



Student Device Usage Agreement

All students registered in Prince George's County Public Schools ("PGCPS") will be issued a computing device (such as a Chromebook, laptop, tablet, iPad or eReader) and a power adapter to support their learning. All devices and accessories assigned to 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. Appropriate and responsible use, as outlined in the [Administrative Procedure 0700 \(IT Services Acceptable Usage Guidelines\)](#) and below, is expected at all times. Inappropriate use will result in loss of privileges and will be subject to disciplinary action at the discretion of the building principal. All students are required to participate in the Inventory Reconciliation process upon request by producing all PGCPS devices and accessories assigned to them. This process will be conducted annually as a districtwide initiative to confirm the accuracy of the data in the Asset Management System.

Responsible Use

- Devices are provided for instructional use and school-related activities only.
- Students should bring their fully charged device and power adapters to all classes, unless specifically instructed not to do so by their teacher.
- Copyright laws must be followed at all times.
- Students shall make no attempt to physically adjust, repair, or alter the device, including the installation of file sharing and other unauthorized programs.
- Login and password information should remain private.
- Each device is assigned to an individual student. Students should never allow another student, friend, sibling, or any other person to use their computing device.
- The device and power adapter should be safeguarded from damage and reasonable steps taken to prevent theft.
- For more details, see the [Student Rights and Responsibilities - Section 10](#)

Safe and Appropriate Use

- The student will be held responsible for the careful use and protection of the equipment assigned to him/her.
- Upon request of a school official, the student shall return these items in good condition.
- Computing devices should not be used to take pictures without the consent of all persons being photographed.
- Cameras are to be turned off at all times except when being used as part of a class.
- Students will not use a computing device 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.
- Students should be aware of personal safety when online and take appropriate measures to ensure their safety.
- For more details, see [Student Use of Social Media in Schools - AP 5180](#) and [Bullying, Harassment or Intimidation - AP 5143](#)

All students will be held responsible for the careful use and protection of any assigned equipment as listed below.

Covered Incidents	
<p style="text-align: center;">Mechanical Breakdown:</p> <p>Electronic components which may be subject to defects through no fault of the student.</p> <p style="text-align: center;"><u>Deductible:</u> 1st four Incidents: Covered</p> <p>Student must report mechanical breakdowns to the technical support staff at their school immediately. The student's device will be repaired and a loaner device will be provided, if available.</p>	<p style="text-align: center;">Stolen Device:</p> <p>Student must report stolen device and provide a copy of a PGCPs Security Services or Police Report indicating theft did not result from negligence.</p> <p style="text-align: center;"><u>Deductible:</u> 1st Incident: Covered</p> <p>Repeated incidents will be investigated to determine negligence. If stolen at school, the student should alert administration and the PGCPs security office, as outlined in his/her school's procedure. If stolen away from school, the family should file a police report and provide a copy to the school's administration. A loaner device will be provided, if available.</p>

Incidents NOT Covered	
<p style="text-align: center;">Negligence:</p> <p>Damage or other loss resulting from improper care as determined by observation, type of damage, or via investigation by school staff.</p> <p style="text-align: center;"><u>Deductible:</u> 1st Incident: \$30 2nd Incident: Replacement Cost</p> <p>A loaner device will be issued once the deductible is paid.</p>	<p style="text-align: center;">Lost Devices or Chargers:</p> <p>Students who are unable to locate their computing device and/or peripherals should be assessed the replacement cost for the lost device.</p>
<p>Replacement Costs</p> <p>Device Chargers, Screens, Batteries, and other peripheral devices will be charged at full replacement cost, based on the device model and current market value <i>which is subject to change</i>.</p>	
Chromebooks - \$200 / Protective Case - \$20	Chromebook Power Adapter - \$40
IPads- \$300 - \$800	iPad Power Adapter - \$40

Payment for any incident listed above must be made online through MySchoolBucks using a debit/credit card. 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 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 acknowledge they have read and agree to the terms specified in this student device usage agreement and all referenced administrative procedures.