



School District of the City of Pontiac

47200 Woodward Avenue · Pontiac, MI 48342.2243 · 248.451.6800

Kelley Williams, Superintendent

Taking Care of Your District Provided Mobile Computing Device

Students are responsible for the general care of the Mobile Computing Device they have been issued by the school.

Mobile Computing Devices that are broken or fail to work properly must be taken to the media center as soon as possible so that they can be taken care of properly.

District-owned Mobile Computing Devices should never be taken to an outside computer service for any type of repairs or maintenance.

Students should never leave their Mobile Computing Devices unattended except locked in their locker.

General Precautions

- No food or drink should be next to Mobile Computing Devices.
- Cords, cables, and removable storage devices must be inserted carefully into Mobile Computing Devices.
- Mobile Computing Devices should not be used or stored near pets.
- Mobile Computing Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Mobile Computing Devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects must never be placed on top of Mobile Computing Devices.
- Mobile Computing Devices must be properly shut down daily to allow for updates and to prolong battery life.
- Mobile Computing Devices should arrive at school fully charged.

Carrying Mobile Computing Devices

- Always transport Mobile Computing Devices with care. Failure to do so may result in disciplinary action.
- Never lift Mobile Computing Devices by the screen.
- Never carry Mobile Computing Devices with the screen open.

Screen Care

The Mobile Computing Device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

“Excellence, Efficiency, & Equity”

The mission of the School District of the City of Pontiac, in partnership with students, parents, and community is to create a learning/teaching environment that ensures quality and equity for all to succeed in a rapidly changing world.

- Do not put pressure on the top of a Mobile Computing Device when it is closed.
- Do not store a Mobile Computing Device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Mobile Computing Devices will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Mobile Computing Device for tampering with a District asset tag or turning in a Mobile Computing Device without a District asset tag.

Student Computer Use Acknowledgment Form

No student shall be allowed to use school computers until the student and parent/guardian have signed and returned this acknowledgment to the school.

Student:

I have read the Student Computer Use Policy and I agree to comply with the guidelines therein. I further understand that violation of the policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action. I also understand that the school and my parent/guardian will have access to my user names and passwords.

_____ Date: _____
Signature of Student

Legibly Printed Name of Student

Parent/Guardian:

I have read the Student Computer Use Policy. I understand that my son/daughter’s use of school computers is subject to compliance with these rules. I further understand that violation of the policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action.

By signing this form, I agree to the following: 1. I am responsible for the equipment or property issued to my son/daughter, who will use it in the manner intended. 2. I will be responsible for any damage done (excluding normal wear and tear). 3. Whenever requested by the school administration, I will return the item(s) issued to me in proper working order (excluding normal wear & tear). I will replace any item(s) issued to my son/daughter that is damaged or lost, at my expense.

Any suspicion of theft and/or intentional damage to the item(s) will be reported to the appropriate law enforcement agencies.

_____ Date: _____
Signature of Parent/Guardian

Legibly Printed Name of Parent/Guardian

I would like to receive my child’s log in and password information via:

- My child can bring it home.
- Email (please print email address): _____