

ACCESS FOR ALL

SCS DIGITAL DEVICE LOANER PROGRAM STUDENT-PARENT HANDBOOK

2020-21





Dear Students and Families,

Shelby County Schools (SCS) is making every effort to ensure that our students' education continues regardless of any circumstances. Having adequate tools to access online supports, whether inside or outside of the classroom, is one of our highest priorities. As such, I am honored to share our Digital Device Loaner Program, which ensures access to online learning supports by providing digital devices to our students. This program will offer students the tools they need for continuous learning. We hope this technology will encourage our students to extend both where they learn and when they learn, and create opportunities to gain life skills as they work through curriculum that includes project-based learning and promotes collaboration.

We are grateful for the strong support from our community and fortunate to have a Board with the vision to lead SCS in a way that prepares our students for the workplace of the future. This program is another example of our commitment to the high-quality education of all students.

This handbook has useful information about caring for the computers, Internet safety, responsible use of technology and helpful supports at home. We want to encourage parents to participate in technology training and access online resources.

I wish you the best as you apply the information in the handbook and utilize the educational opportunities that this program provides.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Ray'.

Dr. Joris M. Ray
Shelby County Schools
Superintendent

SCS DIGITAL DEVICE LOANER PROGRAM

Use and Care of Devices for School and Home

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INTRODUCTION AND BASIC RULES

Welcome to the SCS Digital Device Loaner Program. This program provides SCS students with a loaned device to support distance learning and access to online instructional and academic resources beyond the classroom. With the provided device, students will take advantage of District-provided resources, expand their sources of research, find meaningful real-world assignments, and seek out digital information to support continuous learning. The student and his/her parent/guardian are responsible for the use and care of the device, as well as returning the loaned device and any liability associated with damaged, lost, or stolen devices.

In order to ensure the best student experience with devices at home, a parent/guardian is responsible for understanding the content of this handbook and for completing associated paperwork. Check with your child's teacher for additional device training and resources.

SOME BASIC RULES

- Parents/guardians and students will abide by all District policies, local, state and federal laws. Any failure to comply may result in loss of privilege, and the District retains the right to take possession of the equipment at any time.
- The device remains the property of SCS. Devices will be returned at the end of the school year or when the student leaves the District. Parents and students must agree to return the device to the school in the same condition it was issued.
- District devices issued to students and their families are required to go through compliance checks. SCS staff will randomly check that students and their families are following the expectations set forth in this guide. Per District policy, all files stored on any District profile or devices are the property of the District and are subject to regular review and monitoring at any given time.
- No one should eat or drink near the device.
- Devices should be kept in their protective cases at all times.
- Students are responsible for all content found on their device. Do not allow any unauthorized users access to your device.
- Devices should be completely shut down when not in use. Devices should always be stored in a District-approved sleeve and/or backpack when transporting to home or class.
- Students and parents/guardians will be held accountable for any damage caused to the devices that results from misuse or negligence per [SCS Board Policy #6047](#).
- No stickers or markings of any kind are allowed on the devices or cases. They are not to be defaced, damaged or tagged in any way. This includes writing your name on the case.

- Sending or retrieving any information that violates school or District policies regarding content that is threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene will result in appropriate disciplinary action. SCS will cooperate with all law agencies to support these policies, laws, and rules.
 - Students should never knowingly transmit computer viruses or perform actions that would intentionally waste or disrupt network resources.
 - The student username and password are not to be shared with anyone except parents/guardians. Students are not permitted to change their password unless required by SCS Information Technology.
- It is the expectation that students will bring the device to school each day when school buildings are open for classroom instruction, unless otherwise instructed. The students will transport the device in their sleeve and/or backpack to help protect the equipment.
 - Never access, delete or change other students' folders, work, files or projects without specific permission from a teacher or other administrator.
 - Do not expose your device to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time (i.e., leaving in a car). Extreme heat or cold may cause damage to the device.





SECTION 1: DEVICE USE DURING DIGITAL LEARNING

Digital Learning is a concept where students have 24/7 access to the same device for use in class and at home. The student and his/her parent/guardian are responsible for the computer, and the student can travel throughout the day with the device. As this program develops, teachers will be able to work with students in different ways and with different expectations than in the past to support continuous learning. This model allows for children to extend the learning beyond the classroom walls and after the bell.

1.1 Where to save files

- SCS teachers will provide students with specific instructions for saving their work. Follow the instructions for saving your work as provided by your classroom teacher.
- All files will be stored in Microsoft Office365 One Drive folders.

1.2 Installing Software

- Students do not have computer permissions to install any software on the device.
- Installing unapproved software could introduce a virus into the network and cause device instability and failure.

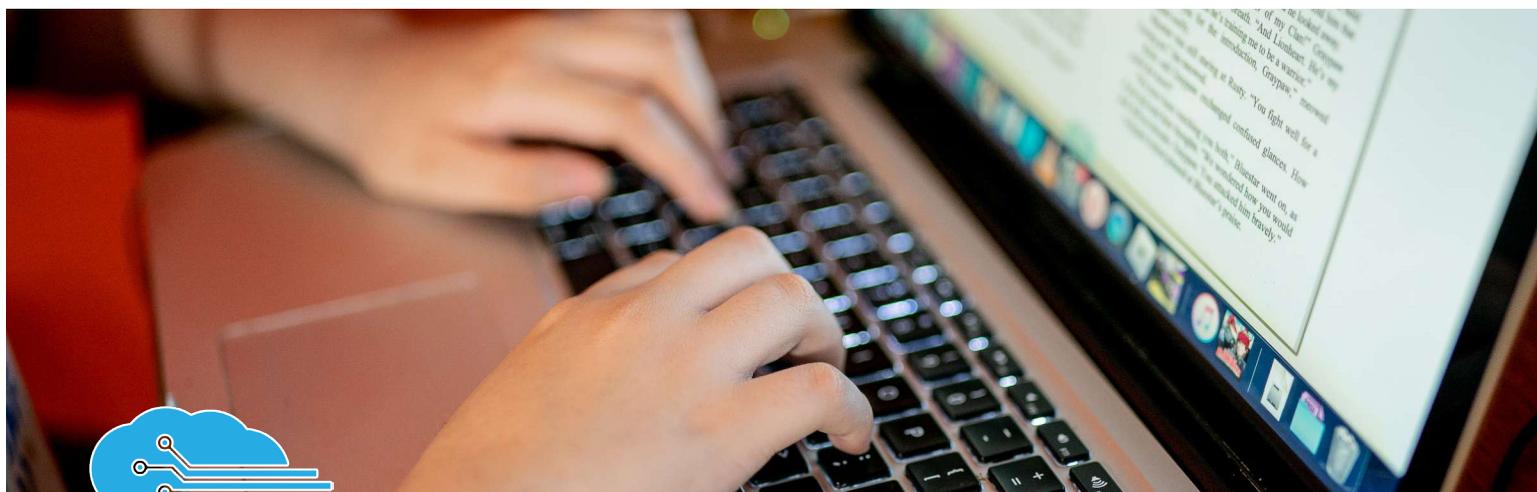
1.3 Best Practices

- When carrying the device, make sure that it is closed and held securely with two hands.
- Follow all directions given by the teacher.
- Center the device on the desk or table when using it.
- Close the lid of the device before standing up.
- Put your device away securely before walking away from it.
- Students may be randomly selected for a device inspection without notice when in the classroom.

The purpose for inspection will be to check for proper care and maintenance, including inappropriate material and/or browsing history.

1.4 Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).



SECTION 2: RESPONSIBLE USE OF TECHNOLOGY

2.1 Overview

Shelby County Schools recognizes that technology access and digital literacy is a necessary skill for student success in the 21st century. SCS is preparing our students and classrooms for the future by providing devices to students and working to expand access to the Internet throughout the community. Use of the Internet must be supportive of and consistent with the educational objectives of the District.

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

The following guidelines and policies apply to:

1. Students who use computer devices belonging to SCS.
2. Students who use hotspot devices belonging to SCS.
3. Students who access network resources available through the District.

Our goal in providing network access and technological resources is to promote instruction and learning during distance learning and beyond. The District has taken precautions to restrict access to controversial materials. However, end users are expected to use the resources to support the educational goals of the District.

2.2 Policies and Guidelines

Increased access to technology has numerous benefits, but it also has the potential for abuse. For this reason, SCS has specific guidelines that address appropriate use of technology and electronic resources. These guidelines regarding technology and electronic resources apply to computer use at school; they also apply to home use of the SCS device.

2.2.1 Device Security

Two primary forms of security exist: device security and internet filtering. Each device has a security program installed on it. SCS strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to SCS networks. Security is in place on the device to prevent certain activities. These include downloading or installing software on the devices, removing software, changing system settings, etc. SCS maintains an Internet filtering software package on-site. This program automatically filters all student access to the Internet. Please note, however, that there is no better security tool than an involved adult. By agreeing to participate in the SCS Digital Device Loaner program, students understand and agree to:

1. Use the Learning Management System (LMS) to support personal educational objectives consistent with the educational goals and objectives of the District.
2. Not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
3. Abide by all copyright and trademark laws and regulations.
4. Not reveal home addresses, personal phone numbers or personally identifiable data, including login information, unless authorized to do so by designated school authorities.
5. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
6. Not use the network in any way that would disrupt the use of the network by others.
7. Not use the Education Information System (EIS) for commercial purposes.
8. Follow the District's code of conduct.
9. Not attempt to harm, modify, add/or destroy software or hardware, nor interfere with system security.
10. Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.



2.2.2 Responsibilities

The use of a District computer, telecommunication and network resources may be revoked at any time. Violations may result in disciplinary action under the guidelines and through the authority of the Shelby County Board of Education and its policies.

2.2.3 Monitoring Devices

The District reserves the right to monitor the use of District computers, telecommunications and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school personnel. Should it become necessary, files may be deleted. SCS is not responsible for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the District. The District may make rules, as needed, for the operation of the system.

2.2.4 SCS Board Policies

Students/parents/guardians will only use the device for school and educational purposes and in compliance with the Student-Parent Handbook and all District policies. Relevant policies include, but are not limited to, the following:

- [SCS Board Policy 6003 Confidential Student Information](#)
- [SCS Board Policy 6022 Student Conduct](#)
- [SCS Board Policy 6031 Internet Safety and Use](#)
- [SCS Board Policy 6046 Harassment, Intimidation, Bullying or Cyberbullying](#)
- [SCS Board Policy 6047 School Fees and Debts](#)

2.3 Cyberbullying

Electronic aggression or “cyberbullying” is defined as any type of harassment or bullying, such as teasing, telling lies, making fun of someone, making rude or mean comments, spreading rumors, or making threatening or aggressive comments that occur through e-mail, a chat room, instant messaging, a website (including blogs), social networking sites, like Facebook, etc., text messaging, videos or pictures posted on websites or sent through cell phones (Source: Youth Engaged 4 Change). Cyberbullying includes the use of technology or other electronic means to post any hurtful information about another person on the Internet or making unwanted contact by threatening or insulting.

Bullying or Cyber-bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that your activities are monitored and retained.





SECTION 3: DAMAGED, LOST OR STOLEN EQUIPMENT

Driven by [SCS Board Policy #6047](#), liability and financial responsibilities are defined in the SCS Digital Device Loaner Program agreement form that is signed when devices are distributed. In the event of loss or theft, a police report must be filed and provided to the school, and a school representative must be contacted within 24 hours after the occurrence. A charge of \$75 is assessed the first three times a student loses a device. The student is responsible for the full replacement cost of the device upon the fourth instance in losing the device. Direct certified economically disadvantaged students can request a fee waiver at any time.

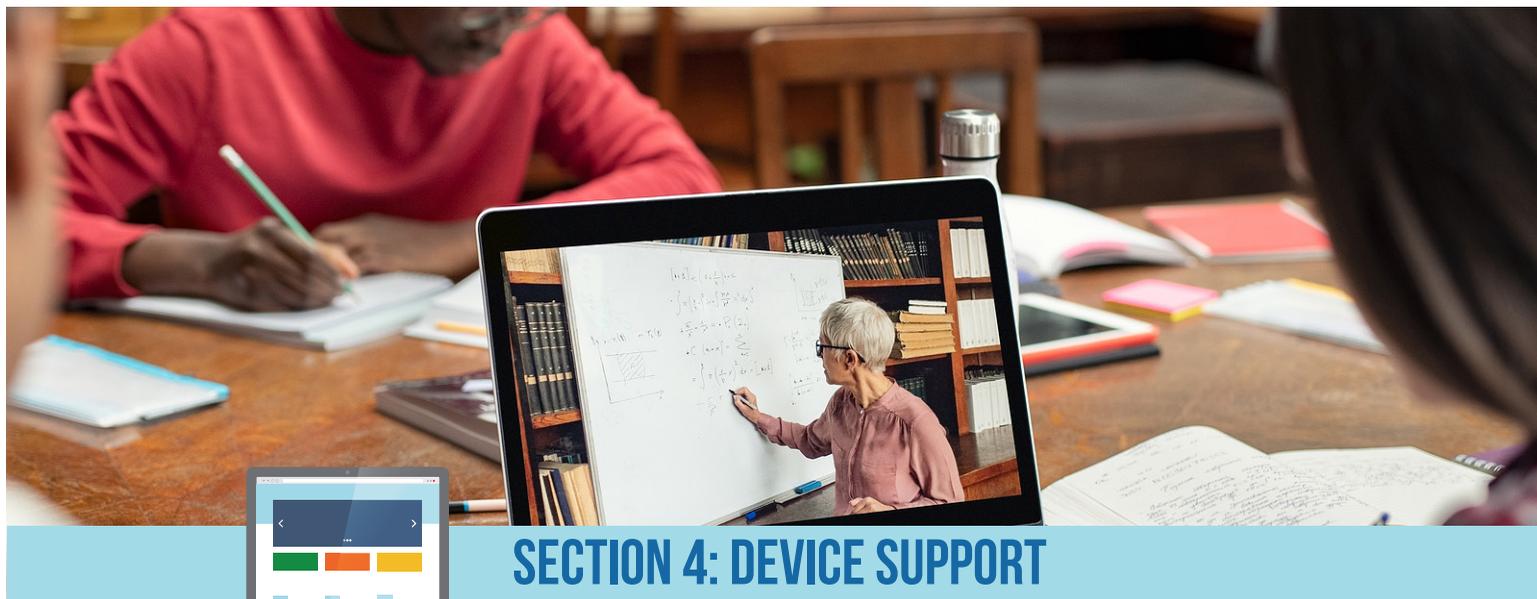
If a device is lost or stolen anytime outside of school, parents should take the following steps:

1. Contact the police right away to file a claim for lost/stolen property. Be sure to get a case number and/or incident number from the responding officer.
2. Contact the representative at your child's school during classroom hours and/or contact the Parent Welcome Center at 416-5300 and choose the "Help with your Computer or Hotspot" option to report the lost/stolen property. Be ready to provide them with the case and/or incident report number which you obtained from the responding officer.

***Please note that all devices are equipped with tracking software for recovery purposes in the event that devices are lost or stolen. Devices will be disabled in the event that they are lost or stolen.*

3.1 Responsibilities

The use of a District device, telecommunication, and network resources may be revoked at any time. Violations may result in disciplinary action under the guidelines and through the authority of the SCS Board and its policies. If the device is damaged because of negligence, the student may be responsible for up to the full replacement cost of the device. Do not attempt to disassemble or repair the device.



SECTION 4: DEVICE SUPPORT

4.1 Distance Learning Assignments/Instructional Resources

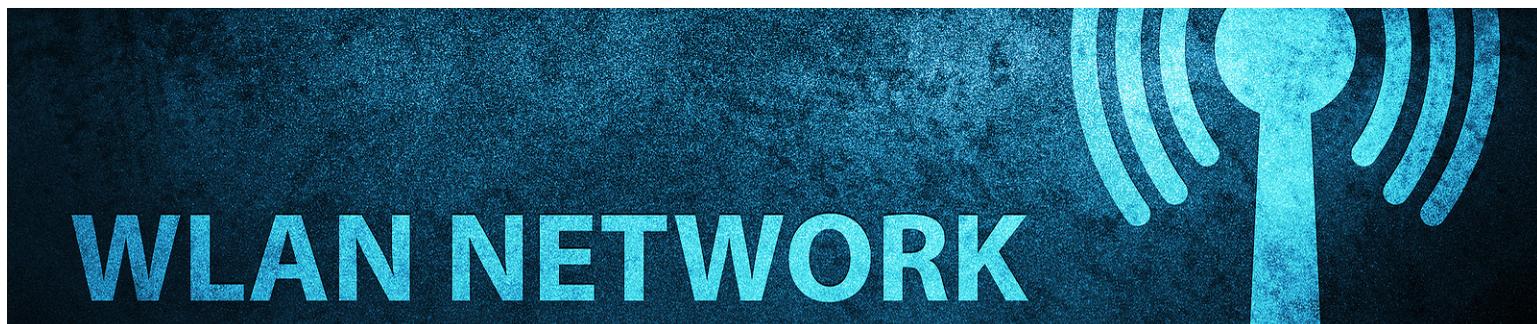
Please have your student check with individual class teachers and their teacher webpage for classroom procedures. Students can access District-approved digital resources and learning guides through the SCS website. This information will help you support your student with continuous learning.

4.2 Support and Trouble Shooting

- For Internet connectivity issues on your SCS device, first restart the device. Click the “windows” button in the lower left corner, select “power,” then click “restart.”
- If Internet connectivity issues persist, contact your internet service provider (ISP).
- For device hardware or software functionality issues, first restart the device. Click the “windows” button in the lower left corner, select “power,” then click “restart.”
- If device hardware or software functionality issues persist, contact your school representative/or contact the Parent Welcome Center at (901) 416-5300 and choose the “Help with your Computer or Hotspot” option for further instruction and support.

4.2.1 What is WLAN?

WLAN stands for wireless local area network and is also commonly referred to as Wi-Fi (wireless fidelity). These networks allow you to wirelessly access the Internet.



4.2.2 Power On/Shut Down

- Press the power button.
- After about a minute, you will be presented with the login screen.
- Login with student username and password.
- At the end of each work session or the end of the instructional day, close all applications, click the “windows” button in the lower left corner, select “power,” then click “shut down.”

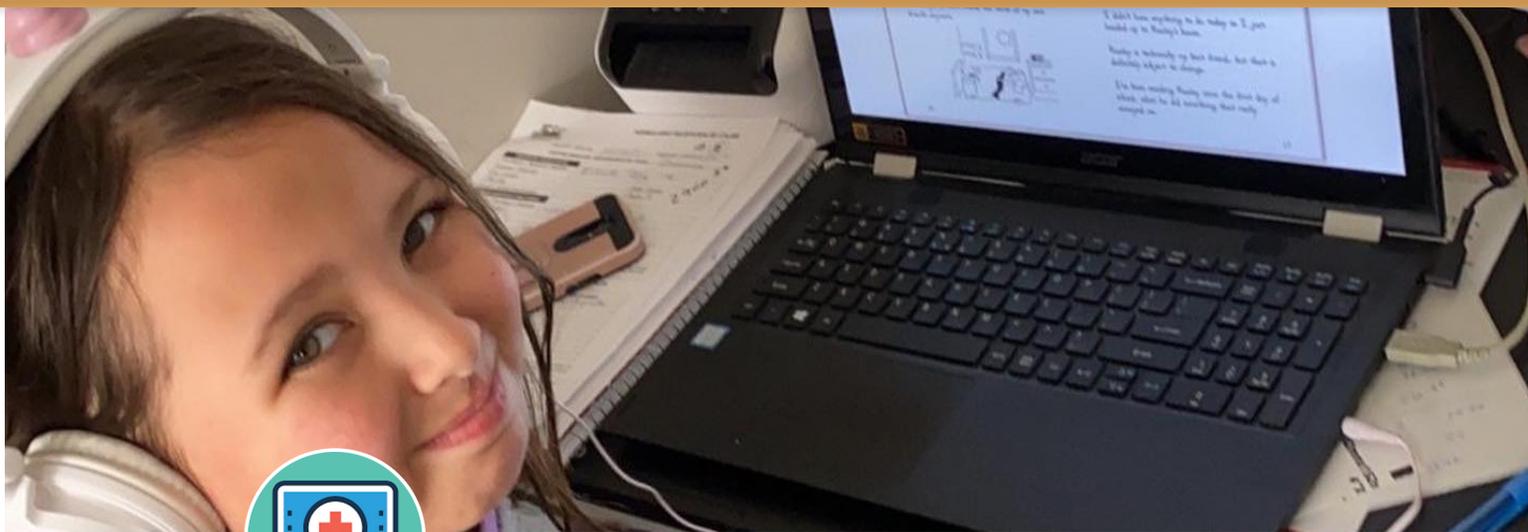
4.2.3 Internet Connection

For assistance with a District-provided hotspot device, contact the Parent Welcome Center at (901) 416-5300 and choose the “Help with your Computer or Hotspot” option.

4.2.4 Wireless Connection/Hard Wire Connection

Your device is equipped with a wireless card, which provides the capability of a wireless connection. If you do not have a router for wireless capabilities at home, then the device can be plugged in for a hard wire connection.





SECTION 5: DEVICE CARE AT HOME

5.1 Travel with Device

- Devices should stay in their sleeves or backpack when traveling.
- Devices should be shut down before traveling.
- Care should be taken to keep the device dry.
- Devices should not be left in a car unattended because of the possibility of heat damage, car break-in or theft.
- Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, computer labs, break areas, unlocked classrooms, bathrooms, and hallways. Any computer left in these areas is in danger of being stolen.

5.2 Home Use Guidelines

Questions often arise regarding the use of the devices at home. Families are encouraged to participate with their student in exploring and learning about the device and how technology can become a useful tool.

- All school rules apply for home use of devices.
- No inappropriate sites should be accessed
- Use **ONLY** a lint-free, microfiber or soft cotton cloth to clean your computer screen. Bathroom tissues or paper towels may contain wood pulp fibers that can scratch your screen.
- **NEVER** spray any cleaning chemicals, such as Windex or other glass cleaners, directly on to your screen as they may damage it.
- Keep all food and drinks away from your device at all times.
- Protect the device from small children and pets.
- Use the device in a common room of the home.
- Store the device on a desk or table – never on the floor.
- Do not leave device unattended.

- Students are prohibited from putting stickers or additional markings on the devices, cases, batteries, or power cord.
- Students are prohibited from defacing SCS-issued equipment in any way. This may include but is not limited to marking, painting, drawing or marring any surface of the devices, cases or the sleeve.

5.3 Monitoring Student Use and Support Student Safety

The parent/guardian must agree to monitor student use at home. The best way to keep students safe and on-task is to have a parent/guardian present and involved. The device has the same functionality at home as it does in the classroom. While every effort is made to filter undesirable content on the device, the system is not failsafe. For this reason, it is important for parents/guardians to monitor their students' online activity. For schools and parents/guardians alike, student safety is always the highest priority. The precautions described in this section are intended to help students be safe on the path to and from school. Student safety always comes first.

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone who they meet online in real life. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Parents are to monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned work.

5.4 Storing at Home

- Keep your device and charging cord away from pets.
- Designate a safe location off the floor where your device can be stored and recharged as needed.
- Keep your device in the protective case at all times.

5.5 Keeping the Device Charged

Students should make sure to have the device plugged in and charging before going to bed each night. Chargers will be kept with the device case at all times and brought back to school each day when schools are open for classroom instruction.

5.6 Device Camera/Webcam

Students may not post or otherwise disclose personal identifying information about themselves or others, including pictures, video-footage, descriptions or name(s). Students and families must be cautious to protect the safety of themselves and the identity of others. Student dress code should be appropriate when operating the device camera and/or webcam.



SECTION 6: RESOURCES AND TIPS FOR PARENTS

6.1 Tips for Your Students and Family

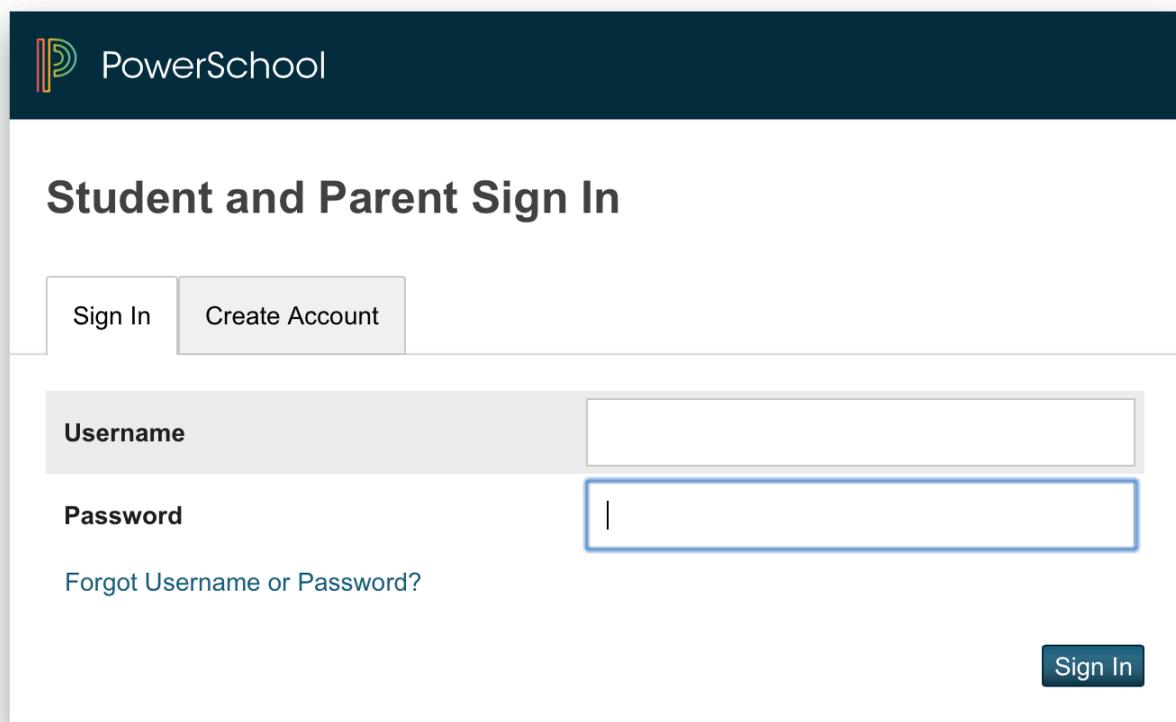
- Have fun being a part of your child’s online experience.
- Use the device in a shared or common space in the home.
- Keep the computer where everyone can see the screen.
- Do not post personal information, and beware of requests for personal information online.
- Teach your child how to recognize and avoid online predators.
- Report strangers who solicit information or meetings with any child.
- Do not be a cyberbully!
- Report cyberbullying and threats to teachers immediately.
- Honor SCS security software and filters.
- Do not give out personal information, such as address, telephone number, parent’s work address or telephone numbers, or the name and location of your school, without the permission of your parents.
- Tell your parents right away if you come across any information on the Internet that makes you feel uncomfortable.
- Never agree to get together with someone you “meet” on the Internet without first checking with your parents. If your parents agree, take them with you and meet in a public place.
- Never send anyone your picture or any other possessions without first checking with your parents.
- Do not respond to any messages that are mean, rude or make you feel uncomfortable in any way. If you do get a message that worries you, frightens you, or makes you feel uncomfortable, tell your parents about it right away.
- Talk about the rules of your household concerning how to use the computer and the Internet. Decide on the time of day that you can go online, how long you can surf the Internet, and what kinds of websites you can look at.

6.2 Internet Safety Links

- **Connect Safely - www.connectsafely.org**
The site has tips for teens and parents, as well as other resources for safe blogging and social networking.
- **Internet Keep Safe Coalition - www.iKeepSafe.org**
A broad partnership of public health and educational professionals, law enforcement, and industry leaders working together for the health and safety of youth online.
- **OnGuard Online - www.onguardonline.gov**
Practical tips from the federal government and technology industry to help you be on guard against Internet fraud, secure your computer, and protect your personal information. It features NetCetera, which includes tips to help parents talk to kids about being online.
- **Wired Safety - www.wiredsafety.org**
Provides help, information and education to Internet and mobile device users of all ages. It also helps parents with issues, such as Facebook and cyberbullying.

6.3 PowerSchool Parent Portal

Parents have the right to access and monitor assignments, grades and attendance, as well as contact information, through the online Parent Portal. This resource helps parents stay informed and connected by providing day-to-day insight into their child's academic experience.



The screenshot shows the PowerSchool login interface. At the top left is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

Shelby County Schools
STUDENT LAPTOP CHECKOUT & USER AGREEMENT
 2020-2021

HOME SCHOOL _____

Student
Name

Last Name

First Name

Student ID #

Parent
Name (1)

Last Name

First Name

Driver's License # and State

Parent
Name (2)

Last Name

First Name

Driver's License # and State

Parent Email
Address



Check the box here to confirm your phone numbers, address and email address are all updated in the PowerSchool registration system. A signed copy of this document will be emailed to the address listed above.

In this agreement, the “**District**” means the Shelby County Schools. “**You**” and “**your**” means the parent/guardian of a student(s) enrolled in the District. “**Device**” means a laptop and/or router (if received). The “**Property**” is the Device, together with a charging cable and any related equipment owned by the District and assigned to the student.

You acknowledge receipt of the Property identified with serial and/or asset number(s) assigned in the PowerSchool system.

Policy Compliance: You agree that, even when using the Device at home or other location off District property, you will only use the Device for school and educational purposes and in compliance with the Student-Parent Handbook and all District Policies, all of which are

incorporated herein by reference and made part of this Agreement for all purposes. Relevant policies include, but are not limited to, the following:

Confidential Student Information (Policy #6003);

Student Conduct Policy (Policy #6022);

Internet Safety and Use Policy (Policy #6031);

Harassment, Intimidation, or Bullying of Students Policy (Policy #6046); and

School Fees and Debts (Policy #6047).

Specifically, and without limitation, you agree that you will not use the Device to engage in inappropriate behavior online and or to create, access, or transmit information that is obscene or vulgar, that advocates dangerous or illegal acts, or that advocates violence or hatred toward any group. Any failure to comply with the Student-Parent Handbook, District Policies, or this Agreement may result in immediate termination of your rights of possession, and the District may repossess the Property at its discretion.

- Title to Property:** Legal title to the Property is vested in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and with all District Policies.
- Care of the Property:** You are responsible for care and maintenance of the Property, and you agree you will properly care for and maintain the Property and will follow all guidance provided in the Student-Parent Handbook, including without limitation keeping the Property away from liquids, extreme heat or cold, direct sunlight, and small children and pets, and refraining from placing labels or stickers on the Property. You agree that the Property will remain in your possession or stored in a secure location at all times.
- No Alteration of Device:** You agree that you will not reconfigure the Device or alter or remove existing hardware or software on the Device, including security or monitoring programs. You further agree you will not install unauthorized software or download unauthorized files, including games, programs, or other electronic media. You agree to comply with all applicable laws, including without limitation copyright laws.
- Monitoring of Device:** You acknowledge and agree that the District has the right to review, monitor, and restrict at any time information stored on or transmitted with the Device and to investigate suspected inappropriate use and/or violation of District Policies. You should maintain at least a 30-day web browsing history and should not disable the browsing history for any reason. You have no expectation of privacy in connection with the use of the Device, including anything created, stored, sent, deleted, received, or displayed when using the Device.
- You further agree that the District has the right to, but is not obligated to, review, monitor, and restrict the use of the Device outside of the District's networks. The District is not responsible for any access to material in violation of District Policies, including without limitation the Internet Safety and Use Policy (Policy #6031).
- Loss or Damage:** If the Property is lost, stolen, damaged, or destroyed, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. You must report loss, theft, damage, or destruction of the Property to the District within 24 hours after the occurrence. In the event the Property is lost or stolen, you must file a police report and provide the report number to the District within 24 hours. You must not attempt to disassemble or repair the Property.

A police report is filed for all lost or stolen devices in accordance with the Absolute Tracking software reimbursement guidelines. A charge of \$75 is assessed the first three times a student loses a device. The student is responsible for the full replacement cost of the device upon the fourth instance in losing the device. Direct certified economically disadvantaged students can request a fee waiver at any time. Non-payment of fees could result in record holds for students seeking a transfer or diploma.

Seniors must pay all fees incurred as a result of lost, stolen, damaged, or destroyed Property before participating in graduation ceremonies. (See District Policy # 6047).

- Possession Period:** You have the right to use and possess the Property from August 3, 2020, through July 30, 2021 (the “Possession Period”). At the end of the Possession Period, you are required to return the Property to the District by the date and time designated by the District.
- Rights on Default:** If you do not fully comply with all terms of this Agreement and District Policies, including the timely return of the Property, the District shall be entitled to declare you in default and take any and all measures reasonably necessary to take possession of the Property.
- Appropriation:** Your failure to return the Property in a timely manner and the continued use of it for non-school purposes without the District’s consent may be considered unlawful appropriation of the District’s Property.
- Consent:** The student’s parent/guardian expressly consents to the student’s assignment and receipt of the Property as described herein and consents to the disclosure of the student’s education records, including the student’s name, email address, coursework, course, birthdate, grade level, and grades, to service providers, including, but not limited to, Grade Result, Inc., through software and/or applications loaded on the Property for the purpose of facilitating the student’s online access to educational resources. The consent stated herein shall continue unless expressly withdrawn in writing.

I, the undersigned parent/guardian, acknowledge that I have reviewed and understand the terms and conditions of this Student Laptop Checkout Agreement, including the Student-Parent Handbook and District Policies incorporated herein by reference, and agree to the terms and conditions contained in this agreement.

Parent Signature

Date

BOARD OF EDUCATION

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