

 Check your device for pencils BEFORE you close the lid.

 ● Clean the screen with a soft, dry microfiber cloth or anti­static cloth.

 ● Always use water dampened towel or cloth when cleaning your device.

* Charge device each evening.
* Repeat violations of this policy will result in loss of take-home privileges.

**Account Access:**

* + Students will only be able to login using the Neshobacental.com email account. No other logins are allowed.

 **Backgrounds and Password:**

* + Guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures may not be used as a screensaver or background. The use of these types of media will result in disciplinary action.
	+ Take care to protect your password. Do not share your password with anyone. Always log out of your device after completing assignments for the day.

**Charging your Device:**

* + Charge device each evening.
	+ Ensure the charger is securely connected to the device and the cords are firmly joined together.

**Updating your Device:**

* + When a device starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing.

 **Virus Protection & Additional Software**

* + The device has “defense-in-depth” technology, and is built with layers of protection against malware and security attacks. No additional antivirus is required.

**Neshoba County School District**

**Responsible Use of District Issued Technology Agreement User**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, accept full responsibility for the safe and secure handling of the technology device(s) issued to me by the Neshoba County School District. I accept full responsibility for the proper use of the technology device(s) under all school board technology policies (IJ, IJB, **IJBD**, etc.), care of device procedures, and student handbook. I understand that if there is found to be intentional loss or damage to my device(s) applicable fines may be issued.

 User Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

User Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Device**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Serial Number of Device:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asset Number (Red tag):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Responsible Use of District Issued Technology Agreement**

**Parent or Guardian**

As the parent/guardian of the above student, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand my child's responsibility in the use and care of the issued technology device(s) by the Neshoba County School District.  I accept full responsibility for the proper use of my child’s technology device under all applicable school board policies, care of device procedures, and student handbook. I understand that if I or my child is found to be the intentional cause of damage to the equipment, I will be responsible for all fines that may be issued.

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_