

Family Responsibilities and Guidelines for LaunchEd Devices

Parents/Guardians are responsible for:

- carefully reading the LaunchED Family Technology Handbook.
- explaining the handbook to their child.
 - reading and signing the Parent Technology Media Information Consent Form in annually.
- helping to ensure the digital device is kept safe and secure at all times to avoid breakage, damage, loss, and theft.
- ensuring that the digital device is used for digital learning purposes only outside of school.
- checking the digital device frequently for damage and reporting any issues to the appropriate school personnel.
- carefully monitoring daily use of the Internet at home.
- reporting any loss of, or damage to, the digital device within 72 hours.
- providing the school with a copy of the police report listing OCPS as the property owner in the event of theft.
- returning the digital device to the school at the end of the school year, during inventory periods, when damaged, upon withdrawal, and/or in instances where the student is suspended/expelled for any reason.

Students are responsible for:

- keeping their digital device safe.
- charging their digital device nightly.
- restarting their digital device weekly to get important updates.
- bringing their digital device to school daily.
- reporting any loss of, or damage, to the digital device within 72 hours.

NOTE: Teachers will design many of their lessons and classroom activities based on students having access to their digital device. If students does not have their digital device and/or it is not charged, they will still be required to participate in the day's activities with alternative tools/materials or have to make up the lesson/assignment.

Care at Home/School:

- Keep the digital device on the center of your table or desk (not on your lap).
- Close the lid of the digital device before standing up or moving the digital device. Always use two hands when carrying or transporting the digital device.
- Lock, shut down, or put it to sleep before walking away from the digital device (this will prevent others from accessing your documents/files in your absence).
- Keep your digital device in your backpack when moving to different classes or not in use.
- Never leave your digital device unattended for any reason (keep in designated storage area in your classroom when going to lunch, recess, etc).
- Digital devices should be stored upright.
- Never pile things on top of the digital device.

Students are prohibited from:

- putting stickers or additional marking on the digital devices, cases, batteries, or power cord/chargers.
- removing or interfering with any identification placed on the digital device (barcode, labels, etc).

Traveling To and From School:

- Completely shut down the digital device before traveling.
- Do not leave the digital device in a vehicle, especially in extreme heat.

- If you have to leave your backpack in a car for an extended period of time, storage should be in a locked trunk where it will not be subject to extreme hot or cold.
- Use your backpack for transport.
- Digital devices may be used on school buses.

Digital Device Cleaning:

- Use a microfiber cloth to clean digital device screens and compressed air to clean digital device keyboards.
- **DO NOT** use Windex or glass cleaner to clean digital device screens as it can damage them.
- **DO NOT** attempt to remove keyboard keys to clean.

Financial Liability Parents/Guardians/Students are responsible for the cost of repair or replacement if the device is:

- accidentally damaged,
- intentionally damaged,
- damaged due to negligence,
- lost due to negligence,
- not returned at the end of the year or upon withdrawal, and/or
- stolen but not reported to local law enforcement.

It is important to remember that negligence is an intentional act!

FINES:

Fines are assessed in two categories: accident and intentional.

Examples of accidents include: spilling water on keyboard, knocking digital device off desk, etc.

Examples of intentional acts include: throwing the digital device, using the digital device as a shield/umbrella, leaving digital device outside, etc.

Fines are as follows:

1st Offense:

- 1st Electronic Device Fine: Accident Actual cost of repair/replacement up to \$50.00 max.
- 1st Device Accessories Fine: Accident Actual cost of repair/replacement up to \$10.00 max.
- 1st Electronic Device Fine: Intentional Act or Theft Actual cost of repair/replacement up to \$100.00 max.
- 1st Device Accessories: Intentional Act or Theft Actual cost of repair/replacement up to \$100.00 max.

2nd Offense:

- 2nd Electronic Device Fine: Accident Actual cost of repair/replacement up to \$50.00 max.
- 2nd Device Accessories Fine: Accident Actual cost of repair/replacement up to \$10.00 max.
- 2nd Electronic Device Fine: Intentional Act or Theft Actual cost of repair/replacement up to \$100.00 max.
- 2nd Device Accessories: Intentional Act or Theft Actual cost of repair/replacement up to \$100.00 max.

3rd Offense and thereafter:

- 3rd and thereafter Electronic Device Fine Actual cost of repair/replacement
- 3rd and thereafter Device Accessories Fine Actual cost of repair/replacement

I understand and accept these responsibilities and guidelines.

Parent Signature _____ Date: _____