

**MITCHELL COUNTY SCHOOLS****1:1 DEVICE PROJECT****Mayland Early College High School****Student/Parent Device Handbook****2025-2026****Overview/Introduction**

Mitchell County Schools (MCS) is committed to educating all children to be productive workers, responsible citizens, and lifelong learners, enabling them to be globally competitive and prepared for life in the 21st century. The 1:1 Device Project provides an equitable opportunity for all students to experience a technology-rich environment and to ensure our graduates are prepared for the workplace and life. Understanding of and adhering to the following policies and procedures is necessary for the success of the program.

Technology is a critical part of learning, expanding the classroom beyond traditional limits of time and space. Technology enables us to respond more effectively to the unique learning styles of today's students. Technology expands our sense of community by changing the way teachers, students, and parents interact with each other.

Goals:

1. Teach students discernment and ethical use of technology.
2. Improve the quality of student learning and academic achievement as they develop knowledge and skills for the future world of work.
3. Offer greater access to educational opportunities, formative assessments, and differentiated instruction by providing one to one access to devices for students for anytime, anywhere learning.
4. Improve communications among students, parents and teachers.
5. Equip students to be lifelong learners.

I. Deployment

The parent and student must sign the acceptable use policy and the 1:1 device agreement, as well as pay the \$20 user fee. Students will receive: device, keyboard/cover, and power supply.

- A. The district will send a report of all model, asset and serial numbers of student devices to local pawn shops and law enforcement agencies to assist in the event of loss or theft.

II. Terms of Device Loan

A. Terms of Loan

1. The Mitchell County School district will loan a device to students upon compliance with the following:
 - a) Student Orientation/Training session
 - b) Parent/Guardian Orientation/Meeting session
 - c) Payment of \$20 usage fee (**yearly**)
 - d) A signed Student/Parent Device Agreement.
 - e) Signed student Acceptable Use Agreement (Internet Use)
2. Legal title to the property (device) is with Mitchell County Schools. A student's right of possession and use is limited to and conditioned upon compliance with the board policies: Acceptable Use Policy, Mitchell County Schools Code of Conduct and Mitchell County Schools 1:1 Device Project Handbook.
3. Students may be subject to loss of privileges, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines.
4. A student's possession of the device terminates no later than the last day of the school year unless there is a reason for earlier termination by the District (e.g. drop-out, expulsion or transfer to another school).
5. The devices will be covered for normal wear/tear and/or warranty work per the annual cost of \$20.
6. **The annual cost will not cover damage to the devices due to negligence. Some examples of negligence include: broken screen, liquid damage, leaving the device unattended, etc.**

B. Fees

1. Payment of annual cost of use through the district will be \$20.00 (non-refundable). This fee will help cover the cost for theft and/or fire. Water or liquid damage is not covered by warranty and usually results in a total loss situation. In total loss situations, students will have to reimburse the school for the full value of the device.
2. The student or parent/guardian is required to immediately file a police report in all cases of stolen devices. After filing a police report, the student or parent/guardian shall notify the school and submit a copy of the police report.
3. MCS will coordinate with area law enforcement agencies to alert pawnshops of lost or stolen devices.

4. If your charger is lost or stolen, you are responsible for reimbursing the school for the replacement cost (\$60). Charger damage is not covered under the warranty.

C. Damage or Loss

1. The student and/or the student's parent/guardian shall be responsible for compensating the school district for any losses, costs or damages that are not covered. The student and/or parent/guardian are liable for replacement(s) costs resulting from loss, intentional damage and/or neglect. Replacement and repair costs will be based on our cost as described in the table below.

Total Loss	
Age of device	Cost
1 year or less	100%
2 years	75%
3 years	50%
4 years	25%

Damages and Missing Parts	
Description	Cost
Broken Screen Deductible	\$50
Lost/Damaged Charger (Cable & Brick)	\$60
Lost/Damaged Brick	\$30
Lost/Damaged Charging Cable	\$30

(Not all damages and prices are listed; however, the most common are listed above. Prices can change based on current prices and availability.)

2. No annual maintenance fee will be charged for the use of the device; however, if unapproved changes or software installs are made to the device, the device will be re-imaged.

D. *Repossession*

MCS reserves the right to repossess the device at any time if the student does not fully comply with all the terms of this agreement.

E. *Appropriation*

Failure to return the property in a timely manner and the continued use of it for unrelated school purposes may be considered unlawful appropriation of Mitchell County School's property.

F. *Modification to Program*

Mitchell County Schools, reserves the right to revoke or modify the project or its terms at any time.

III. General Care of the Device

- A. Students are responsible for the devices they have been issued. Devices in need of repair or are damaged must be reported to the school library/Help Desk.
- B. Technical support will determine whether the device can be repaired onsite or if a loaner should be issued. Loaner devices are also covered by all rules and regulations as outlined in this document. Loaner devices are for day use only.
- C. Guidelines to follow:
 - 1. Always close the case before moving your device.
 - 2. Overloading the device bag will damage the device. Take precautions when placing the device bag on a flat surface. Please take caution when placing textbooks, notebooks, binders, etc. in the device bags. Never sit on the device bag.
 - 3. When using the device, keep it on a flat, solid surface so air can circulate. For example, using a device while it is directly on a bed or carpet can cause damage due to overheating.
 - 4. Liquids, food and other debris can damage the device. You should avoid eating or drinking while using the device. DO NOT keep food or food wrappers in the device bag.
 - 5. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the device by the screen.
 - 6. Never attempt repair of the device. Under no circumstances are you to attempt to open or tamper with the internal components of the device. Doing so will render the warranty void.
 - 7. Take care when inserting cords, cables and other removable storage devices to avoid damage to the device ports.
 - 8. Do not expose your device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device. Be careful about leaving your device in your car during extreme heat or cold weather.
 - 9. Do not write, draw, paint or place stickers/labels on your device or bag. Do not remove labels and identifying stickers on the device or carrying case. Remember the devices are the property of Mitchell County Schools.
 - 10. Keep your device away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old style television sets.
 - 11. Do not cover your device's internal webcam. The webcam portal also acts as a light sensor, adjusting power levels and brightness of the device monitor. This portal will be damaged if the internal webcam is covered.

12. Do not remove school issued cases.

IV. Cleaning Your Device

- A. The district technology support team will do routine maintenance on devices. However, students are encouraged to perform simple cleaning procedures as outlined below:
 1. Always disconnect the device from the power outlet before cleaning.
 2. Never use liquids on the device screen or keyboard.
 3. Clean the screen with soft, lint free cloth, or use anti-static screen cleaners or wipes.
 4. Wash hands frequently when using the device to avoid buildup on the screen and keyboard.
 5. Clean the keyboard case with lightly dampened cloth.

V. General Security

- A. Never leave your device unattended or unsecured. Devices should be secured in a designated storage facility or a secured locker.
- B. During after-school activities, you are still expected to maintain the security of your device. Staff will confiscate unsupervised devices, and disciplinary actions may be taken.
- C. Each device has several identifying labels (i.e. MCS asset number and serial number). Under no circumstances are you to modify or destroy these labels.

VI. General Use of the Device

- A. Students are REQUIRED to bring their devices to school each day with a fully charged battery. Students will not be given the use of a loaner device if they leave their device at home. Students leaving devices at home will be required to complete assignments using alternate means (as determined by the teacher).
- B. Students will receive disciplinary referrals from their teacher for repeatedly refusing to bring the device to class.
- C. Do not cause a tripping hazard when it is necessary to plug in your device.
- D. Avoid using your device in areas that may lead to damage or theft. Do not use your device around sporting activities or events.
- E. Devices are allowed on overnight trips or field trips with the expressed written approval of the lead chaperone and the parent/guardian.
- F. **DEVICE USE IS NOT PERMITTED IN THE DINING AREA (LUNCHROOM) DURING LUNCH PERIODS OR DURING BREAKFAST.** The device may be used in designated common areas (away from food or drink).
- G. **DEVICE USE IS PERMITTED ON YELLOW SCHOOL BUSES.**

- H. Device sound will be muted unless permission is obtained from teacher for instructional purposes. Headphones/earbuds should be used when possible.
- I. Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a device failure and will interfere with your ability to complete class work.
- J. Student devices will be subject to routine/remote monitoring by teachers, administrators, and technology staff.
- K. Students will provide access to any device and /or accessories they have been assigned upon the district's or school's request. An individual search of the device and other stored student files may be conducted if there is suspicion that policies or guidelines have been violated.
- L. After 10 unexcused absences in a semester, the student becomes a day user. Overnight checkout for assignment completion will be at the discretion of the principal. If a day user does not turn in their device at the end of each school day, disciplinary action will take place.
- M. Separate guidelines exist for device storage for after school events (please refer to guidelines at the end of the handbook).

VII. Email

- A. Email and transmitted data stored on servers shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use. There is no reasonable expectation of privacy while using MCS devices, networks, or technology.
- B. Students will abide by all email guidelines as outlined in the MCS Board Policies.

VIII. Internet Access/Filtering

- A. As required by the Children's Internet Protection Act, a filtering solution is maintained by the district for school and home use on this device. The district cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and Internet. MCS will not be responsible for any problems suffered while on the network or the Internet. MCS will make reasonable efforts to protect students as much as possible. Use of any information obtained through the Internet is at the user's own risk.
- B. MCS will not serve as the Internet service provider for home use. However, MCS will provide filtering while connecting to the Internet from home. In order for a student to access the Internet, the parent/guardian must contract with an Internet service provider.
- C. Internet Safety: In order to protect our students from identity theft and other issues related to working in an online environment, all devices are equipped with Internet filtering software. Even so, careful monitoring of a student's device use by the parent is the best practice for ensuring safety. Additionally, students should never reveal personal information such as birth dates, Social Security

numbers, addresses, etc. in emails or other electronic communications. Students are expected to use appropriate language in all communications. **Profane, obscene, offensive, threatening or inflammatory speech is unacceptable. Any instance of cyberbullying or cyberstalking should be reported to school personnel immediately.**

- D. Privacy: Although we are providing the devices for individual student's use, the devices are still property of MCS. Therefore, as student users, you do not have the same right to privacy as you would if you owned the device. For example, all Internet activity on and off campus is filtered through the MCS Content Filter Software. The filter will log all attempts to access inappropriate material; however, the district will not remotely access the device's webcam. Please do not cover your device's internal webcam as this may cause damage to the device. Student devices may be randomly monitored at any time.

IX. Login Procedures

- A. Students will log in with the school issued username and password and log on to MCS whether at home or school.
- B. DO NOT share passwords. Students are responsible for anything done using their login.

X. Copyright

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, television shows, movies, photographs, music, and software are examples of the types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. The illegal installation or transmission of copyrighted materials (including streaming copyrighted material) is prohibited. Even an innocent, unintentional infringement violates the law.

XI. Repair Procedures

If technical issues arise, you must take your device to the library/Help Desk. Do not attempt to repair issues with your device by taking pieces apart on the device. You must bring the device to the library/Help Desk for repair issues. If necessary, a loaner device for day use will be given to you while your device is being repaired.

Inappropriate/Unacceptable Use

Tier 1: Inappropriate Use:

Includes but not limited to:

- Using devices not assigned to you. (Teachers may allow students to look on with another student for instructional purposes only).

- Videoing or taping on school property is not permitted when not related to an assignment.
- Emailing or chatting during class (when not related to an assignment).
- Profanity “as defined by the school administration.”
- Gaming/downloading games (all software loaded on the system must be district approved).
- Streaming over the Internet (when not related to an assignment).

Tier 2: Unacceptable Use:

Includes but not limited to:

- Pornography (real life or cartoon):
 - Possession
 - Manufacturing – using a camera to create pictures/movies
 - Distributing – sending/sharing with others
- Images of Weapons, drugs or alcohol (when not related to an assignment).
- Gang Related Files.
- Bootleg movies or music.
- Logging into a device/application using someone else’s login.
- Cheating and/or copying (plagiarism) the work of others from any source (Internet, library resources, other students, etc.).
- Using a device to plan a fight, cause harm or commit a crime.
- Slander directed to the faculty or staff.
- Threats and/or cyber bullying.
- Altering or deleting digital files.
- Purchasing, selling or soliciting for sale any merchandise on the school campus without the authorization of the building principal (including the use of Internet resources and/or digital devices).
- Violating the Mitchell County Code of Conduct Policy.
- Using proxy sites/intentionally bypassing the filter.
- Changing account/device settings.

***For criminal activity law enforcement shall be notified and full restitution will be sought.**

XIII. Care and Responsibility

Tier 1: Care and Responsibility: Neglect and Misuse

Includes but is not limited to:

- Carrying your device out of the assigned case or an approved case.
- Leaving the device unattended.
- Allowing someone else to use your assigned device.
- Removing labels and identifying stickers on device/bag.

Tier 2: Care and Responsibility: Intentional Misuse or Abuse

Includes but is not limited to:

- Intentional actions which are harmful or potentially harmful to the device, charger, and/or device case.
- Failing to turn in the device as a Day User.

***For criminal activity law enforcement shall be notified and full restitution will be sought.**

Guidelines for Device Device Storage for After School Events

Please follow these guidelines for the storage of devices for students during after school events.

If a MCS student is a participant in an after school event held at school such as a club member at a meeting or an athletic team member at a practice or game, the school employee in charge of the group (coach or club sponsor) must provide the student with the option of a secure storage area for the devices to be housed during the event. We would prefer for the devices to be placed in the student's locked vehicle or a locked coach or club sponsor office.

If the MCS student participant or team member declines to secure his/her devices at the location provided by the school employee, coach, or club sponsor, the student is accepting full responsibility for the security of his/her device device. This applies to home and away athletic events as well. We are requesting that students not take their devices on athletic buses to away sporting events because there will not be lockable storage at the away athletic event. For students going on an overnight club or athletic sponsored event, students are allowed to take their devices with them and lock them in the room that they will be staying in upon arrival as long as this is approved by the club or athletic sponsor.

Students who leave school and return to a school sponsored event later in the day are responsible for the security of their device once they leave campus.