



AJ Whittenberg Elementary Student/Parent Technology Handbook: Dell Latitude E5530

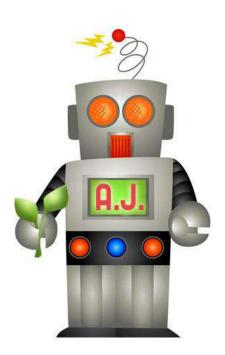




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Equipment Specifications

The device being issued to your student is a Dell Latitude 10 tablet computer. The tablet is configured to district specifications, and allows for access to the district network and the Internet while the student is in the school building. The tablet will also connect to wireless networks outside of the building. The tablet is configured with proxy settings to control and monitor student use at home and school. A Griffin protective case is also provided with the tablet.

Use At Home

Students are being provided tablets for home use for the completion of homework and classwork assignments. Tablets are able to access wireless internet outside of school grounds. When accessing the internet at school, the students are accessing the district network that provides filtering and monitoring of content in compliance with state and federal internet safety regulations. If students access wireless internet outside of school, the filtering and monitoring will be what is provided by the network being accessed, although there is some protection offered by the proxy settings on the tablet. Students have been taught basic internet access, navigation and safety as part of computer instruction at school, but parents are strongly encouraged to directly monitor student access and use at home and it is recommended that the tablet be used in a common household area.

Terms of the Tablet Loan

Goals

It is the goal of Greenville County Schools to prepare students for the future, even though the future is unknown. We must provide students with the tools necessary to adapt and change in a world that changes rapidly. The personalized learning initiative will:

- Extend student learning beyond the walls of the classroom
- Prepare students to be safe, responsible and innovative digital citizens
- Engage students in real-world problems by collaborating with others in the classroom and across the world
- Enable students to take responsibility for their own learning
- Provide students with the tools to be successful in their future endeavors in higher education and/or careers
- Provide equal access to technology and tools to all students in order to provide equal opportunities for all students

Terms of the Device Lease

Your child is being provided an electronic device by Greenville County Schools for educational use both inside and outside the classroom walls.

The rental payment for the device is a one-time payment of \$25.00. The \$25.00 covers accidental damages that may occur while the device is in the possession of the student. It will also cover any stolen devices as long as a police report is provided by the parent/guardian. The payment does not cover lost devices.

The payment amount is non-refundable if students leave the district. Students transferring to another GCS school within the same school year will not need to make the payment again. Students will not be able to take devices home until the \$25.00 payment is received.

Each year, parents will be asked to complete a Technology Agreement Form. Before students can take the device home, parents must attend an orientation, sign the annual agreement, and pay the \$25.00 rental payment.

Terms:

You will comply at all times with the Greenville County School District's Parent/Student Technology Handbook and Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

Title:

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and with the information in the Parent/Student Handbook.

Loss or Damage:

If the property is damaged, lost or stolen, you may be responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District within 48 hours of after the occurrence. A table of estimated pricing for a variety of repairs is included in the Parent/Student Technology handbook (page 2).

Repossession:

If you do not fully comply with all terms of this Agreement and the Parent/Student Technology Handbook, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of the property, to take possession of the property.

Term of Agreement:

Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District.

Appropriation:

Your failure to timely return the property in a timely manner and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Use & Maintenance

- In case of theft, vandalism, and other criminal acts, a **police report MUST be filed by the student or parent** within 48 hours of the occurrence.
- Students/Parents will be financially responsible for loss and intentional damage to the tablet. A table with the fair market value replacement cost of the tablet and peripherals is included on page 2.
- If tablet is stolen and the theft is reported (within 48 hours of the theft) and police filed a report, then the student will not be held responsible for replacement costs UNLESS it is determined by the police that the student and/or parent or guardian participated, aided, or abetted in the theft.
- Equipment may be recalled from time to time for maintenance by the district. Students should return all technology to the school upon request by the district at any time during the school year.

Table of Fair Market Value (as of the 2014-2015 school year)

The School District of Greenville County has a "no depreciation" policy on computer technology devices. Actual replacement costs will be charged.

Equipment	Replacement Cost
Dell Latitude E5530	\$906.40
Dell 90W Charging Cable	\$41.00
Padded Tablet Case	\$27.00

Financial Hardships

If the repair cost for intentional damage creates a financial hardship on the student or parent, please contact the school principal about payment options.

Upon proof of financial hardship, the administration may elect to:

- Allow reduced payment of the cost
- Allow student to conduct community service equal in value to the cost

Use of Computers and Other Technology on the Network

The Greenville County School District is committed to the importance of a student being able to continue with his/her work when his/her Technology is experiencing problems. To assist with this problem the District is providing the following:

Loaner Equipment

A computer <u>may</u> be provided to a student if that student's computer is going to be kept in repair for an extended period of time. We have a limited number of loaner computers that can be given out when available. Students who inflict *intentional damage* on a computer will NOT be issued a loaner.

No Loaning or Borrowing equipment

<u>Do NOT loan computers or other equipment to other students.</u> <u>Do NOT borrow a computer from another</u> <u>student.</u> <u>Do NOT share passwords or usernames to email or any applications with others.</u>

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but students **may be <u>unprotected</u>** when using the Internet outside of school. Parents may want to restrict their child's access or at least monitor their use of the computer while at home. For more information about Internet safety go to <u>http://www.isafe.org</u>.



AJ Whittenberg Elementary Guidelines and Procedures for computer Use

Purpose

Student computers will be used to enhance the curriculum and learning opportunities for students, parents and school staff. The Student computer represents a tool that provides essential learning at home as well as school. The School District of Greenville County encourages and supports the use of this technology at home and provides clear expectations for the proper use and care of the equipment.

Privilege vs. Right

Student use of computer equipment, networks and internet services provided by the school are a privilege, not a right; students are required to comply with school and district policy in order to maintain access to district technology. Students who violate the policy may have their computer privileges revoked at school and may lose the use of the computer at home. The teachers and Administration shall have final authority to decide whether a student's privileges will be limited or revoked.

Equipment Policy

All computers remain under the control, custody and supervision of AJ Whittenberg Elementary School of Engineering and The School District of Greenville County; computers, chargers, and/or cases cannot be sold, pawned, or traded for any financial gain.

The student and/or student's parent/guardian shall be responsible for compensation in regards to any loss, cost or damage incurred by The School District of Greenville County related to violations of policy and/or administrative procedures, including investigation of violations to the Technology, charger, and/or case.

Stolen computers, chargers, and/or cases should be reported immediately to the student's teacher, principal and/or assistant principal, as well as to the local law enforcement agency.

Any unauthorized charges, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or any illegal copyright charges will be the responsibility of the student and/or student's parent/guardian.

The school and the district reserve the right to monitor all computer and internet activity by students. Students and parents/guardians should have no expectation of privacy in their use of any computer provided by the school, including email and stored files.

Security issues must be addressed immediately by informing the supervising teacher; any user who attempts or causes a breach of system security shall have their privileges revoked and may be subject to additional disciplinary and/or legal action.

Safety and Security

While all legal reasonable precautions are routinely taken to supervise student use of the internet while on school grounds, AJ Whittenberg Elementary School of Engineering and The School District of Greenville County cannot reasonably prevent all inappropriate uses outside of the school. The School District of Greenville County provides internet filtering to block inappropriate content and AJ Whittenberg Elementary School of Engineering has a ZERO tolerance policy for accessing inappropriate content, e.g. pornographic material, gang related material, drug paraphernalia, violence, etc.

As part of the curriculum at AJ Whittenberg Elementary School, students will be taught how to use the Internet and proper Internet safety measures. Students will be taught to never reveal their full name, address, or telephone number over the internet without parent supervision and approval. Students will be also be taught proper search techniques, and how to prevent computer damage through Internet and email delivered viruses and spam, including notifying their parent/guardian and/or supervising teacher if they access information or messages that are from an unknown source or contain dangerous, inappropriate language or make them uncomfortable in any way.

Students will be expected to continue practicing good computer and Internet habits at home and it is the expectation that the student computer will be used in a common family location so that adult supervision will be maintained. Parents/Guardians have the right to their child's login and password to supervise the student's computer usage at home.

Quality of Information

AJ Whittenberg Elementary School of Engineering and The School District of Greenville County are not responsible for the accuracy or quality of information that students obtain through the internet for research purposes. All sources must be cited and copyrighted material needs expressed written permission prior to use; following The School District of Greenville County policies on plagiarism and copyright violations.

Agreement Information

Families participating in the student computer program must sign an annual Technology Use Agreement which includes The School District of Greenville County Acceptable Use Policy and attend a mandatory orientation. Students are expected to demonstrate a level of independent proficiency with the computer before it goes home so that there are no concerns about the computer interfering with a student's ability to complete assigned work. Students must be enrolled at AJ Whittenberg Elementary School of Engineering to participate in the program and student computers must be returned to the school if enrollment status changes. Classes will be offered to interested parents on computer use. Classes will be offered multiple times to meet parent scheduling need and will be free of charge.

Guidelines and Procedures

General Information:

- Student computers, chargers, and carrying cases are the property of Greenville County Schools and registered to AJ Whittenberg Elementary School of Engineering
- Computers must be returned to the school in the event the student is no longer enrolled, at the end of the school year, or upon request
- Computer use will be monitored by the school on a regular and ongoing basis

Reminders and Restrictions

- The Student Computer:
 - \circ is an educational tool and should only be used in that capacity
 - \circ $\;$ is to be used only by the student and parents to whom it is issued
 - is assigned and registered to individual students and their parents; therefore, families may not share or exchange computers
 - should be kept fully charged
 - should remain inside the protective case at all times
 - should be kept in a secure location when not in use
- Anyone observing inappropriate use or neglectful treatment of a computer or its carrying case should report the abuse immediately
- Abuse of the computer will result in disciplinary consequences and loss of use of the computer
- Documents on computers may be erased at various times throughout the school year; students and parents/guardians should back-up important documents on or to the student's network folder at school
- Downloading any materials should be restricted to educational purposes; be aware of copyright and fair use guidelines

Unauthorized Access

Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable and a **<u>crime</u>**.

Care of the computer:

- The computer and case must be kept clean at all times and will be checked regularly
- Use the computer only within designated areas in the classroom or home; **DO NOT USE** the computer while on the bus or before/during/after practices, games, and other extracurricular activities
- Computers should be protected from the weather and extreme temperatures
- Plug in the power adaptor to the charging port carefully to avoid bending or breaking the connector
- Do not stack or place any heavy objects on top of the computer
- Students and parents/guardians are responsible for reporting any behavior of other students that could potentially damage the computer
- Do not eat or drink near the computer
- Do not attach stickers or write on the computer or case
- Clean the screen with a dry lint-free cloth, **DO NOT USE** liquid cleaner
- Do not attempt to change settings on the computer or load programs without teacher permission

General Rules:

Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not to be used.

Sound

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
- No headphones except for instructional purposes.

Deleting Files

• Do not delete any apps or settings that you did not create or that you do not recognize.

Music, Games, or Programs

• Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.

No Loaning or Borrowing computers

- Do not loan computers to other students.
- Do not borrow a computer from another student.
- Do NOT share passwords or usernames.
- Do not loan power supplies (chargers) to anyone.

Consequences:

Failure to return computer to school:

- 1st offense: Student calls parent to bring computer to school, warning
- 2nd offense: Student calls parent to bring computer to school, loss of take home privileges for 2 weeks
- 3rd offense: Student calls parent to bring computer to school, loss of take home privileges for 4 weeks
- 4th offense: Student calls parent to bring computer to school, loss of take home privileges for 8 weeks

Failure to follow teacher instructions, using computer for non-instructional purposes, rearranging of computer settings or features (acting in a manner so as to interfere with the instructional process)

- 1st offense: Warning, note home with reminder
- 2nd offense: Loss of take home privileges for at least 2 weeks
- 3rd offense: Loss of take home privileges for at least 4 weeks
- 4th offense: Loss of take home privileges for at least 8 weeks

Excessive damage/mishandling of computer; (severely changing settings, case or screen damage)

- 1st offense: AJW guidelines/care reminder reviewed and signed, loss of take home privileges for 1 week
- 2rd offense: Loss of take home privileges for a minimum of 4 weeks
- 3rd offense: Loss of take home privileges for the remainder of the year



Greenville County Schools Student Guidelines for Acceptable Use of Technology Resources

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communications technologies and internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

The Family Educational Rights and Privacy Act (FERPA) Children's Internet Protection Act (CIPA) Individuals with Disabilities Education Act (IDEA) Children's Online Privacy Protection Act (COPPA) Health Insurance Portability and Accountability Act (HIPPA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

1. Expectations

- a. Student use of computers, other technology hardware, software, and computer networks including the internet is only allowed when supervised or granted permission by a staff member.
- b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District website.
- c. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

2. Unacceptable conduct includes, but is <u>not limited to</u> the following:

- a. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- e. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- f. Intentionally wasting finite resources, i.e., on-line time, real-time music.
- g. Gaining unauthorized access anywhere on the network.
- h. Revealing the home address or phone number of one's self or another person.
- i. Invading the privacy of other individuals.
- j. Using another user's account, password, or ID card or allowing another user to access your account, password, or ID.
- k. Coaching, helping, observing or joining any unauthorized activity on the network.
- I. Forwarding/distributing E-mail messages without permission from the author.
- m. Posting anonymous messages or unlawful information on the system.
- n. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- o. Falsifying permission, authorization or identification documents.
- p. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- q. Knowingly placing a computer virus on a computer or network.

3. Acceptable Use Guidelines – Greenville County School District Network

a. General Guidelines

- (1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Greenville County School District.
- (2) Students are responsible for their ethical and educational use of the computer on-line services at the Greenville County School District.
- (3) All policies and restrictions of the Greenville County School District must be followed.
- (4) Access to the Greenville County School District network is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement Sheet and adhere to the Acceptable Use Guidelines in order to be granted access to the Greenville County School District network and its online services.
- (5) The use of any network program or service in the Greenville County School District must be in support of education and research and in support of the educational goals and objectives of the Greenville County School District.
- (6) When placing, removing, or restricting access to specific databases or other Greenville County School district online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- (7) Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- (8) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the GCSD policies regarding the act of vandalism.
- (9) Parents concerned with the use of District online services at their child's school should contact the school directly and discuss their concerns with the building administrator.
- (10) Any parent wishing to restrict their children's access to any District online service will provide this restriction request in writing. An OPT-OUT form may be obtained from the school. Parents will assume responsibility for imposing restrictions only on their own children.

b. Network Etiquette

- (1) Be polite.
- (2) Use appropriate language.
- (3) Do not reveal personal data (home address, phone number, or phone numbers of other people).
- (4) Remember that the other users of the District's network and online services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

c. E-Mail

- (1) E-mail should be used for educational or administrative purposes only.
- (2) E-mail transmissions, stored data, transmitted data, or any other use of the District's online services by students, employees or other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- (3) All email and all contents are property of the District.

4. Consequences

The student in whose name a system account and/or computer hardware was issued will be responsible at all times for its appropriate care and use.

Noncompliance with the guidelines published here, in the Student Code of Conduct and in Board Policy may result in suspension or termination of technology privileges and in disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences as determined by Federal, State and local laws and District policies. Violation of applicable state or federal law, including the SC Code of Laws and Computer Crimes will result in criminal prosecution and/or disciplinary action by the District.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.

The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Freedom of Information Act; proper authorities will be given access to their content.

Greenville County School District Student Code of Conduct – Offenses & Consequences

The full Code of Conduct can be found here: http://www.greenville.k12.sc.us/district/admin/policy/index.asp

Damaging school property

Vandalizing, damaging, or destroying of school property, including books, materials, furniture, buildings, computer hardware or software, the computer network, grounds, cars and buses, is forbidden. Consequences: Parent or guardian will be informed, and <u>restitution for the damage will be required</u>. Failure to pay the district for damages could result in <u>court action</u> by the district. The student may lose privileges, be suspended, be recommended for expulsion, and receive other disciplinary sanctions.

Theft

Taking the property of another without permission is forbidden. This applies whether the property belongs to another student, a staff member or the school district. Consequences: <u>Restitution and parent notification are required</u>. Additional disciplinary action may be taken, including in-school suspension, out of school suspension, recommendation for expulsion, and other sanctions.



District Policy on Bullying, Discrimination, Harassment and Intimidation

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Investigations and Consequences

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request. http://www.boarddocs.com/sc/greenville/Board.nsf/Public#

Digital Citizenship

Living and working in the 21st Century requires online responsibility that has not existed for previous generations. The online world contains a wealth of information accessible immediately. Having access to such a wealth of information requires responsibility to use that information as it was intended. Greenville County Schools teaches internet safety and digital citizenship as part of the curriculum for students. Students must learn how to be good citizens in the online world, just like they must learn to be good citizens in the real world. Parents are encouraged to sign digital contracts with their students and to define expectations for how they want their children to behave online.

Digital Citizenship for Students

• I will respect myself

- I will post and view information that is appropriate
- I will not visit sites that are inappropriate
- I will use my device for learning
- I will protect myself
 - o I will never publish personal details of my life online
 - I will never publish personal details of others online
 - I will always lock or shut down and secure my device
 - I will never share my passwords with others
 - o I will not attempt to bypass school filters to access content that is blocked by the district

• I will respect others at all times.

- \circ ~ I will not bully or harass other people online
- I will protect others
 - o I will be a good digital citizen and report cyberbullying to an adult
 - I will talk to an adult anytime something online makes me uncomfortable

• I will respect the intellectual property of others

- I will not plagiarize or copy information
- $_{\odot}$ $\,$ I will cite all websites, books, media, etc., that I use in projects and presentations
- I will not illegally download music, videos or other items

Digital Citizenship Responsibilities for Teachers

- Teachers will discuss school district policies with students each year so students understand expectations
- Teachers will monitor students online behavior at all times
- Teachers will provide guidance and instruction for students actively involved in the global community
- Teachers will model and hold high expectations for students while sharing and gathering information online

Digital Citizenship Responsibilities for Parents

- Discuss appropriate behavior and practices for technological devices including cell phones
- Closely monitor student online usage for appropriate viewing and sharing of digital information
- Navigate and become familiar with protection measures available to keep your child safe
- Do not rely on computer filters to keep your child safe
- Be aware of what your child is doing on the computer

There are also state laws governing the return of the Technologys since they are checked out through the school library circulation system

Code of Laws of South Carolina, 1976, as amended.

Section 16-13-340. Failure to return books, newspapers, magazines and the like borrowed from libraries or other institutions.

Whoever borrows from any county library or municipal, school, college or other institutional library or gallery, museum, collection or exhibition any book, newspaper, magazine, manuscript, pamphlet, publication, recording, film or other article belonging to or in the care of such library, gallery, museum, collection or exhibition under any agreement to return it and thereafter fails to return such book, newspaper, magazine, manuscript, pamphlet, publication, recording, film or other article shall be given written notice, mailed to his last known address or delivered in person, to return such book, newspaper, magazine, manuscript, pamphlet, publication, recording, film or other article within fifteen days, and in the event that such person shall thereafter willfully and knowingly <u>fail to return such borrowed article within fifteen days</u>, such person shall be guilty of a misdemeanor and upon conviction shall be punished by <u>a fine of not more than one</u> <u>hundred dollars or imprisonment for not more than thirty days</u>, provided the notice required by this section shall bear upon its face a copy of this section.

