

WCPS Student Device Agreement and Obligations

1. Overview

Beginning in the 2021-2022 school year, each student and that student's parents/guardians are financially responsible for damage or loss to any Chromebook, iPad, or other device assigned to the student. The device is loaned to the student to be used for instructional purposes only. By borrowing a device from the school, the student and the student's family acknowledges that they have read and understood the contents of this document and its linked articles.

There is no cost associated for a student to borrow, possess, or use a WCPS Chromebook, iPad, or other device. Families are only financially responsible when there is avoidable damage to the device. If the device is faulty, there is no charge to the family; however, if the damage is considered avoidable or the device is lost, the family will be charged according to the repair cost chart, and the corresponding administrative actions will be taken (located at the end of this document).

2. Purpose

The purpose of this document is to outline Washington County Public Schools' (WCPS) practices, procedures, and expectations for the student and their family during the period in which a Chromebook, iPad, or other computing device is assigned to the student. This includes the incurred costs for accidental or intentional damages, theft, or loss. There is no cost to possess or use the device; only for avoidable damage or loss.

3. Practices

A student or family member will return a damaged ChromeBook or iPad to the school they are enrolled in. A WCPS technician will determine the extent to which repairs are required. At that time, the school will issue a replacement device for the student. When possible, the defective device will be repaired by WCPS or one of our repair vendors and returned to service at the school, along with a description of services rendered in order to restore the device to working condition. The school will be required to serve the obligation for the student, and it must be paid in full similar to other school obligations.

4. Content Filtering

In order to comply with The Children's Internet Protection Act (CIPA), WCPS attempts to filter the device at all times for abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, illegal, or other inappropriate material that is harmful to minors. Users must not attempt to modify the Chromebook or iPad in an attempt to impair filtering functionality.

Additionally, all sites used for instruction are evaluated by staff for appropriateness. Families should note that while WCPS devices are configured to filter the sites students may visit, they should still discuss the importance of being safe, responsible, and respectful online, and monitor their student's online activities.

5. Proper Care:

To protect the device from damage, the student and their family / guardians will store this device in the provided protective case. Students and their family / guardians are responsible for the safe handling, storage, and security of this device and will take the appropriate precautions to prevent damage, loss, or theft. Students and their family / guardians will secure the device when not attended and will not write, etch, scratch, mark or apply stickers to this device. Should student enrollment be terminated for any reason, the equipment must be returned to the school within 4 calendar days. Students and their family / guardians will not alter any WCPS markings and stickers applied on the device. If the device is lost, stolen, or damaged, it is the student's and their family / guardians responsibility to immediately notify the school's library media specialist, teacher, principal, or assistant principal. Students and their family / guardians will not attempt to repair the device or contact any other computer repair service facility directly, nor install a program or modify the device in any way without an explicit request or consent from a member of the WCPS staff.

6. Student / Parent / Guardian Agreement:

Students and their family / guardians agree to use the device in accordance with all provisions of the WCPS Acceptable Use of Telecommunication Regulation - IIBH-R as it currently exists and as updated or modified. Students and their family / guardians agree to report any objectionable content to a teacher and/or administrator. Students and their family / guardians understand that WCPS has the ability to monitor WCPS device usage to ensure compliance with WCPS policies and understand that, because of WCPS's need to monitor WCPS devices, there is a limited expectation of data privacy while using WCPS technology. Students and their family / guardians understand that they may only use WCPS approved digital tools in order to safeguard student data from unauthorized access. Furthermore, students and their family / guardians are aware that the device may be randomly collected, inspected, and searched. Students and their family / guardians agree that the device is to be used exclusively by the WCPS employees and the assigned student. Parent(s)/guardian(s) may use the device for purposes of assisting their child with educational studies. Students will obtain consent from participants before taking photos, recording audio or capturing video.

Repair Intake Process

To have a Chromebook or iPad repaired:

1. Take the Chromebook or iPad, case, and charger to the school where the student is enrolled.
2. Provide the library media specialist (LMS), teacher, principal, or assistant principal with the student's ID number (if known), First and Last Name, and the best contact information to reach the parent / guardian. Please also provide the details of the issue the device is having and any known possible causes of the problem.
3. A replacement device will be assigned to the student, pending inventory availability. This new device may not be the same model as the student's originally assigned device but will allow students to access any necessary WCPS applications. If this device incurs damages or is lost, an obligation will also be assessed.
4. Once the device has been repaired, you will be contacted by your child's school about any obligations charged to the student for incurred costs.

Lost or Stolen Devices

1. Immediately notify the school's library media specialist, teacher, principal or assistant principal.
2. Provide the library media specialist (LMS), teacher, principal, or assistant principal with the student's ID number (if known), First and Last Name, and the best contact information to reach the parent / guardian. Provide any details surrounding the loss or theft of the device.
3. A replacement device will be assigned to the student, pending inventory availability. This new device may not be the same model as the student's originally assigned device but will allow students to access any necessary WCPS applications. If this device incurs damages or is lost, an obligation will also be assessed.
4. You will be contacted by your child's school about any obligations charged to the student as a result of the loss or theft.

Repair / Replacement Costs and Administrative Actions

A table of repair costs and administrative actions is located below. Repair cost pricing may fluctuate based on part availability and volatility within the global market.

CHROMEBOOK

		Cost	Administrative Action
Tier 1 Device Problems	Examples	\$25	<p>1st Incident - Accidental Damage Notice to parents / guardians.</p> <p>1st Incident - Intentional / Avoidable Damage Notice to parents / guardians. If device is lost, stolen, or not repairable, Parent / guardian contact with administration required.</p> <p>2nd Incident - Accidental Damage Notice to parents / guardians. Parent / guardian contact with administration required if student has frequent damages.</p> <p>2nd Incident - Intentional / Avoidable Damage Parent / guardian contact with administration required. If device is stolen, parent / guardian must file police report and provide school with a copy.</p>
	If your device is missing keys		
	If your device has its trackpad peeled up		
	If your device has minor chassis/casing damage		
	If your device has a broken camera		
	If your device's charger is lost or broken		
	Device case is lost or has major damage		
Tier 2 Device Problems	Examples	\$50	
	If your device has moderate chassis/casing damage		
	If your non-touchscreen device has a damaged screen		
	Combined Tier 1 damage		
Tier 3 Device Problems	Examples	\$75	
	If your touchscreen device has a damaged screen		
	If your device has major chassis/casing damage		
	Combined Tier 1 and Tier 2 damage		
Tier 4 Replacement	Examples	\$150	
	*Device replacement due to fluid damage		
	*Device replacement due to destruction		
	Combined damage due to Tier 1, Tier 2, and Tier 3 damage		
	*Device replacement due to loss		
	*Device replacement due to theft		

*If 3 or more replacement devices are lost, stolen, or damaged beyond repair, full replacement value of up to \$400 may be assessed on the 3rd and subsequent devices

IPAD

		Cost	Administrative Action
Tier 1 Device Problems	Examples	\$25	<p>1st Incident - Accidental Damage Notice to parents / guardians</p> <p>1st Incident - Intentional / Avoidable Damage Notice to parents / guardians. If device is lost, stolen, or not repairable, Parent / guardian contact with administration required</p> <p>2nd Incident - Accidental Damage Notice to parents / guardians. Parent / guardian contact with administration required if student has frequent damages</p> <p>2nd Incident - Intentional / Avoidable Damage Parent / guardian contact with administration required. If device is stolen, parent / guardian must file police report and provide school with a copy</p>
	If your device has minor chassis/casing damage		
	If your device has a broken camera		
	If your device's charger is lost or broken		
	Device case is lost or has major damage		
Tier 2 Device Problems	Examples	\$50	
	If your device has moderate chassis/casing damage		
	Combined Tier 1 damage		
Tier 3 Device Problems	Examples	\$75	
	If your device has a damaged screen		
	If your device has major chassis/casing damage		
	Combined Tier 1 and Tier 2 damage		
Tier 4 Replacement	Examples	\$150	
	*Device replacement due to fluid damage		
	*Device replacement due to destruction		
	Combined damage due to Tier 1, Tier 2, and Tier 3 damage		
	*Device replacement due to loss		
	*Device replacement due to theft		

*If 3 or more replacement devices are lost, stolen, or damaged beyond repair, full replacement value of up to \$400 may be assessed on the 3rd and subsequent devices