

Suwannee County School District
Student Technology and Device Guidelines

The Suwannee County School District (SCSD) provides computers and network capabilities to students for the purpose of enhancing instruction through technological resources.

All users, including parents and students, must read and be familiar with the IT Policies and Procedures Handbook. A copy can be found on the District website on the Information Technology Department web page. In addition to those set forth in the IT Policies and Procedures Handbook, the following policies apply:

1. Students are responsible for good behavior on the SCSD network and devices just as they are in a classroom or school hallway.
2. SCSD devices and its network shall only be used for instructional and school related purposes.
3. Devices and network storage areas will be treated like school lockers. School and IT authorities have the right to review and monitor all devices and information stored on the network.
4. Students must notify a school administrator or teacher of device or network malfunctions immediately.
5. All SCSD devices must be made available for immediate inspection by SCSD staff with or without prior notification.
6. Scheduled device checks will occur throughout the year; all devices must be brought to school every day.
7. Students and/or parents must notify a school administrator or teacher of device damage immediately.
8. Devices will be expected to be maintained in good working order. If misuse is evident, the full price of repair or replacement of the device becomes the responsibility of the parent.
9. It is strongly suggested that protective equipment, covers, bags, etc. are used to ensure an additional layer of protection from damage to the device.
10. Students may not use the device for purposes in contrast to the SCSD Acceptable Use Policy.
11. If a student violates this policy, the SCSD device must be immediately returned in good working order.
12. If a device is damaged, the parent/student is responsible for the cost or repair in accordance to the following:
 - a. Screen Replacement: \$50
 - b. Keyboard Assembly or Replacement: \$75
 - c. Charger: \$40
 - d. Battery: \$40
 - e. Full Replacement: \$200

If a student violates any of these guidelines, his/her access to the network or SCSD devices may be terminated and appropriate disciplinary and/or legal action will be taken.

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SCSD Property Record Number: _____ Date Issued: _____

Student Signature: _____ Printed Name: _____

Parent Signature: _____ Printed Name: _____