

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Loans of Digital Devices for Youth Sector Students</h2>	
	<p>Department responsible: School Operations Effective date: October 26, 2020 Approved by: Resolution EC 2020 - 601</p>	
	<p><i>Other related policies</i></p>	<ul style="list-style-type: none"> ▪ Use of Internet, e-mail and Other Wide Area Networked Resources (IT-01) ▪ Information Technology Security (IT-06) ▪ Safe Schools and Anti-Bullying (EDU-02) ▪ Student Attendance (EDU-10)

1) General Provisions

Objective

1.1. The objective of this policy is to support eligible students in pursuing academic studies while registered in the youth sector by loaning them digital devices for use in and out of the classroom.

Acceptable use

1.2. Digital devices (e.g., tablets, laptops, assistive technology) are learning tools to be used for educational purposes only. They are intended to be used solely by the student and shall not be shared with any other individual.

Property

1.3. Digital devices remain the property of the School Board for the duration of the loan and students must return the device without delay:

- a) if they stop pursuing their studies;
- b) if they no longer need the device for completing their coursework;
- c) when they complete their studies;
- d) when requested by the Cree School Board;
- e) prior to the end of the school year in June.

2) Student Eligibility

Criteria

2.1. School Operations, in collaboration with the schools, will determine the criteria that must be met in order for students to receive a digital device based on availability and need.

3) Responsibilities

Care and safety

3.1. Students are responsible for keeping the device safe and in good working condition. If students bring their device home, they must ensure that they bring it back to school, fully charged, including the power pack and all peripherals originally provided with it the following school day.

Technical issues/repairs

3.2. The student is to promptly report any problems that arise to their school principal. The student is not to take the device anywhere else for any kind of service or repair. The student must not attempt to repair or alter any part of the loaner device.

[Loss or theft or damage](#)

3.3. Should the device be lost, stolen or damaged, the student must immediately report it to their school principal.

[Data](#)

3.4. All student work must be saved on a server (cloud, i.e. OneDrive) within their personal O365 account or an external storage device (USB key), and not on the hard drive of the device.

[Software and Applications](#)

3.5. The student shall not in any way modify or disable any software or security applications nor shall the student install anything new on a device. Updates shall only be carried out by authorized personnel.

4) Final Provisions

[Agreements](#)

4.1. In order to benefit from a loaned device, the student and parent/guardian must sign:

- a) the *Digital Device Loan Agreement* (see *Annex A*) and respect the provisions of any applicable CSB policies and more particularly the following:
 - Use of Internet, e-mail and Other WideArea Networked Resources (IT-01)
 - Information Technology Security (IT-06)
 - Safe Schools and Anti-Bullying (EDU-02)
 - Student Attendance (EDU-10).
- b) the *Digital Learning Platforms User Agreement* (see *Annex B*) and respect its requirements.

[Termination](#)

4.2. The Cree School Board may at any time terminate a loan for non-compliance with this Policy and for any misuse or abuse of a device. Additionally, students may be held responsible for the loss of value associated with any misuse or abuse.

5) Application of this Policy

[Previous provisions](#)

5.1. The present Policy replaces all other policies of the Board pertaining to this subject, while respecting the Council of Commissioners policies where applicable.

[Official version](#)

5.2. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

5.3. Any person referred to in this Policy must abide by all its provisions and all managers of the Board are responsible for ensuring that all its provisions are applied and respected. The Director of School Operations is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.



ᐃᐱᐱᐅ ᐱᓴᓄᐱᓴᓄᐱᐅ
Cree School Board
Commission scolaire crie

ANNEX A Digital Device Loan Agreement Form

Digital Devices

This device is entrusted to eligible students to help them advance their academic learning. The device is the property of the Cree School Board and as such, students must handle it with care.

Acceptable Behaviour Agreement

Parents/guardians and students must read the following and sign the agreement form below.

Students agree to:

1. return the device(s) including the power pack and all peripherals originally provided with it without delay prior to the end of the school year in June or as soon as they:
 - complete or stop pursuing their studies
 - no longer need the device for completing their coursework
 - when requested to by the Board.
2. use the device solely for the purposes of their studies;
3. ensure that when using the device, they will handle it with care recognizing that they may be held responsible for the loss of value associated with any misuse or abuse;
4. be responsible for the device while it is in their possession and will not lend or give access to it to any other individual.

I have read and understood the *Policy on Loans of Digital Devices for Youth Sector Students (EDU-18)* and agree to respect its requirements and conditions.

Questions should be directed to the school principal for clarification.

Name of the parent/guardian (*print*):

Signature of the parent / guardian:

Date: _____

Name of the student (*print*):

Signature of the student:

Date: _____



Date of Loan: _____

Unit name (see label) : _____

Model : _____

MAC address : _____

Serial #: _____

Computer login user name: _____ Laptop temporary pswd: _____

Other Equipment: Case Mouse CD-RW / DVD Drive

Case for CD-RW/DVD Drive Adapter (Plug)

Other: _____

Name of the student (printed letters): _____

Address: _____

Telephone: _____ E-mail address _____

Signature: _____

Second contact name (parent or guardian):

Name (printed letters): _____

Address: _____

Telephone: _____

Signature: _____

Return:

Name (printed letters): _____

Date of return of loaner: _____

All components lent to the student are returned and are in good condition

Notes: _____

Signature: _____

Local contact Name: _____

