

## Hooksett School District Device Use Guidelines & Procedures

- The Hooksett School District provides devices for student use. The use of the devices, network and access to the Internet is a privilege that must be respected and used wisely. The guidelines below provide appropriate and ethical use procedures. A signed device agreement form is required in order for a student to be issued a device for take home use. The forms are kept on file. If a student violates any of these guidelines, he/she may face disciplinary actions that may range from a warning to a suspension and/or expulsion.
- ***School administrators reserve the right to restrict student accounts on the network to prevent unauthorized activity.***

***A device will be issued to a student by serial number. This same device will be used for grade 6, 7 and 8.***

### ***Student Network Responsibility***

- Students must keep logins and passwords secure. He/she will not share this information with anyone. This includes passwords for email and/or network access and other school systems.
- Students will always log out of the network accounts so that files and network access will be protected from abuse by others.
- Students will abide by all local, state and federal laws including the Hooksett School District Policies: JICL-R - Acceptable Internet Use Procedures – Student; and JICL/IJNDB – School District Internet Access for Students
- Students must comply with trademark and copyright laws as well as all license agreements.
- Any communication and/or work done on Hooksett School District devices must meet the standards with regard to laws governing privacy, copyright, sexual harassment, plagiarism and forgery.
- Students are responsible for connecting to their own home network, not the Hooksett School District.
- Students must exhibit responsible and appropriate behavior. Violation of any guidelines will result in cancellation or restriction of privileges and appropriate disciplinary action will be taken to include possible loss of device privileges, detention, suspension and/or expulsion.
- Students shall not deliberately use the device to annoy or harass others with language, images, innuendos, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images. These violations will be handled in accordance with the Hooksett School District's policy: JICK: Pupil Safety And Violence Prevention Policy – Bullying Report Form

### ***Device Maintenance***

- Students are responsible to bring a fully charged device to school each day.
- Students are responsible for cleaning the device and it is to be done with a soft cloth. **Do Not** spray anything directly on the device.
- Students are not to leave the device in a vehicle, especially during extreme hot or cold temperatures. No food or liquid on or near device.
- Devices will be kept clean and free of all stickers at all times.

### ***Device Theft or Loss (in case of a lost or stolen device, the following procedures must be followed)***

- Lost device must immediately be reported to the Hooksett School District Technology Department or Cawley Administration
- If device is not immediately found and is believed to be lost or stolen, administration may file a police report.
- Incidents where a school device is determined to be a total loss will be handled by administration on a case-by-case basis. Students may be responsible for its replacement cost in accordance with Hooksett School Board Policy: JQ – Students Fees, Fines, and Charges.
- Determination whether a student will be allowed access to a loaner device and if that device will be available for use off school grounds will be determined on a case-by-case basis.
- Only after the missing device has been determined to be a total loss will a replacement device be provided.

### ***Damaged/Repair Procedures***

- Students will report issues to the Hooksett School District Technology Department or Cawley Staff
- Technology Department will examine the equipment, determine the issue and appropriate action. The issue will be logged and device will be serviced based on the needs of the damage/problem.
- Incidents involving extreme damage will be handled by Administration on a case-by-case basis. Student may be responsible for the replacement cost in accordance with the Hooksett School Board Policy: JQ – Students Fees, Fines, and Charges