



Evansville Vanderburgh School Corporation

STANDARDS FOR PROPER CARE OF SCHOOL ISSUED TECHNOLOGY

Students are expected to follow all specific guidelines listed in this document and take any additional common sense precautions to protect their assigned computer device.

Student Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Keep the device either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the device stored in a secure place (i.e., locked in your school locker) when you cannot directly monitor it. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the computer in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the device in a car other than in a locked trunk.
- Do not let anyone use the device other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
- Adhere to EVSC School's Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask a teacher, Principal, or School Support Technician.

How to Handle Technical Issues

- Promptly report any technical problems to the School Support Technician.
- Do not go outside of EVSC for repairs.
- Accidental damage repairs are covered with the equipment rental.
- Promptly report a lost or stolen device to the school support technician. Reported devices will be locked and unusable. If found, device must be taken back to the school technician to be unlocked.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement.
- Do not do anything to the device that will permanently alter it in any way.
- Keep the equipment clean. For example, do not eat or drink while using the device.
- Avoid leaving the device in extreme hot or cold environments.

Carrying the Device

- Always travel with and store the device in the case/shell provided.
- High school students have the option of using the device while still in the case.
- Middle school students are receiving a device with a protective shell. Students will not be issued a separate case.
- Avoid placing device in an overstuffed backpack. Extreme pressure on the laptop can cause permanent damage to the screen and other components.

Screen Care

- Do not grab, squeeze or pick up the device by the screen, as this can damage the screen and other components.
- Never leave any object on the keyboard. Pens or pencils or headphones left on the keyboard will crack the screen when the lid is closed.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your device charging overnight. Your device should hold a charge for a full-day of use.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.

Optional Device Insurance

- Information on Insurance coverage for theft or damages not covered under the accidental damage program can be found here.
https://district.evscschools.com/academics/technology_in_the_evsc/technology_insurance

