

TECHNOLOGY INITIATIVE REGULATIONS

The Essex County Public Schools (ECPS) Technology Committee has determined that the following regulations be put in place to assist with ECPS Technology Initiative staff usage. The ECPS Technology Initiative is an extension of the current computer program at ECPS. The goal is to place one device in the hands of each student to reach a 1:1 ratio of devices per student. The term device includes any type of personal computer system used in conjunction with the ECPS Technology Initiative. The term cart includes any type of storage system designed to store, house, or charge a device used in the ECPS Technology Initiative.

1. **Acceptable Device Cart Use.** Staff members are expected to abide by the following regulations in accordance with device cart usage.
 - 1.1. Staff should assign students a specific device number to be used daily. Staff should visually check to make sure students are using the correct device at the start of use. In the event a device is being repaired and is unable to be used, the staff member should assign a new device number to the student and record this information until the repaired unit is returned.
 - 1.2. Staff members should visually inspect each device as regularly as possible. Staff should inform students to alert them if there is any damage to a device. Devices are to be placed into the cart in the correct order via the labeled number on the device.
 - 1.3. Staff is responsible for checking over the device cart daily. Staff should check for any damage to the device cart and report this to the Technology Department.
 - 1.4. Devices should be returned to the device cart when not in use during class to be charged. Staff members should plug in device carts at night to make sure devices are fully charged each morning.
 - 1.5. Carts should remain locked at all times when not in use.
 - 1.6. Staff members should report the loss of any device, cart, or key immediately to the Technology Department and School Principal. Staff members should also report the removal of any labels or numbering tags from the device to the Technology Department.
 - 1.7. Staff members are not allowed to borrow or lend out devices from device carts to other staff or students. All devices must remain in the same room with the device cart and are not to be removed from the classroom.
 - 1.8. Failure to follow the above steps and to notify the Principal or Technology Department may result in staff members being held liable for repair costs and damages.

Adopted: April 26, 2017