



## K-5 PARENT / GUARDIAN NOTIFICATION REGARDING LOANED DEVICES

Pitt County Schools (“PCS”) assigns a Loaned Device to students to support both in-person and remote teaching and learning. Loaned Devices are Chromebooks or tablets. In addition to a Loaned Device, all students will be loaned a Charger, and some students will be loaned a Case. Loaned Devices, Cases (if applicable), and Chargers provided to students remain the property of PCS and are provided to allow students to access digital tools, communicate with teachers and other learners, build college and career readiness, and receive a personalized educational experience.

### Issuance & Use of Loaned Devices, Chargers, & Cases for K-5 Students

Loaned Devices issued to students in grades K-5 will **only be used at school**. However, K-5 students who must quarantine for medical reasons or must learn from home due to inclement weather or a remote learning day **may take their Loaned Device home for virtual learning during the specified period**. The Loaned Device must be returned to the school after the end of the specified period. Students may be assigned the **same Loaned Device for multiple school years** and will need to be responsible for their Loaned Devices during that time.

### Student/ Parent Responsibility

- Students and Parents/ Guardians who utilize a Loaned Device are financially responsible for damage to and destruction/ loss of the Loaned Device, Case (if issued), and Charger.
- Students and Parents/ Guardians should review and familiarize themselves with Administrative Procedure 4600-P, Pitt County Board of Education Policies 3220 (“Technology in the Educational Program”), 3225/4312/7320 (“Technology Responsible Use”), the Code of Conduct, and other policies, procedures, and rules governing the acceptable use of Loaned Devices and other technology provided by PCS. Administrative Procedure 4600-P may be accessed in the Parent-Student Handbook and also on the District’s website.
- The use of technology provided by PCS, including Loaned Devices, Cases (if applicable), and Chargers, is a privilege, not a right, and unacceptable use may result in the cancellation of that privilege as well as disciplinary action and legal action.

### Optional Device Protection Plan

PCS offers an Optional Device Protection Plan at the cost of \$10 per year for K-5 students. The Optional Device Protection Plan helps offset costs ranging from \$20-\$300 that may be incurred if a Loaned Device is damaged. More details regarding what the Optional Device Protection Plan Fee covers and does not cover are provided in Administrative Procedure 4600-P. The Optional Device Protection Plan Fee may be paid through School Cash Online (<https://pcs.schoolcashionline.com/>), by a check made payable to the school with a note in the memo line that the check covers to the Optional Device Protection Plan Fee, or with cash.

By signing below, you acknowledge that you have read and received this notice.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please Print)

**\*Please return this form to your child’s teacher no later than the third day of school. Check the District’s website frequently for policies and administrative procedures that may be subject to change without notice.\***