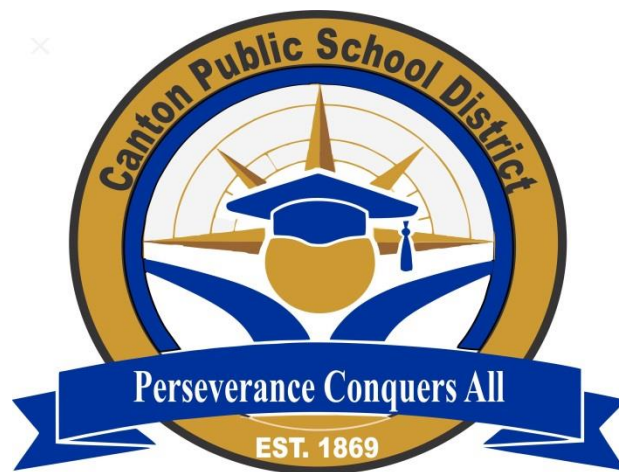


# **CANTON PUBLIC SCHOOL DISTRICT**



## **TECHNOLOGY HANDBOOK**

**2020-2021**

# Canton Public School District

## Student Technology Handbook

### 2020-2021

#### Table of Contents

Acceptable Use and Internet Safety Policy.....	3
Acceptable Use and Internet Safety Contract.....	10
Laptop Distribution Guidelines.....	11
Estimated Laptop Fee Structure.....	14
Student Laptop User Agreement.....	15
Student Laptop Acceptance Form.....	16
Assignment of Student Equipment.....	17
EQUIPMENT CHECKOUT PROCEDURES.....	18

## **Acceptable Use and Internet Safety Policy**

With the spread of telecommunications throughout society, including the educational environment, the Canton Public School District's Board of Trustees recognizes that students and employees will shift the way that they access and transmit information, share ideas, and communicate with others. As schools and offices are connected to the global community, the use of new tools and technologies brings new responsibilities as well as opportunities. Network resources are intended for educational purposes and to carry out the legitimate business of the school district. The Canton Public School District Board of Trustees expects all users of the district's computing and network resources, including electronic mail and telecommunications tools, to utilize these resources appropriately. It is the policy of the Canton Public School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Canton Public School District to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying or any technology protection measures shall be the responsibility of the Information Technology Department. The Instructional Technology Department will provide age-appropriate training for students who use the district's Internet facilities. The training provided will be designed to promote the district's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the district's Internet Safety Policy;
- b. Student safety with regard to: safety on the Internet; appropriate behavior while online, on social networking Websites and in chat rooms, and cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he or she has received the training, understood it, and will follow the provisions of the District's acceptable use policies.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet or other forms of electronic communications and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of materials deemed obscene or as

child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **Section I: DEFINITIONS**

- A. Child Pornography The term “child pornography” has the meaning given such term in section 2256 of title 18, United States Code.
- B. Harmful to Minors The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Minor The term “minor” means an individual who has not attained the age of 17.
- D. Obscene The term “obscene” has the meaning given such term in section 1460 of title 18, United States Code.
- E. Sexual Act; Sexual Contact The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.
- F. Directory Information The term “directory information” is defined by FERPA, (20 USC § 1232g; 34 CFR Part 99), as information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

## **Section II: Acceptable Use**

- A. Acceptable Uses of Network The Canton Public School District is providing access to its computer networks and the Internet only for educational purposes or to carry out the legitimate business of the school district.
- B. Unacceptable Uses of Network Among the uses that are considered unacceptable and which constitute a violation of this policy are, but are not limited to, the following:
  - 1. Uses that violate the law or encourage others to violate the law Examples include: transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the district’s Student Code of Conduct; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
  - 2. Uses that cause harm to others or damage to their property. Examples include: engaging in defamation (harming another’s reputation by lies); employing another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, or other harmful form of programming or vandalism; participating in hacking

activities or any form of unauthorized access to other computers, networks, or information systems

3. Uses that jeopardize the security of user access and of the computer network or other networks on the Internet. Examples include: disclosing or sharing your password with others; impersonating another user

4. Uses that are commercial or political in nature. Examples include: using the network for personal financial gain or profit; using the network to give others private information about yourself or others, including credit card numbers and social security numbers

5. Uses that cause harm to the district's computer, network, or equipment. Examples include: installing software programs, instant messaging programs, altering system settings, or otherwise reconfiguring computers without approval of the appropriate personnel

6. Uses that is inconsistent with the purpose of the network and internet. Examples include: using internet games, chat rooms, and instant messaging not specifically assigned by a teacher or administrator; downloading music or video files or any other files that are not directly related to a school assignment.

### **C. Netiquette**

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses that may be offensive to other users. Do not use, make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties.

4. Be considerate when sending attachments with e-mail (where permitted). Be sure the file is not too large to be accommodated by the recipient's system and is in a format the recipient can open.

### **Section III: Internet Safety**

**A. General Warning** All users, and the parents/guardians of minor users, are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

- B. Personal Safety** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. If you are a minor, do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. Hacking and Other Illegal Activities** It is a violation of this policy to use the district’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information** Personal identifiable information concerning minor students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or for non-minors, without the person’s consent. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. The schools or district may authorize the release of directory information, as defined by FERPA, for internal administrative purposes, approved educational projects, activities, and publications. As stipulated by FERPA, parents will be offered the opportunity to deny publication of directory information. Parents also will be given the opportunity to deny publication of non-directory information such as student work.
- E. Active Restriction Measures** The Canton Public School District will utilize filtering software or other technologies to attempt to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The district will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet access without filters will be offered to employees at specific locations, e.g., Teacher Resource Center, for purposes of bona fide research or other educational projects.

#### **Section IV: E-Mail**

All network users assigned an e-mail account signify by their acceptance of the account their willingness to adhere to this policy regarding acceptable use. Failure to adhere to these guidelines may result in the loss of the electronic mail account and access to the Internet and may lead to further disciplinary action up to and including termination. Furthermore, any activity that may be in violation of local, state, or federal laws will be reported to the appropriate law enforcement agency.

#### **Section V: Privacy**

Network and Internet access is provided as a tool for education. The Canton Public School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district, and no user shall have any expectation of privacy regarding such materials.

#### **Section VI: Failure to Follow Policy**

The use of the computer network and Internet is a privilege, not a right, and inappropriate use will result in a loss or restriction of network privileges, disciplinary action, and/or referral to legal authorities. The network administrators will close an account when necessary. An administrator or faculty member may request the network administrator to deny, revoke, or suspend specific user access and/or user accounts.

#### **Section VII: Warranties/Indemnification**

The Canton Public School District's website or individual Canton Public School District sites might link, or connect, to another site that might link to a site that contains objectionable material that the school district does not embrace or promote. While the district will attempt to prevent connections that are objectionable, the links are not under the district's control. Therefore, the district will not be responsible for the contents of a linked site. The links are provided only as a convenience and the district does not endorse or imply endorsement of the linked site.

The Canton Public School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing the Canton Public School District's Acceptable Use and Internet Safety Contract, a user is taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s), are agreeing to indemnify and hold the school, the Canton Public School District, and all of the administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the district in the event of the district's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that Canton Public School District network access is on a district computer or on another computer outside the district's network. The superintendent or the superintendent's designee has the authority to amend or revise the Acceptable Use and Internet Safety Contract as deemed necessary and appropriate consistent with this policy.



SOURCE: Canton Public School District, Canton, Mississippi LEGAL REF.: Children's Internet Protection Act; Public Law 106-554; Family Educational Rights and Privacy Act (20 USC § 1232g)

DATE: July 17, 2000

AMENDED: August 19, 2002 June 26, 2012

June 26, 2012

### Acceptable Use and Internet Safety Contract

Name \_\_\_\_\_ Date \_\_\_\_\_ School/Location

\_\_\_\_\_ Grade \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

I certify that I have read the district's Acceptable Use and Internet Safety Policy. I understand and agree to follow all of the terms and conditions of the policy. I understand any violation of the district policy will result in the temporary or permanent loss of network and/or Internet access and/or my user account, may result in other disciplinary action, and may constitute a criminal offense. I agree to report any misuse of the Internet resources to the appropriate network administrator. In consideration for the privilege of using the district's computers, network, and Internet access, I hereby release and hold harmless the district and its employees from any and all claims and damages of any nature arising from my use, or inability to use, the district's computers, network, or Internet access.

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

#### Parent or Guardian Agreement (For students under age 18)

As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the Canton Public School District's Acceptable Use and Internet Safety Policy for the student's access to the Canton Public School District's computer network and the Internet. I understand that access is being provided to the student for educational purposes only. Although the district will utilize filtering software or other technologies to prevent students from accessing unacceptable content through the network or Internet, I understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this contract and agree to indemnify and hold harmless the school, the Canton Public School District, the administrators, and teachers against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the district's policy. I hereby give permission for my child or ward to use the approved account to access the computer network and the Internet.

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_ Address

\_\_\_\_\_ Home Phone \_\_\_\_\_ Parent or Guardian Signature

\_\_\_\_\_

## **Laptop Distribution Guidelines**

### **Terms**

Parents of students who are assigned a laptop will pay a non-refundable \$50 annual charge. Users will comply at all times with the CPSD Student Technology Handbook guidelines. Any failure to comply with the stated guidelines may terminate user rights of possession effective immediately, and the district may repossess the laptop. Any lost, stolen and damaged laptops must be reported to school authorities immediately according to district mandated time limits.

### **Title**

Canton Public School District has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the CPSD Student Technology Handbook guidelines.

### **Loss, Theft or Full Damage**

Should a laptop be damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. At that time the parent or guardian may be advised to file a police report. If the laptop is lost, stolen, or damaged as a result of irresponsible behavior, the parent or guardian may be responsible for the full replacement cost. The parent or guardian will be responsible for full replacement cost of laptop if any incidence is not reported to CPSD personnel within 3 days of a missing device during the regular school term, and/or on the first day of school following a school holiday.

In the event that a laptop is damaged, lost or stolen the laptop user will be assessed a total cost for the repair or replacement of the laptop for the first occurrence per device. A chart listing replacement cost is included in this document. In the event of a lost or stolen laptop, and once a police report is filed, the Canton Public School District, in conjunction with police, may deploy software which may aid the police in recovering the laptop. Any attempt to remove this location software will violate the Acceptable Use Policy and result in repossession of the laptop and may result in disciplinary action according to the CPSD Student Code of Conduct. Students who leave Canton Public School District during the school year must return the laptop and all other issued accessories at the time they leave the district. The laptop and all accessories should be returned to the school administrator or his/her designee. Any fees for damage or loss will be assessed at that time. Failure to pay fees may result in transcripts being withheld per MS State Code.

### **Repossession**

If the user does not fully comply with all terms of this Agreement and the CPSD Student Technology Handbook, including the timely return of the property, CPSD shall be entitled to declare the use in default and come to the user's place of residence, or other location of the property, to take possession of the property.

### **Terms of Agreement**

The user's right to use and possess property terminates not later than the last day of the school year unless earlier terminated by CPSD or upon withdrawal from CPSD.

## **Unlawful Appropriation**

Failure to return CPSD property in a timely manner and the continued use of CPSD property for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

### **Handling and Care of the Laptop**

- Keep the laptop in the district-issued or approved sleeve and case.
- Keep laptops and sleeve free of any writing, drawing, stickers, or labels that are not applied by CPSD.
- Use the laptop on a flat, stable surface.
- Do not place books on the laptop.
- Do not jam laptop into an already full backpack or place heavy books or objects on the laptop, either inside or outside the sleeve.
- Do not have food or drinks around the laptop.
- Wipe laptop surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

### **Power Management**

- Students must bring laptops to school fully charged each day.
- Students' ability and permission to charge laptops during the school day is at the discretion of each school's administration.
- All class work missed because of uncharged batteries must be made up on students' own time.
- Laptops must remain on (awake or sleep mode) at school at all times, with no exceptions.

### **Transporting Laptops**

- Laptops shall always be carried in the District provided sleeve or approved carrying case.
- Do not leave the laptop in a vehicle for extended periods of time or overnight.
- Do not leave the laptop in visible sight when left in a vehicle.

### **Monitoring and Supervision**

- Do not leave the laptop unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the laptop to a classmate, friend, or family member.
- Do not attempt to remove any district's software, district's security measures, or attempt to remove the CPSD profile. Any attempt to disable laptop security measures may result in disciplinary action per the CPSD Code of Conduct and/or repossession of the device.
- Students are responsible for the safety and security of the laptop and any activity on the device.

**Filtering**

The Canton Public School District filters the Internet on all district owned, take home devices both at school and off campus. Access to web sites, web resources, content, and online tools is restricted as required to comply with Children's Internet Protection Act (CIPA) guidelines and the CPSD Acceptable Use Policy. Web browsing may be monitored, and users' web activity records may be retained indefinitely.

All users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when using the Internet. The access to web sites and materials and the determination of whether material is appropriate or inappropriate is based solely on the content of the material and its intended use. If a user believes a site has been erroneously blocked, the user should follow the procedures outlined on the web filter block page in order to have the web site reviewed. Asking for a site to be unblocked does not guarantee the site will be unblocked.

Any intentional action to circumvent the district's safety and security tools may result in disciplinary action as outlined in the CPSD Student Code of Conduct.

Although CPSD employs filtering technology and employs other safety and security tools to protect users, the District makes no guarantee as to their effectiveness, nor is the District responsible for any damage or harm to persons, files, data, or hardware.

### **Estimated Laptop Fee Structure**

- Fees are by device and cover electrical surges, accidental drops or falls, accidental liquid spills, and accidental part damage.
- Damages are by incident number **and** by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the laptop is lost, stolen, or damaged beyond repair as a result of irresponsible behavior, the student may be responsible for the replacement cost.
- If the laptop is stolen, a police report will be required for all stolen devices regardless of whether it was stolen from your car, your home, your work, or your school. CPSD Campus Enforcement will write reports for any devices stolen from a school location.
- CPSD may disable the laptop remotely to protect the device and/or data on the device.
- Any damage must be reported to school authorities immediately. All parts of the power adapters, case, cables, and sleeve must be returned or replaced in full.
- Damage occurrence: Cost to repair the laptop or fair market value and loss of take home laptop privileges.

### **Table of Estimated Repair Pricing for Deductibles**

The costs below are only estimates and will change according to the level of damage and the specific device. Description Estimated Cost for Repair or Replacement

Broken Screen\_\_\_\_\_ \$150

Broken Keyboard\_\_\_\_\_ \$150

Power Adapter + Cord\_\_\_\_\_ \$80

District Issued Hard Shell Case\_\_\_\_\_ \$20

District Issued Laptop Sleeve\_\_\_\_\_ \$20

Liquid Damage to Laptop\_\_\_\_\_ \$150

Other Damages Based on repair estimate from Apple and vendors

## **Student Laptop User Agreement**

### **As a borrower of a CPSD laptop:**

- I will follow the guidelines outlined in the CPSD Student Technology Handbook.
- I will follow the guidelines listed below for proper care of the laptop.
- I will report to school authorities any problems/issues that I encounter while using the laptop.
- I understand that resetting the laptop to factory settings may occur as a result of any repairs or modifications on the laptop, and this reset may result in the loss of any data stored locally on my laptop.
- I understand that it is my responsibility to turn in my laptop for periodic updates throughout the school year if/when requested.
- I understand that the primary use of the laptop is as an instructional tool.

### **Guidelines for Proper Care of the Laptop**

- The laptop will not be loaned to anyone.
- I will not remove any CPSD labels, stickers, screen protectors, or cases already placed on the laptop by the District.
- I will not write on or place any labels or stickers on the laptop.
- Proper care is to be given to the laptop at all times, including but not limited to the following:
  - Keep food and drink away from the laptop.
  - Do not expose the laptop to extreme heat or cold.
  - Do not attempt to repair a damaged or malfunctioning laptop.
  - Do not upgrade the laptop operating system unless directed by District staff.
  - Use the correct laptop power cord to charge the laptop.
- Proper security is to be provided for the laptop at all times, including, but not limited to, the following:
  - Do not leave the laptop unattended in an unlocked classroom or extra-curricular activity.
  - Do not leave the laptop in an unlocked vehicle.
  - Do not leave the laptop in plain view in a vehicle.

### **Laptop Management**

- District purchased software will be installed on student laptops.
- To protect the students and the district from loss of a laptop, software service and/or any other security software installed by the District must remain on at all times. • Students should utilize cloud storage and flash drive backups to ensure the security of their personal files. CPSD shall not back up nor store students' personal files. Laptops may be re-imaged to correct software and/or hardware issues and all local files may be lost during this process.

### Student Laptop Acceptance Form

I understand that the laptop, equipment, and/or accessories that CPSD has provided to me are the property of Canton Public School District. I agree to the terms outlined in the CPSD Laptop User Agreement and the District Technology Handbook. I understand that the laptop and all items checked out to me on this form shall be returned to the District at the end of each school year, or upon withdrawal from the school.

I understand that I will report any damage, loss, or theft of the laptop to CPSD personnel immediately. In addition, I understand that I may be held responsible for reimbursement for loss, damage, or repair of the laptop issued to me, which may have occurred at school or at home, or while the mobile device was being transported, in accordance with the policies and procedures outlined in the CPSD Technology Handbook. I may be held responsible for full reimbursement for a lost/stolen laptop that is not reported within the timeframe outlined in the Canton Public School District Technology Handbook.

I understand that a violation of the terms and conditions set out in the CPSD Technology Handbook may result in the restriction and/or termination of my use of a CPSD laptop, any other computer technology equipment, and/or accessories.

I have been given the fee structure, and I understand that I will be held legally liable for those fees.

#### Item Checklist and Condition (new or used)

\_\_\_\_\_ Laptop  
\_\_\_\_\_ Hard Shell Case  
\_\_\_\_\_ Sleeve  
\_\_\_\_\_ Power Supply (extension and brick)  
\_\_\_\_\_ Other (please explain) \_\_\_\_\_

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Student Username: \_\_\_\_\_

Student Password: \_\_\_\_\_

Print the Device Bar Code: \_\_\_\_\_

By signing below, I acknowledge receipt of my device, the CPSD Laptop Estimated Fee Schedule, and I understand the terms and conditions outlined in the above Student CPSD Laptop Acceptance Form.

Print Parent/Guardian Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

\_\_\_\_\_ Student Signature:

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



**Canton Public School District**  
**Assignment of Student Equipment**  
**(Hand Receipt)**

Print School Name: \_\_\_\_\_

From (Print Student Name): \_\_\_\_\_

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

This to verify that I have the equipment listed below and I am using it to conduct official school district business.

Description of Equipment \_\_\_\_\_

Model Number \_\_\_\_\_

Serial Number \_\_\_\_\_

Barcode Number \_\_\_\_\_

Description of Accessories Condition (New or Used)

Hard Shell Case \_\_\_\_\_

Sleeve \_\_\_\_\_

Power supply with extension cable and brick \_\_\_\_\_

Other (if necessary, please explain) \_\_\_\_\_

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

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

Parent/Guardian Phone Number \_\_\_\_\_

**CANTON PUBLIC SCHOOL DISTRICT**  
**EQUIPMENT CHECKOUT PROCEDURES**

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Parents or guardians of students with an active enrollment status within Canton Public School District may checkout available mobile equipment through the host site's library/media center (child's place of enrollment). Parents or guardians may checkout equipment for their child to provide an opportunity for distance learning classes, but the parent is responsible for the safe return of the equipment.

### **Equipment Reservation**

Reserve your student equipment by contacting your child's host school.

**Once new devices arrive, checked out devices must be returned in order to receive new equipment**

### **Check Out Procedures**

**A \$50.00 non-refundable (Technology Fee) fee will be required upon equipment check-out (this is not insurance of checkout equipment).** Patron must sign an Equipment Checkout Form when picking up equipment. By signing the form, they agree that they understand the checkout policies and fee structure for lost, overdue and/or damaged equipment. Please see procedures checkout form for price listing.

### **Check in Procedures**

Patron must log out of all apps, download, and delete all videos from the mobile device prior to returning the equipment. When equipment is returned, no back-up(s) will be saved. A signature is required when equipment is returned. Equipment must be checked in by a Canton Public School District staff member. They will verify that the equipment is returned in good condition and that no accessories are missing.

### **Late Check-In Violations**

Equipment not returned by the scheduled check in time is considered late. Failure to return equipment at the approved time will result in the suspension of reservation privileges.

### **Financial Penalties for Lost or Damaged Equipment**

Persons checking out this equipment assume responsibility for exercising care to protect items from theft, loss, or damage and to return equipment as scheduled, regardless of who uses or is in possession of the equipment. Canton Public School

District holds borrowers financially accountable for the theft, loss, or damage of the equipment. The technology department will make the final determination of negligence and associated repair or replacement costs. Failure to reimburse Canton Public School District for any lost or damaged equipment will result in a financial hold being placed on borrower's account.

Equipment Replacement Cost	Value
Chromebook	\$125.00
Tablet (iPad)	\$150.00
MacBook	\$419.00

## CPSD Equipment Checkout Form

Student: \_\_\_\_\_ Date Reservation Made: \_\_\_\_\_

CPSD ID: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Host School: \_\_\_\_\_

Equipment to be picked up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment to be returned Date: \_\_\_\_\_ Time: \_\_\_\_\_

***\$50.00 non-refundable fee (not insurance) will be required upon check out of equipment***

*(only cash, money order, or cashier's check will be accepted)*

Check all that apply	Equipment	Value	Inventory Number	Serial Number
	Tablet (iPad)	\$150.00		
	Chromebook	\$125.00		
	MacBook	\$419.00		
Accessories				
Check all that apply	Description of Accessories		Value	
	iPad Charing Cable		\$5.00	
	iPad Power Adapter		\$10.00	
	Chromebook Charing Cord		\$22.50	
	MacBook Cable & Adapter		\$40.00	

I, \_\_\_\_\_, agree that I am responsible for all equipment that is checked out in my name and fully agree to adhere to the Canton Public School District equipment check out procedures found on the back of this form. I further understand the penalties associated with late, damaged or lost equipment.

Signature at check out: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signature at check in: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Canton Public School District Signatures:

Checked out by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Checked in by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

