



## 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.

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Parent/ Guardian Signature Date

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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.\***



## 6-12 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.

### 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 \$20 per year for 6-12 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.schoolcashonline.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.

### Issuance & Use of Loaned Devices, Chargers, & Cases for 6-12 Students

Loaned Devices issued to students in grades 6-12 may be **used at school and at home if the optional device protection plan fee is paid and they have no outstanding charges**. 6-12 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, even if the optional device protection plan fee has not been paid**. 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**.

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

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Parent/ Guardian Signature Date

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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.\***

**PITT COUNTY SCHOOLS**  
**ADMINISTRATIVE PROCEDURE GOVERNING STUDENT DEVICE PROTECTION**  
**PLAN FEE AND USE OF LOANED DEVICES**

Pursuant to Pitt County Board of Education Policy 4600, the Board's approval of the optional K-5 and 6-12 Optional Device Protection Plan Fees, and Policy 4312-3225-7320, the Superintendent hereby adopts the following administrative procedure.

**Rules Governing the Loan of Devices to Students**

Pitt County Schools ("PCS") will loan a device to students to support both in-person and remote teaching and learning. Loaned Devices are chromebooks and tablets and no other devices. 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.

A Loaned Device and the data files, email, and Internet use of all device users is the property of PCS. No user of a Loaned Device has any right to privacy of any data saved on the device or any PCS network. PCS has the right to access, manage, and inspect the content of any Loaned Device at any time, and Students shall deliver Loaned Devices to PCS staff upon request. PCS has the right to geolocate Loaned Devices at any time. PCS reserves the right to delete, without notice, any material on Loaned Devices or online. Students do not have any right to retain an ownership interest in any material on Loaned Devices or online. Loaned Devices, Cases (if applicable), and Chargers must be returned immediately as requested by PCS or upon the Student transferring out or unenrolling from PCS.

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. Near the conclusion of each academic year, Students will return their Loaned Devices, Cases (if applicable), and Chargers to their schools so that PCS may undertake necessary inventory, upgrades, and maintenance over summer break.

PCS has set up each Loaned Device to be CIPA compliant. Students and their Parents/Guardians may not make any digital alterations to Loaned Devices or additions including but not limited to attachments, hardware, or software.

Access to Loaned Devices and digital resources requires Students to maintain personal responsibility. PCS will not be responsible for any damages suffered by Students or any unauthorized users in connection with the use of Loaned Devices. Student and Student's Parent/Guardian will indemnify and hold harmless PCS and PCS personnel from any and all claims arising from the student's or parent/guardian's use, misuse, or possession of the device including but not limited to any and all damages whatsoever of any kind or nature.

As a condition of borrowing a Loaned Device, Case (if applicable), and Charger from PCS, Student and Student's Parent/Guardian make a commitment to responsibly care for the Loaned Device, Case (if applicable), and Charger and keep the Loaned items in good condition, practice good digital citizenship, and make responsible decisions when using the Loaned items.

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.

Students shall:

1. Use technology provided by PCS, including but not limited to Loaned Devices, for educational purposes only and in full compliance with acceptable use as outlined in the PCS Code of Student Conduct and Pitt County Board of Education Policies 3220 ("Technology in the Educational Program") and 3225/4312/7320 ("Technology Responsible Use");
2. Not use Loaned Devices, networks, and digital resources in any manner that violates Pitt County Board of Education Policy 1710/4021/7230 ("Prohibition Against Discrimination, Harassment, and Bullying") or any other Board of Education Policy, the Code of Student Conduct, any other school rule, and all applicable legal requirements;
3. Practice good digital citizenship, make responsible decisions when using Loaned Devices, and interact with others in a respectful and courteous manner when using the device;
4. Refrain from sharing a Loaned Device or Charger with another student and from borrowing a Loaned Device or Charger assigned to another student;
5. Not share login information with others or use other people's login information;
6. If taking a Loaned Device home, bring the Loaned Device to school each day fully charged;
7. Report theft, loss, or damage of a Loaned Device or Charger to school personnel within 24 hours of the incident;
8. Report the theft of a Loaned Device to law enforcement;
9. Not physically alter a Loaned Device or Charger in any way, including but not limited to adding stickers, labels, or removal of any district-issued Loaned Case, barcodes, serial numbers, or other manufacturer/school labels;
10. Not expose a Loaned Device or Charger to food and drink or other damaging substances;
11. Not digitally alter a Loaned Device by removing, altering, changing, or adding software/ apps to the Loaned Device;
12. Return the Loaned Device, Case (if applicable), and Charger clean and in good working condition to PCS at the end of the school year, upon withdrawing from PCS, upon request by PCS, or if user privileges are revoked;
13. Remain accountable for knowing where Loaned Device, Case (if applicable), and Charger are at all times; and
14. Refrain from leaving a Loaned Device unattended outside, in a vehicle, or in an unsecured location.

## **Responsibility for Damage to Loaned Devices, Cases, and Chargers**

As a condition of obtaining a Loaned Device, Case (if applicable), and Charger from PCS, Student and Student's Parent/Guardian assume responsibility for paying for damage to, repair of, and/or replacement of the Loaned Device, Case (if applicable), or Charger. The following charges apply:

**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)

PCS offers an Optional Device Protection Plan at the cost of \$20 per year for 6-12 students and \$10 per year for K-5 students. Except as noted below, if the applicable Optional Device Protection Plan Fee is paid, the Student and Student's Parent/Guardian will be charged as follows for damage to, repair of, and/or replacement of the Loaned Device, Case (if applicable), or Charger:

**1st incident of Damage, Repair, or Replacement:** Covered by device protection plan (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

The Optional Device Protection Plan does not cover a lost device, theft (due to negligence), pest infestation, damage or destruction caused by bodily fluids, or damage from intentional misuse. In the event of damage, loss, or destruction to a Loaned Device, Case (if applicable) or Charger due to the conditions described in the previous sentence, the Student and Student's Parent/Guardian must pay the full cost of repair or replacement, even if the Optional Device Protection Plan Fee was paid. The Optional Device Protection Plan Fee can be paid through School Cash Online (<https://pcs.schoolcashonline.com/>), by a check made payable to the

school with a notation on the memo that the check covers the Optional Device Protection Plan Fee, or by cash.

Theft of the device or damage to the device must be promptly reported to school personnel within 24 hours of the incident. Theft of the device must be reported to the school and law enforcement. A copy of the police report must be submitted to the school. The Student and Student's Parent/Guardian will assume the full risk of loss of the device due to theft (due to negligence), destruction, or damage caused by intentional misuse or failure to take reasonable precautions to secure the device. PCS will cover the cost of the device if the police report shows forced entry into a secured location.

### **Use of a Loaned Device at School and at Home**

**K-5 Students:** 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, Case (if applicable), and Charger home for virtual learning during the specified period. The Loaned Device, Case (if applicable), and Charger must be returned to the school after the end of the specified period, and students will be responsible for any and all damage or destruction incurred during that time as set out in the previous section.

**6-12 Students:** If the Optional Device Protection Plan Fee is paid and students have no outstanding device charges, 6-12 students may take their Loaned Device, Case (if applicable), and Charger home to use for educational purposes only and in full compliance with acceptable use as outlined in the PCS Code of Student Conduct and Pitt County Board of Education Policies 3220.

Whether or not the Optional Device Protection Plan Fee is paid, 6-12 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, Case (if applicable), and Charger home for virtual learning during the specified period. The Loaned Device, Case (if applicable), and Charger must be returned to the school after the end of the specified period, and students will be responsible for any and all damage or destruction incurred during that time as set out in the previous section.

**All Students:** All students who take a Loaned Device, Case (if applicable), or Charger home will adhere to the terms of this Administrative Procedure when using the Loaned Device, Case (if applicable), or Charger at home.

### **Consequences for Failing to Follow This Administrative Procedure, PCS Policies, Rules, and Guidelines**

Students are expected to follow PCS Policies, Rules, and Guidelines at all times when using Loaned Devices, the PCS network, and PCS digital resources. Unlawful activity will be reported to the appropriate authorities. The consequences for the Student engaging in unacceptable use in violation of this Administrative Procedure and related policies include but are not limited to: suspension or revocation of PCS network privileges, suspension or revocation of Loaned Devices or Internet access, suspension or expulsion, and/or civil and/or criminal action.