Dear Parents/Guardians,

During the school year your student will have the opportunity to use a WCPS iPad in class, or they may bring their own technology, such as a tablet or cell phone. This will be an exciting and educational learning experience for them. There are many different applications, videos, and activities that correlate with the lessons that we will be covering during the year. This opportunity also brings responsibilities, such as taking care of the WCPS technology.

**Student using any mobile technology at LMS shall:**

- use technology only as instructed by a staff member.
- not place a WCPS iPad in their book bag.
- not take a WCPS iPad home.
- have their cell phones powered off during instructional time and class changes.
- only use their cell phone during lunch and anytime their teacher allows them for instruction purposes.
- not send, publish, or access anything that is offensive or inappropriate for school.
- not engage in any form of cyber bullying or any other illegal activity.
- not publish, display, or share material that could cause a disruption to the learning environment, including pictures or videos of other students or staff.
- only use one ear-bud when listening to audio through the device.
- not use the camera unless directed to do so by a staff member.
- have their focus on the staff member during instruction, not the iPad.
- be responsible for the iPad you check out for the class period or day.
- not use any form of social media unless directed so by a staff member, including iMessage and texting.
- completely follow the WCPS Technology Usage Policy defined in the student handbook.

Any student who uses technology, whether it is their personal or a WCPS device, inappropriately as outlined above and in the WCPS Technology Usage Policy shall be disciplined by the LMS staff and/or administration. In repeated, or extreme cases, this may include revoking the student’s privilege to use any technology at LMS indefinitely.

LMS is not responsible for damaged or stolen personal technology. All cases should be reported and will be investigated by LMS staff. Any damage to WCPS technology will be fully investigated and monetary fines are possible in the event of misconduct leading to damage, as is the case with the damage of any WCPS property.

Parent/Guardians should continue to call the LMS front office to relay any emergency information to their student.

By signing below the parent/guardian agrees to the above requirements and you understand these policies could be modified throughout the school year.

Parent/Guardian  
Signature: ______________________  
Date: ______________________

Student Signature: ______________________  
Date: ______________________