



## Provision of Devices to Students

### Background

KTCEA supports the use of technology in its classrooms and to enable at-home learning. Occasionally, KTCEA may issue a device such as a Chromebook, tablet, laptop or similar device to students so that they may continue their learning at home.

### Guidelines

Use of devices shall adhere to all Administrative Procedures relating to student conduct and responsible use of technology. All KTCEA devices issued to students are the property of KTCEA and are considered to be on loan to the student. KTCEA may request payment if any of its devices are lost, damaged or stolen.

#	Procedure	Roles & Responsibilities
1.	<p>In addition to the requirements set out in other Administrative Procedures relating to student use of technology, students using KTCEA devices shall acknowledge and or ensure that</p> <ul style="list-style-type: none"> <li>1.1 Devices are provided for instructional use and school-related activities only.</li> <li>1.2 Students should bring their fully charged device and power cords to all classes, unless specifically instructed not to do so by their teacher.</li> <li>1.3 Copyright laws must be followed at all times.</li> <li>1.4 Students shall make no attempt to physically adjust, repair, or alter the device, including the installation of file sharing and other unauthorized programs.</li> <li>1.5 Login and password information should remain private.</li> <li>1.6 Each device is assigned to an individual student. Students should never allow another student, friend, sibling, or any other person to use their computing device.</li> <li>1.7 The device and charger should be safeguarded from damage and reasonable steps taken to prevent theft.</li> </ul>	Students
2.	<p>Prior to issuing a device to a student for home use, Principals shall ensure that</p> <ul style="list-style-type: none"> <li>2.1 The device is registered in a technology device inventory system as provided by the Information and Technology Manager.</li> <li>2.2 The parent has signed and returned AP 655A Student Device Usage Form.</li> </ul>	Principals, IT Manager, Parents
3.	<p>The Principal is responsible to retrieve all KTCEA devices at the end of the school year or sooner as agreed to by the parent and student.</p>	Principal

4.	If a device is lost, damaged or stolen, notification needs to occur immediately to the Principal who will then report to the IT Manager. The Principal may request payment for the cost of replacement or repair as the case may be, and/or notify the RCMP that the device has been stolen.	Principals, Students, Parents, IT Manager
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**Definitions:**

**References:**

Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Policy 13 – Technology and Student Information

Canadian Charter of Rights and Freedoms

Canadian Criminal Code

Copyright Act

AP 140 A Responsible Use of Technology (Students)

AP 140 B Responsible Use of Technology (Staff)

AP 140 Appendix C – Digital Citizenship Agreement for Responsible Use of KTCEA Technology (To be completed)

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.