

PINE LAKE MIDDLE SCHOOL

Electronic Equipment

It is the policy of Pine Lake Middle School that electronic devices are not allowed on campus. Although cellular telephones are allowed, they are discouraged. In addition, they must be turned off during the school day and must be stored safely away in lockers. Unless specified by an IEP or other special accommodation, all other electronic devices are not permitted on campus.

In situations where the use of specialized electronic devices will benefit the learning environment, limited permission for students to bring devices on campus may be obtained. Permission is limited to specific projects or presentations and in the case where a near alternative is not available using Issaquah School District Equipment.

Examples of situations with district supported alternatives and permission will not be granted:

Type of Technology	Proposed Devices	District Supported Alternative
Audio/Music Playback	Music Players - This includes iPods, MP3 Players, cell phones, PDAs, etc.	Copy legally obtained music to USB Flash Media or CD. If not legally obtained, it is not allowed even on a digital player. Play back on school CD Player and/or computer.
Audio Recording	Digital and Analog Recorders, PDAs, Cell Phones	Computer with microphone or Cassette Recorder.
Video Playback and student movies	Laptop computer	Burn DVD and playback on school DVD Player. (Test runs are recommended!)
Still/Video Recording	Personal Cameras and Camcorders	School owned digital cameras and camcorders. Students may bring compatible media (test in advance).
Presentations built on equivalent software such as OpenOffice.org and MS Office for Mac (files saved correctly are compatible with Microsoft Office products)	Laptop computer	Bring work on USB Flash Media, CD or DVD.

If permission is granted and the use of any equipment requires any connection to a school device (e.g. video projector or sound system), it is highly recommended that the arrangements be made to connect the device several school days in advance of the final presentation or day the equipment will be used. Failure to do so may result in technical difficulties during the final presentation and the student grade may be impacted accordingly.

***With the exception of USB Flash Media (non gaming style),
AT NO TIME may student electronic devices be
connected to the ISD computer network.***

PINE LAKE MIDDLE SCHOOL
Electronic Equipment Permission Form

A copy of this completed form must be kept with any approved equipment while on campus

Student Name: _____

Reason for request: _____

Equipment Trial Date/Time: _____
should be at least 2-3 school days before final presentation

Final Presentation Date/Time: _____

AT NO TIME may student electronic devices be connected to the Issaquah School District computer network.

Teacher, Subject and Period _____

Teacher Signature _____ Date _____

If tech support is required,
approved by Tech Specialist: _____ Date _____

Equipment Description	Serial number of each item
1. _____	_____
2. _____	_____
3. _____	_____

Pine Lake Middle School, Issaquah School District, and staff are released from liability and are to be held harmless for any loss, damage, or theft of any student/family property brought on campus. This includes both equipment and any contents, such as software and data stored, on a device. By signing below, the parent/guardian assumes full financial responsibility for the listed equipment.

I have read the conditions of the Pine Lake Middle School Electronic Device Equipment Policy and understand and agree to its terms and conditions.

Legal owner of equipment listed above: _____

Parent/Guardian Name (print clearly) _____

Signature _____ Date _____