

LAKEFOREST DEVICE RESPONSIBILITIES

PCS ADMINISTRATIVE PROCEDURE GOVERNING STUDENT DEVICE PROTECTION PLAN FEE AND USE OF LOANED DEVICES

DEVICE CARTS

- DEVICES will be checked out to individual students and kept in the homeroom teachers cart
- DEVICES should be kept in the order in which they are placed at BOY; new students will fill in at first empty slot
- Devices do not go home in Ki-5; plans for remote learning TBD
- A roster of student devices will given to teacher at delivery and should be verified to be correct
- Changes to devices/roster will be done through the LMC; new rosters printed from LMC
- Students who enroll *after* the cart has been delivered will have a device checked out from the LMC when the student is visible in Powerschool.
- THE LMC will contact homeroom teacher for device & charger & SDA to be picked up by student; device should be placed in the cart in first open slot
- Each homeroom teacher will be assigned a cart with key and setup with 1:1 chargers
- Devices to be locked in cart when not in use
- Devices to be accounted for in morning and EOD
- Students will NOT SHARE devices under any circumstances
- Students may only be assigned device from LMC

DEVICE CARE PROTOCOLS & PROCEDURES

- Teachers should review SDA and expectations for class procedures with students at BOY
- Teachers must have plans/procedures/protocols for students who leave regular homeroom for services, pull-outs, tutors, testing in separate settings, substitutes and team teaching
- Teachers must have plans for device expectations/care and protocols in regular substitute and emergency substitute plans
- It is the responsibility of teacher to return device and charger to LMC upon student withdrawing or transferring; devices are not sent to transfer school

DEVICES NEEDING REPAIR/DAMAGE/LOSS

- Device damage through purposeful negligence or failure to follow class/school device procedures must be reported as a behavior incident (damage to school property) to parent /family, admin., and a tech ticket submitted immediately and describing damage
- Device loss should be reported to admin., Richardson and tech ticket submitted immediately
- Other device damage should be reported to parent/family and LMC and tech ticket submitted
- Devices in need of repair should have a tech ticket submitted immediately
- All tech tickets must include details of issues requiring attention, the student's first and last name and serial number of the device; tech tickets that are submitted incomplete will be closed
- Upon completion of tech ticket teacher will complete and tape tech tag to top of device send device (no charger) to the LMC for student to exchange for loaner device

LOANER DEVICES

- Loaner devices will be checked out to students after a tech ticket has been submitted for a student device (damage or repair); devices used as loaners are still responsibility of student
- Loaner devices will have a orange sticker

- When the original device has been repaired homeroom teacher will be notified and student will come to LMC to exchange loaner
- Loaner devices should be placed in student slot # to ensure consistency of record

STUDENT DEVICE AGREEMENT

- 22-23 updated K-5 Parent/Family Notification Regarding Loaned Devices Form
- All documents must be on file in LMC
- Device protection plan and/or any fines or damage /loss unpaid fees follow student at withdrawal or transfer and should be communicated to parent through letter home

DEVICE PROTECTION PLAN

- PCS offers an Optional Device Protection Plan at the cost of \$10 per year for K-5 students
 - Teachers can receipt in classroom; parents can pay online using School Cash Online
- The Optional Device Protection Plan helps offset costs ranging from \$20-\$300 that may be incurred if a school device is damaged:
 - 1st incident of Damage, Repair, or Replacement: Covered by DPP (no cost)
 - 2nd incident of Damage, Repair, or Replacement: Half the cost of the repair/replacement
 - 3rd incident of Damage, Repair, or Replacement and Beyond: Full cost of repair/replacement
- Parent/Families who do not pay DPP will be responsible for repair / replacement:
 - Broken/cracked screen: \$100
 - Charger: \$30
 - Chromebook case/shell: \$90
 - Daughterboard: \$80
 - Headphone jack: \$30
 - Keyboard: \$150
 - Out of service device repair/replacement: \$50
 - Tablet case: \$40
 - Touchpad: \$80
 - Defacement (stickers, labels, writing, etc.): \$20
 - Major damage, lost device, theft (due to negligence), pest infestation, bodily fluids: full cost of device (\$200 for Chromebooks, \$300 for iPads)