



STANDARDS FOR PROPER CARE NORTHSTAR 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.

Educational Use of Electronic Devices

NorthStar provides students with access to a variety of electronic devices that include shared and individual computers and tablets. Students are required to follow proper care and handling guidelines. Failure to do so may result in disciplinary actions which include but are not limited to: parental contact, loss of privileges and restitution fees.

Proper Handling (Grades 9-12): Electronic devices are dedicated learning tools and need to be treated with care. Students must agree to follow the care procedures listed below:

- Devices may only be used on a flat and stable surface.
- Do not carry laptops while open.
- Do not pick up laptops by the screen or touch the screens with anything.
- Keep magnets away from all devices.
- Store devices in their proper cases or carts
- Charge all devices at the end of the day so they are fully charged for the following morning.
- Do not eat or drink while using an electronic device.
- Protect devices from outdoor elements like sand, dirt, moisture, direct sunlight, and heat.
- Shutdown and unplug devices prior to cleaning. Only use cleaning supplies approved by NorthStar.

Student Responsibilities

- ● Treat this equipment with as much care as if it were your own property.
- ● Keep the device either locked away, 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 safely when you cannot directly monitor it. Unattended and unlocked equipment, if stolen – even at NorthStar – will be your full financial responsibility.
- ● Avoid use in situations that are conducive to loss or damage. For example, never leave the computer in NorthStar vans, in the gym, 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 NorthStar’s Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask a manager, director, or advisor.

How to Handle Technical Issues

- ● Promptly report any technical problems to the manager or adult staff.
- ● Do not go outside of NorthStar for repairs.
- ● Accidental damage repairs are covered with the equipment rental.
- ● Promptly report a lost or stolen device to a NorthStar manager or staff. Reported devices will be locked and unusable. If found, device must be taken back to a manager 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.
- ● 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 NorthStar 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.



Agreement

I understand that I will report any damage, loss or theft of the device to NORTHSTAR personnel immediately. In addition, I understand that my parent/guardian will be held responsible for reimbursement for loss, failure to return, damage, or repair of the device issued to me, which may have occurred at NorthStar or at home, or while the mobile device was being transported, in accordance with the policies outlined in the NORTHSTAR Student device Use Agreement.

I will not leave my device or accessories unattended unless it is locked in a secure place. I am fully responsible for the cost of deductible or replacement should my device or accessories become lost or stolen.

I understand that I am responsible for backing up my own files and important files should always be stored in Google Drive.

I will read and follow general maintenance alerts from school technology personnel.

I will report any problems with my device to a teacher, principal, or member of the tech team immediately.

Student Name (Print)

_____/_____/_____
Date

Student Address

Phone #

_____, _____, _____
City State Zip

School

Student Signature

(Staff Info)

Staff Member Approval

_____/_____/_____
Date

IPAD #

Serial #. (IT will Add)