

Emmetsburg Community School District

Electronic Devices 2026-27

Policies, Procedures, and Information

Purpose

This policy governs the use, care, security, and return of all district-owned electronic devices assigned to students by Emmetsburg Community School District (ECSD). This policy applies to all district-issued electronic devices and any related accessories, including chargers, cases, and protective equipment. Teachers may establish additional classroom expectations that do not conflict with this policy.

1. Device Distribution and Return

1.1 Device Distribution - District-issued electronic devices will be assigned to students in grades K–12.

- Students in grades 6–12 may take devices home after:
 - All required registration fees have been paid; and
 - A parent/guardian and the student have acknowledged this policy.
- Parent/guardian acknowledgment may be completed through JMC or by submitting a signed paper form.
 - Students who have not completed the acknowledgment process will not receive a device.

1.2 Device Return

All district-issued devices, chargers, cases, and accessories must be returned by the date designated by the district at the end of each school year.

Students who withdraw, transfer, are expelled, or otherwise terminate enrollment must return all district-issued equipment on or before their final day of attendance.

1.3 Failure to Return District Property

Failure to return district-issued equipment may result in:

- Assessment of replacement costs;
- Withholding of records or privileges as permitted by law;
- Civil recovery actions;
- Referral to law enforcement when appropriate.

The district may file a theft report if equipment is not returned after reasonable attempts to recover district property.

1.4 Damage, Loss, and Repair Costs

Students are responsible for maintaining district-issued devices in good condition. Students and families may be charged the actual cost of repair or replacement resulting from loss, damage, negligence, misuse, or intentional misconduct, up to the replacement value of the device. Outstanding charges must be paid before a replacement device is issued or before a student is permitted to take a repaired device home.

2. Care and Protection of Devices

2.1 General Care Requirements

Students shall:

- Use devices only in accordance with district policies.
- Keep devices clean and free from food, liquids, and debris.
- Use only a soft, dry microfiber cloth or district-approved cleaning materials.

- Avoid placing stickers, labels, markings, or decorations on devices, chargers, or cases.
- Insert charging cables and accessories carefully to prevent damage.
- Store devices in a secure location when not in use.
- Maintain direct supervision of devices whenever possible.

Devices shall not be left unattended in:

- Unlocked lockers;
- Unlocked vehicles;
- Hallways;
- Cafeterias;
- Athletic facilities; or
- Other unsupervised locations.

2.2 Screen Protection

Students shall not:

- Place objects on top of a closed device;
- Lean on a device;
- Carry a device by the screen;
- Strike or throw a device;
- Place excessive pressure on the screen.

Any screen damage resulting from misuse or negligence may result in repair charges.

3. Use of Devices at School

3.1 Daily Expectations

Students must bring their assigned device to school each day unless otherwise directed by a teacher or administrator. Devices shall be fully charged before arriving at school. Students who fail to charge their devices may temporarily lose access to technology-based assignments until the device is adequately charged.

3.2 Loaner Devices

The district may issue a temporary loaner device when a district-issued device is undergoing repair due to normal malfunction. Loaner devices are not guaranteed and may be withheld when damage resulted from misuse, negligence, or policy violations.

3.3 Background Images and Screensavers

Background images, lock-screen images, and screensavers must be appropriate for a school environment.

Prohibited content includes, but is not limited to:

- Pornographic or sexually explicit material;
- Depictions of illegal drug use;
- Alcohol or tobacco promotion;
- Gang-related imagery;
- Profanity or discriminatory language;
- Images that disrupt the educational environment.

Administrative determination of appropriateness shall be final.

3.4 Audio, Media, and Software

Audio must remain muted unless a teacher authorizes sound for instructional purposes. Students may only use software, applications, games, extensions, music, videos, and other digital resources that are:

- Installed by the district; or
- Explicitly approved by the district.

4. Appropriate Use of Technology

Use of district technology resources is a privilege, not a right. Access may be limited, suspended, or revoked for violations of this policy, the Student Code of Conduct, or applicable law.

Violations may result in:

- Loss of technology privileges;
- School disciplinary action;
- Financial responsibility for damages;
- Referral to law enforcement when appropriate.

5. Student Responsibilities

Students are expected to:

- Use district technology responsibly, ethically, and legally.
- Follow all district and classroom rules.
- Protect usernames, passwords, and account credentials.
- Log out of accounts and secure devices when not in use.
- Report security concerns, damage, theft, or loss immediately to school personnel.
- Report any accidental exposure to inappropriate content immediately.
- Follow the same care standards at home that apply at school.

6. Prohibited Activities

Students shall not:

- Download, install, or run unauthorized software, applications, browser extensions, or operating systems.
- Alter district security settings, monitoring systems, or device management software.
- Attempt to bypass district internet filters or security controls.
- Access another person's account, files, or data without authorization.
- Share passwords or account credentials.
- Send spam, chain messages, or mass communications without authorization.
- Use anonymous, deceptive, or fraudulent communications.
- Engage in cyberbullying, harassment, intimidation, or threats.
- Access, possess, create, transmit, or distribute obscene, pornographic, or otherwise inappropriate content.
- Use district technology for commercial, political, or unlawful purposes.
- Connect unauthorized storage devices or peripherals without approval.
- Use hacking tools, exploit software vulnerabilities, or attempt unauthorized access to systems.

7. Copyright, Academic Integrity, and Legal Compliance

Students must comply with all copyright, trademark, licensing, and intellectual property laws. Students shall properly cite all sources used in assignments, including:

- Text;
- Images;
- Audio;
- Video;
- Artificial intelligence-generated content; and
- Internet resources.

Plagiarism and unauthorized use of copyrighted material may result in disciplinary consequences under district policies. Use or possession of software intended to gain unauthorized access to systems, networks, or data is prohibited and may result in disciplinary action and referral to law enforcement.

**Emmetsburg Community School District
Student Pledge for Electronic Device Use**

(this form must be completed and signed prior to student receiving electronic device)

Student Pledge for Electronic Device Use

- I will take good care of my electronic device.
- I will never leave the electronic device unattended.
- I will never loan out my electronic device to other individuals.
- I will charge my electronic device's battery daily.
- I will keep food and beverages away from my electronic device to reduce the risk of damage.
- I will not disassemble any part of my electronic device or attempt any repairs.
- I will protect my electronic device by only carrying it while in the case provided.
- I will use my electronic device in ways that are educational, appropriate and meet school expectations.
- I will not place decorations (such as stickers, markers, etc.) on the electronic device or case and or will not deface the serial number.
- I understand that my electronic device is subject to inspection at any time without notice and remains the property of the Emmetsburg School District.
- I will follow the policies outlined in the electronic devices portion of this handbook and applicable Emmetsburg technology policies while at school, as well as outside the school day.
- I will not load extra software/apps onto my electronic device.
- I will be responsible for all damage or loss caused by neglect or abuse and will lose the privilege to take my device home until such damage has been paid for.
- I agree to return the District electronic device and power cords in good working condition.
- I will notify school officials in case of theft, vandalism, and other incidents impacting the electronic device.
- I understand that a police report will be filed by the school if necessary.

I agree to the stipulations set forth in the above documents including the Electronic Device Policy, Procedures, and Information.

Student Name (Please Print): _____ Grade _____

Student Signature: _____ Date: _____

(Students will sign before receiving the device.)

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

(Parent Signature may be via electronic format through JMC.)