



## **50028.2 Laptop: Software and Electronic Media Loan Program Administrative Regulations**

**Effective Date: April 14, 2023**

### **Administrative Regulations**

#### **Guidelines for Laptop Loaner Program Users:**

- All user created content should be stored on student owned removable media. Any files create and saved on the laptop will be erased upon return of the checked out computer.
- JCS assumes no responsibility for files stored on the hard drive or on the laptop's peripheral components.
- Software may not be loaded onto the laptop computer at any time including unauthorized software, music or files from the Internet.
- JCS is not responsible for any computer viruses that may be transferred to or from a user's disk.
- JCS is not financially responsible for any costs relating to Internet access when not connected to a JCS wireless access point.
- All JCS regulations and policies governing the use of the computer as well as all applicable state and federal laws including copyright and intellectual property law pertaining to software and information must be followed. JCS policies and state law preclude the viewing of pornographic or sexually explicit material on school-owned computers.
- JCS identification labels must remain attached to or displayed on the computer and identification changes within the computer, such as the computer name, shall not be modified.
- Laptop Loaner Program users are responsible for maintenance repairs resulting from negligence or misuse of equipment with costs not to exceed \$1,500, the full replacement value of the laptop. In the event of a software or equipment malfunction, the laptop should be promptly returned to JCS for evaluation and/or repair.
- The laptop is the property of JCS and governed by instructional materials policies. If a student withdraws from the school prior to the end of the loan period, the laptop computer is to be returned to school officials prior to withdrawal.
- Violation of the above policies will constitute grounds for refusal of future service.

#### **Criteria for Acceptance into Laptop Loaner Program:**

1. The student must demonstrate that the laptop is needed for successful completion of coursework and/or enrichment activities, or is an adaptation required by an active IEP.
2. Priority will be given to students enrolled in home-study computer coursework.
3. The Laptop Loaner Program is primarily intended for students without regular access to a computer.

4. Students who have previously participated in the Laptop Loaner Program will be given lower priority than students who are new to the program.
5. Students who have violated any program/usage policies in the past may be refused future laptop loaner program services.

Link to [5028.1 Laptop: Software and Electronic Media Loan Program Policy](#)

[Link to 5028.3 Laptop/Software and Electronic Media Loaner Program Guidelines and Request](#)

Original Procedure 06/09/06

Revised Procedure 09/10/09

Revised Procedure 06/05/2020

Revised Procedure 04/14/2023