

## Valley Springs Middle School

### 1:1 Policies and Procedures

#### Guidelines 2018-19

#### General Information:

- Students are required to use a laptop sleeve whenever they are transporting their device outside of a classroom (class changes, arriving/departing school, etc.).
- Students are allowed to take their devices home. Students are responsible for bringing charged devices each day.
- In the event a 1:1 device or power adapter be lost or damaged, the student will be responsible for the cost to replace or repair, as determined by school administration.
- In the event that a device is lost or damaged due to criminal acts, the school administration reserves the right to waive the cost or repair and/or replacement.
- Students who leave Buncombe County Schools without turning in their device will be charged for the full replacement of the device and the power adapter.
- Students should take devices to UA classes when requested by classroom teachers.
- Power strips will be located in homeroom classrooms to allow students to charge devices that do not go home.
- Classroom teachers will create BOLT Tickets for 1:1 devices.
- When new students enroll, a device will be checked out and provided to the student.

#### Usage Information:

- Hold the device close to your body, while always using 2 hands; Hold the device like a cafeteria tray.
- Place device securely in the center of your desk/table; do not place it on other materials.
- **Devices are to be used for instructional purposes only.**
- Students **should not** install printers on their 1:1 device.
- A device is assigned to each student. **EACH STUDENT** is responsible for his/her device. Students should **ONLY** use the device for which they have been assigned.
- Device identification numbers and/or labels should not be removed. Likewise, do not add any labels to the device.
- Food and drink **SHOULD NOT** be near **ANY** device.
- Devices will be used with battery power only. **ALWAYS** charge the device at night.
- Do not lean on the device or place anything on top of the device when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard or above the function keys before closing the lid.
- All device use must comply with BCS guidelines and the "Acceptable Use Policy".
- You will be held financially responsible for any act that is harmful or destructive to the condition of your device.
- Devices **MAY NOT** be used to record, transmit, or post photos or videos of any person without their knowledge and consent. Unauthorized use of social media and personal email addresses **ARE NOT** to be used.