

# Student Device Usage Agreement

**This agreement governs the student use of PGCPs-issued Technology Equipment and supersedes any previous agreement. Students are expected to abide by the terms of this user agreement. Please initial each section of this agreement to indicate your understanding, and sign below to accept responsibility for adhering to this policy.**

All students registered in Prince George's County Public Schools ("PGCPS") will have access to a computing device (such as a Chromebook, laptop, tablet, iPad or eReader) and a power adapter to support their learning. Devices and accessories used by students are the property of Prince George's County Public Schools and on loan to the student. Fees may be assessed for any student who loses or damages a PGCPS issued device at home or school as listed below.

The use of the computing device is a privilege, not a right. All actions are subject to PGCPS review and may be monitored, logged, and archived. All users are required to follow [Administrative Procedure 0700 - Information Technology Services-Acceptable Usage Guidelines](#). PGCPS retains the sole right of possession of this device. Inappropriate use will result in loss of privileges and will be subject to disciplinary action at the discretion of the building principal. Upon request, all students are required to present all devices assigned to them to ensure that the devices remain in their possession and are in good working order. This process will be conducted annually as a districtwide initiative to confirm the accuracy of the data in the Asset Management System, the digital platform used to account for and manage PGCPS technology devices (assets).

## **Device Usage Models**

In PGCPS, there are two primary models for student device usage– (1) Take-Home and (2) School-Use Only. Each school's principal shall determine which model is followed for the school.

- **Take-Home Device:** Students are assigned a device to take home for use both at school and outside of school.
- **School-Use Only Device:** Students use these devices solely while at school. This model also includes a school-based loaner option where families can request to take a school-use only device home. These requests require formal written approval from the school administration.

## **Safe, Responsible and Appropriate Use (Applies to all device usage models)**

Students are responsible for the following to ensure their school-provided device is ready each day, used appropriately, and returned upon request, regardless of the device usage model:

- Ensure their assigned device is ready for use. This includes having the device charged as needed for their daily learning activities.
- Account for the device and all accompanying accessories until it is returned as instructed. This responsibility extends to all locations where the device may be, including within the school building, during transport, and at home, if applicable.
- Return the device at the end of the school day to the designated location (e.g., charging cart, assigned storage) unless a student has been explicitly authorized to take the device home.
- Return all devices, in both the take-home and school-use only model, at the end of the school year.
- Be responsible for the careful use and protection of the equipment assigned to him/her.

- Use devices are provided for instructional use and school-related activities only.
- Do not alter the device's physical structure. This includes, but is not limited to, removing or modifying keys, trackpads, the screen cover, or the plastic casing. Do not deface the device with writing, carvings, stickers, or by removing the casing.
- Do not attempt to install or run any operating system or extensions on the device other than PGCPs approved extensions.
- Return devices in good condition, upon request of a school official.
- Do not use computing devices to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities; and appropriate consequences will be followed as outlined in the [Acceptable Use Guidelines](#) and [Student Rights and Responsibilities Handbook](#).
- Obtain consent from participants before taking photos, recording audio or capturing video.
- Be aware of personal safety when online and take appropriate measures to ensure safety.
- Maintain the privacy of personal information, such as name, address, phone number, account passwords, social security numbers, and respect the same privacy of others
- Use only PGCPs authorized accounts and passwords.
- Must follow and comply with copyright laws and intellectual property rights of others, at all times.
- Assume no privacy in files and information accessed, downloaded, stored, or transferred on PGCPs devices.

Students should review rules for the safe, responsible and appropriate [use of devices](#) with their teacher prior to utilizing a PGCPs device.

For more details, view relevant policies and procedures:

- [Student Use of Social Media in Schools - AP 5180](#)
- [Bullying, Harassment, or Intimidation - AP 5143](#)
- [Student Rights and Responsibilities Handbook - Section 10](#)

# **Student Damages and Fees**

## **Covered Incidents**

Students are not responsible for mechanical defects that are not their fault. However, students must report any mechanical breakdown to the school's technical support staff immediately. A loaner device will be provided while the assigned device is being repaired.

If a device is stolen at school, the student should notify both the school administration and the PGCPs security office, following school procedures. If stolen outside of school, the family should file a police report and provide a copy to the school administration. A loaner device will be provided, if available.

In the event of a stolen device, students must report the theft and provide a copy of a PGCPs Security Services or Police Report demonstrating that the theft was not due to negligence. Repeated incidents will be investigated, and if negligence is determined, the student will be responsible for the associated fee (as outlined in the fee schedule).

## **Incidents Not Covered**

Students who are unable to locate their device and/or peripheral accessories, such as a power adapter, will be assessed the replacement cost for the lost item(s). A loaner device will be issued once the assigned fee is paid.

If a device is damaged or lost due to improper care (as determined by observation, the type of damage, or investigation by school staff), families will be notified of the incident and any associated fees.

A tiered fee structure will be utilized to assign fees for damaged and/or missing parts for students' devices. Students in speciality programs may be assigned a different device to meet the programmatic requirements. Speciality devices, such as iPad Pros, Dell laptops, Macbooks, and other specialty devices, will be charged for damages based on the Specialty Program Repair and Replacement tiered fees. The tiered fee structure will be updated yearly, based on market value of devices and associated parts.

**View the current Tiered Damaged Fee structure on [this document](#).**

Payment for any incident must be made online through MySchoolBucks using a debit/credit card or through a money order written out to Prince George's County Public Schools within the calendar year that damaged fees were assessed. Present receipt as proof of payment to school administration to receive the replacement device. Refunds may be requested for lost/stolen devices found within 30 days. No cash or checks will be accepted at the school.

Prince George's County Public Schools employees reserve the right to randomly inspect any computing device on a regular basis for appropriate usage as outlined in this agreement. This includes, but is not limited to, browser history, email, media or documents accessed, downloaded, stored, or created. Additionally, parents or legal guardians may be given the student's login name and password so that student use can be monitored.

Upon request, I will return the device in proper working condition on the designated date, before the end of the year, or by the last date of student enrollment.

By accepting the assignment of this equipment, both student and parent/guardian acknowledge they have read and agree to the terms specified in this student device usage agreement and all referenced administrative procedures.

All students will be held responsible for the careful use and protection of any assigned equipment as recorded within PGCPs’s Asset Management System.

Student Assigned Device Asset Tag

Student Assigned Device Service Tag

Item Description/Model/Type