



University Schools

University Schools Student Technology Information Guide 2022-2023

The policies, procedures, and information within this document apply to all student devices or equipment used within University Schools and any devices issued to an individual student by a University School.

Teachers may set additional requirements for use in their classroom.

Student devices include, but are not limited to laptops, chromebooks, headphones, iPads, tablets, cords, chargers, cases, protective sleeves, and any other accessories issued to students by University Schools or accessible to students in school.

Device Distribution and Collection

Receiving Your Device

All students in all schools will have access to their school-issued device after both parent and student sign the 2022-2023 Acceptable Use Policy. University Middle School and University High School will have take-home privileges of their school-issued device.

Student Device Return

School-issued devices, chargers, and accessories must be returned during the final week(s) of school so they can be serviced for the following school year. Device collection dates and procedures will be communicated to parents and students in a timely manner before return.

In the event that a student withdraws from University Schools during the school year, the student device, charger, and accessories must be returned in good working order before the student's last day in school. Failure to return school-issued devices, equipment, and accessories in good-working order will result in mandatory replacement or repair costs and the withholding of student records until these costs are paid.

Technology Fee

University Middle School and University High will charge a technology fee of \$50 per student, or \$75 per family. In event that a student does not have any accidental damage claims for the year, the fee is transferable for the 2023-2024 school year.

This fee will cover the cost of student accidental device claim or lost charger for **1** occurrence during the school year (August 2022-May 2023).

Using Your Laptop at School

Using Your University Schools Assigned Device at School

Devices are intended for use at school each day. University Middle and High school students are responsible for bringing their charged device to all classes, each day. Students should charge their device each evening. University Schools are not equipped with charging stations during school use.

Protecting and Storing Your Device

When students are not using their device, it should be stored in their backpack. At all times, students should have a case and or sleeve on their device. When students are traveling in the hallways and on stairs, students should place their device in their backpacks. Devices should never be opened during transitions. Cords and chargers should be neatly wrapped and stored in student backpacks or locked lockers when not in use.

Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas, which include, but are not limited to, the school grounds, unlocked classrooms, the cafeteria, unlocked lockers, restrooms, the front porch, hallways, outside, playgrounds, or the field house. Any device left unattended in these areas is in danger of being stolen, damaged, or lost. Any devices found left unattended should be returned to the main office. Parents will be responsible for picking up student devices that have been left unattended. **Two** or more instances of an unsupervised or lost device may result in loss of device privileges.

Repairing or Replacing Your Device

Damage

In the event that a student has accidental damage to their University Schools issued device, the student or parent should immediately report the damage to their homeroom teacher or University Schools technology coordinator. Upon receipt, parents will be notified and will receive a damaged device form sent electronically by email. This form must be reviewed and signed by a student's parent/guardian. If a damaged device fee applies, parents will be responsible for payment before the device is sent off for repair and returned to the student.

Accidental Damage

Accidental damage includes, but is not limited to, internal damage, broken or scratched screens, placement of stickers or labels not assigned by University Schools, devices dropped on the floor, device screws coming loose due to neglect care, sound ports damaged due to rough use with earphones, USB ports damaged, broken keys or track pads, shattered hard drives, or negligent use of devices as outlined in University Schools Acceptable Use Policy. More than **2** occurrences of accidental device claims within the school year will result in the loss of school issued device privileges.

Loaner Devices

In the event that a device is undergoing repair that lasts longer than a **2** days, a student may be issued a loaner device. The use of a loaner device is not guaranteed and subject to availability. Students are expected to bring their school-issued device to school daily. Devices are not available for 1-day use in the event that a student forgets their device at home.

Lost or Stolen

University Schools are not responsible for theft, vandalism, or loss of any student devices. All lost or stolen devices should be reported to University Schools immediately. Parents and guardians must file a police report for any stolen or vandalized device. In the event that a police report is not filed for any stolen or vandalized device, the parent/guardian will assume full responsibility for the cost of repairing or replacing the device. University Schools will utilize Absolute Tracking to attempt to locate a device. Parents and guardians may be held responsible for payment of the device at current market value given the circumstances of the theft or vandalism and will be determined by the Coordinator of Technology and Learning and School Director.

Family Responsibility

University Schools provides a device for individual students for the sole purpose of student learning. It is important for parents and guardians to reinforce to their child(ren) the importance of taking care of all school-issued device(s) and equipment. The following fees will apply in the event of accidental damage:

- Lost charger: \$30
- Repair covered under warranty: \$30
- Device Replacement: To be determined based on current market value of device or item.

Responsible Use

Using Personal Devices at School

The use of personal electronic devices at University Schools is not permitted. Personal devices are not safeguarded with our security software.

University Schools Device Labels

Each device is equipped with an inventory tag, serial number, express code, and student ID label. These labels are not to be tampered with and must remain intact.

Digital Citizenship Training

University Schools will provide digital citizenship training for faculty, staff, students, and families to ensure appropriate device usage. Students must attend digital citizenship training in order to use school-issued devices and equipment.

Taking Care of Your Device

Students are responsible for the general maintenance and care of their University Schools-issued device. Devices that are damaged or fail to work properly must be reported to University Schools faculty or administration. Proper device care is outlined in University Schools Acceptable Use Policy.

Contact

If you have any questions regarding technology procedures, information, or the Acceptable Use Policy, please contact Technology Coordinator; Jessica Hernandez at jessica.hernandez@memphis.edu.