

Meigs Magnet Middle Technology Policy

Laptops will be provided to all MNPS students to support instruction in a 1:1 Blended Environment. To ensure continued access to the digital learning environment, students need to follow some important rules and procedures.

Student Responsibilities

1. Bring your device and charger to school each day. Your laptop should be fully charged.
2. Treat your device with respect and care.
 - a. No food/drinks should be near your device at any time.
 - b. Always hold with two hands by the keyboard, not the screen.
 - c. Keep flat on a desk or table, never on the floor.
 - d. Keep writing utensils and other sharp objects away from the screen and keyboard.
 - e. Be mindful when putting down a bag that holds your laptop. Do not drop or toss; it can still break, even in your backpack!
3. Students are responsible for any work missed due to not having a device.

Damaged or Non-Working Devices

Laptop issues should be reported to the library as soon as possible. If the issue cannot be resolved and is no fault of the student's, a replacement device will be issued.

Lost or Stolen Devices

If a device is lost or stolen, it should immediately be reported to Ms. Tucker-Dye. If the device is not located, per MNPS policy, a police report must be filed by calling 615-862-8600. The police report number must be emailed to amanda.tucker@mnps.org before a replacement device can be issued.

Fee Schedule for Damaged or Lost Devices

Maintenance and upkeep of laptops are the responsibility of the *student*. Following MNPS Student Device Procedures, students will be subject to fines or replacement cost for damaged devices.

Total replacement cost (lost device or damaged beyond repair): **\$200**

Screen replacement: **\$40**

Keyboard replacement: **\$17**

Laptop charger: **\$15**

Payment can be made by cash or check (to Meigs Magnet Middle School) to Ms. Tucker-Dye in the Library.

****Please note that students who owe for lost or damaged laptops will have a hold placed on their report card until the fee is paid.*

Loaner and Replacement Devices

There are a limited number of loaner devices available for checkout from the library on a daily basis. Priority will be given to students whose laptop is in repair. *Loaner laptops cannot travel home with the student and must be returned to the library by 2:50pm daily.*

Students will receive a replacement device only once payment has been made for a damaged or lost device.