



Narragansett School System Expectations of Care

Students are expected to read and follow all of the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned device. Loss or damage resulting from failure to abide by these guidelines may result in full financial responsibility.

Damage & Theft: Report damage within twenty-four (24) hours to the technology department located in your school. You can call in to (401) 284-4990 or visit the website at:

<http://www.narragansett.k12.ri.us/helpdesk.htm>. Stolen devices should be reported immediately to the technology department. If the device is stolen outside of school, report it immediately to the local police and come back to school with the pertinent information from the police report.

General Guidelines:

1. Changing the physical structure of the device such as engraving, marking, etc. is prohibited. Protective covers may be customized by the student following the usual rules laid out in the student handbook. No inappropriate material is permitted.
2. Only the student to whom the device is assigned may use the device; do not exchange devices or passwords with others.
3. The device must be kept reasonably clean. Use an anti-static cloth to clean the screen and an air duster to clean the keyboard. Devices should not be sprayed directly with cleaners.
4. Keep the device safe and secure at all times (e.g., lock the devices in a locker during lunch and physical education.)
5. Use care when inserting and removing cords, cables, and removable storage.
6. Use the device on a solid, sturdy surface.
7. Do not carry the device while the screen is open.
8. The protective cover provided with the device must be used at all times. If an additional carrying case is used (e.g. backpack or laptop bag), care should be taken when transporting the device in this case.
9. Food or drink should not be consumed in the vicinity of the device. Do not carry liquid, even in a sealed container, with your device.
10. Device should never be left unattended.
11. Back up your data. Never consider data to be safe when it is stored on only one device. Data will not be saved if there are system or network interruptions and data stored on a hard drive can be lost if there is a hard drive failure. To be safer, save important information using at least two methods.
13. Report to every class with a charged device. Although there will be limited charging available, there should not be an expectation of all students to be able to charge their device anytime, anywhere at school.

14. The police will be notified of theft, vandalism and intentional damage.
15. Report cards and transcripts will be held by the district in the event that a device is not returned when it should be.
16. Immediately surrender the device upon request from the school. Understand that there is no expectation of privacy when using the District network and devices.
17. Students should be knowledgeable about and follow the Responsible Use and Internet Safety Policy.

Home Care:

1. Fully charge the device every night. Use a surge protector when charging.
2. Unplug the device when severe weather is expected.
3. Store the device on a desk or table, but not on the floor.
4. Protect the device from pets, excessive heat and cold, small children, and food and drink.
5. It is recommended that parents should establish home guidelines for device and Internet use. The web content will still be filtered as it is in school when the device is at home. Attempts should not be made to bypass these filters.
6. Storing the device in an automobile may subject it to extreme heat or cold, always bring the device indoors.

Traveling:

1. Proper care should be taken when traveling with the device. Keep the device safe and secure at all times.
2. Do not carry in a bag or backpack containing items that may damage the device (e.g. food, or liquids)
3. Do not use the device in a moving vehicle.

This document is subject to revisions as we continuously strive to provide our educational community with the best information possible.

<http://www.wikihow.com/Take-Good-Care-of-Your-Laptop-Computer>

Student

I have carefully read and understand the Narragansett School System Expectations of care and will follow the guidelines as listed above at all times.

Student Name: (please print)

Student Signature:

Date:

Parent or Guardian

I hereby give permission for my child to use the school provided device. I have read this document and understand that they need to follow the expectations of care guidelines. I accept legal responsibility for my child and acknowledge the principles and rules of access to such a resource, as outlined in this document. I agree to bind my child to such terms.

Parent or Guardian Name: (please print)

Parent or Guardian Signature:

Date:
