



## **Mobile Computing Device Acceptance 2023-2024**

### **Taking Care of Your District Provided Mobile Computing Device (MCD) - Chromebook or iPad**

Students are responsible for the general care of the MCD they have been issued by the school.

MCD's that are broken or fail to work properly must be reported.

If a student is off-site (at home, OTC, etc) , report the issue to the Oakland Schools Service Desk as soon as possible to see if the issue can be resolved remotely.

To submit a ticket with OS Help Desk:

Email : [os servicedesk@oakland.k12.mi.us](mailto:os servicedesk@oakland.k12.mi.us) (Describe the issue and include student name and asset tag number)

Call: 248-209-2060

While a student is on-site (at their assigned building) the student should report the issue to their classroom teacher and they will be directed to their front office staff for assistance.

District-owned MCD's should never be taken to an outside computer service for any type of repairs or maintenance.

Students should never leave their MCD unattended except locked in their locker.

### **General Expectations**

- Students are expected to bring their device fully charged and prepared for learning.
- It is advised that students bring the power cord/charger to school each day to ensure the device is usable the entire school day
- Students are responsible for the general care of the Chromebook or iPad the district has provided them.
- If your family opted out of using a district device, your child is expected to bring their personal device to school every day for use in the classroom.

### **General Precautions**

- No food or drink should be consumed next to or directly over the MCD's while using the devices.
- Cords, cables, and removable storage devices must be inserted carefully into MCD's.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- MCD's must remain free of any writing, drawing, stickers, and labels.
- Devices must be properly shut down daily to allow for updates and to prolong battery life.
- Cords and cables should be unplugged before storing the device in a case or backpack.
- Devices must never be placed in unlocked cars or lockers or any unsupervised area or left unattended.

### **Transporting/Carrying MCD's**

- Always transport MCD's with care. Failure to do so may result in disciplinary action.
- The device should be transported to school in a laptop bag or backpack. Do not overload bags with other items where pressure would be placed on the device.
- Always close the lids or cover and disconnect all cords before carrying.
- While closing the lids be sure there is nothing between the screen and keyboard.
- Power cables should be removed when transporting devices. Try to store the power cable and other school supplies in a separate compartment from the device.
- Never lift chromebooks by the screen.
- Never carry chromebooks with the screen open or with cords connected.
- If the iPad comes with a case, it should remain on the device at all times.
- Do not hit, drop or throw the laptop bag or backpack (with chromebook or iPad inside) against the wall, locker or floor as it could damage the device. Carefully set your bag down when devices are inside.

### Screen Care

The MCD screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a chromebook when it is closed or on the iPad screen.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- For both the chromebook and iPad, only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not poke or scratch at the screen.

### General Chromebook Cleaning

- If the student needs to clean the chromebook it can be completed by using a Clorox type wipe (wrung out thoroughly) and wipe down keys and case.
- Do not use cleaners on the screen.

### Asset Tags

- All MCD's will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a MCD for tampering with a District asset tag or turning in a MCD without a District asset tag.
- If the student notices the asset tag is loose on the device, report this to the student's main office.

### Damage

- Students are expected to report any loss or damage to their device immediately to a classroom teacher or the main office.
- If a device was stolen, the student (parent/guardian) should file a police report asap. Then drop off a copy of the police report to your students' schools front office.
- Damage caused by another student (non-owner) must be immediately reported to a classroom teacher or the main office.
- Students (parents/guardians) are responsible for damage, loss or theft of a district issued computing device. The repair fees are set at the beginning of the school year based upon the actual repair costs provided to the district by an authorized repair facility.
- **Students who do not return any device and/or pay for damages/replacement to the district will be excluded from graduation ceremonies and activities. The District reserves the right to press criminal charges and/or bring an action for civil damages against any parent/guardian and/or student who does not return any device and/or pay for damages/replacement to the District, please see attachment for current repair cost.**

## Student Computer Use Acknowledgment Form

No student shall be allowed to use school computers until the parent/guardian has signed and returned this acknowledgment to the school.

**Parent/Guardian:**

I have read the Student Computer Use Policy. I understand that my son/daughter's use of school computers is subject to compliance with these rules. I further understand that violation of the policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action.

By signing this form, I agree to the following:

1. I give my permission for my child to use a chromebook and or iPad at school and at home as needed to complete school work as assigned.
2. I acknowledge that I will be responsible for any damages (excluding normal wear and tear) to devices issued to my child.
3. Whenever requested by the school administration, I will return the item issued to me in proper working order (excluding normal wear and tear). I will reimburse the district for damage or loss of any item(s) issued to my son/daughter that is damaged or lost, at my expense. If I do not pay any fees or return the device, I understand that my son/daughter may be excluded from graduation activities and I may face legal action or outstanding debts may be turned over to a collection agency. *Note: An optional Protection Plan will be offered to families to help offset costs associated with damage to devices.*

Any suspicion of theft and/or intentional damage to the item(s) will be reported to the appropriate law enforcement agencies.

**By checking out a Holly device, the parent/guardian is acknowledging their child needs a device to support learning at home and in the Holly Area School District.**

Student Name: Fills in from Skyward

Date: \_\_\_\_\_ (Required)

Signature of Parent/Guardian: \_\_\_\_\_ (Required)

