ADMINISTRATIVE PROCEDURE

Student Take-Home Computing Device

I. **PURPOSE**: The purpose of this procedure is to provide information about an annual technology user fee and guidelines intended to specify the responsibilities and appropriate student use required when using technology as an academic productivity tool while on or away from the Prince George's County Public School (PGCPS) campus.

II. **BACKGROUND**: PGCPS will provide a computing device available to students as instructional tools for learning in varied emerging models and programs. Students participating in the 1:1 program in PGCPS are provided tools and resources supporting the district-wide transition to personalized learning in a digital environment that supports quality teaching and learning infused with technology. Students are expected to use PGCPS technology for educational purposes only and within the scope of their school-based activities. All users are expected to follow the accepted and established guidelines for technology usage as outlined in Board Policy 0115 and Administrative Procedure 0700.

An annual technology user fee will only be charged by the district to each student that participates in any 1:1 program that grants permission to take a PGCPS owned computing device away from a PGCPS campus.

III. **DEFINITIONS**:

A. **Assigned Device** – a device that is the property of PGCPS assigned to a student as part of the student's educational program.
B. **Authorized Users** – Any student enrolled in PGCPS who is assigned a username and password.
C. **Computer Network** – Computer networks are made up of wired or wireless communication pathways that transmit data, voice and video traffic using protocols to organize traffic.
D. **Educational Purposes** – Instructionally based tasks/projects performed by students in relation to PGCPS curricular assignments, projects or research.
E. **Internet** – a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.
F. **LAN** - A local area network (LAN) is a network that connects computers and other devices in a relatively small area, typically a single building or a group of adjacent buildings.
G. **Mobile Computing Device** – Any PGCPS assigned mobile device including, but not limited to laptops, iPads, tablets and eReaders.
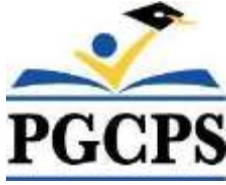
H. **Negligence** - Intentional damage determined by observation, type of damage, or via investigation conducted by school staff. The Parent/Student is responsible for cost of repair up to and including replacement of the assigned device.

I. **PGCPS Network** - Access to any equipment connecting to the PGCPS intranet or internet inside or outside of the district's firewall.

J. **Technology** – Any electronic device or system that uses, stores, manages, carries, or supports audio, video, text or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, copiers, scanners, cell phones/smart devices and fax machines.

K. **WAN** - A wide area network (WAN) is a computer network that spans a relatively large geographical area and consists of two or more interconnected local area networks (LANs).

IV. **PROCEDURES**: Students are responsible for the appropriate care and security of ALL PGCPS assigned devices.

A. Collection of Annual Technology User Fee

1. If a student attends a school that participates in a 1:1 program where students take devices home, a $25 annual technology user fee will be assessed and collected by the district before the device is issued to the student.

2. A reduced fee of $15 will be assessed for students who qualify for free and reduced price meals and take their devices home. If there are other financial hardships in the household, parents/guardians should contact the school counselor or school administration to discuss the fee.

3. The technology user fee must be received via MySchoolBucks in order to issue a computing device to a student. No other form of payment (i.e., cash, check, credit card or money order) will be accepted.

4. Technology user fees collected will be utilized to sustain the district's 1:1 program.

5. If no fee is paid for the student, students will only be allowed to use an available device during a class period. If no device is available, students may be given the option to complete work in an alternate format.

B. Distribution of Devices

1. The specific device assigned to each student will be recorded in the School District's Asset Management System. Each student that
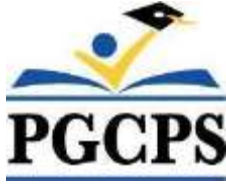
participates in the program will sign in to the school district's asset management system and be assigned a computing device.

2.

In the event of a stolen device there will be no charge for the first incident with a copy of the police report. Repeated incidents will be investigated to determine negligence.

C. Collection of Devices

1. All devices and accessories must be collected by the school two weeks prior to the last day of school, unless written permission to do otherwise has been granted by the Principal prior to the start of the collection period.
2. Assigned equipment to graduating seniors must be collected by the school in the close-out procedure two weeks prior to the last day for seniors.
3. Parents / Students are responsible for the cost of devices damaged as a result of negligence. Repair fees are based on current market value.

V. **MONITORING AND COMPLIANCE:**
The Division of Information Technology and School-based Administrators are responsible for monitoring the appropriate use and compliance of the 1:1 device program. Staff reserves the right to revoke privileges associated with inappropriate use of assigned device. For security and maintenance purposes, authorized individuals within the Division of Information Technology monitors network activity, traffic, equipment, and systems on PGCPS network.

VI. **RELATED POLICY AND PROCEDURES**:
Board of Education Policy 0115, Technical Information Services-Acceptable Usage Guidelines;
Administrative Procedure 0700, Information Technology Services-Acceptable Usage Guidelines;
Administrative Procedure 10101, Student Rights and Responsibilities Handbook.

VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES**: This Administrative Procedure originates from the Division of Information Technology and will be updated as necessary.

VIII. **CANCELLATIONS AND SUPERSEDES**: None. This is a new procedure.

IX. **EFFECTIVE DATE**: October 4, 2019.

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PGCPS
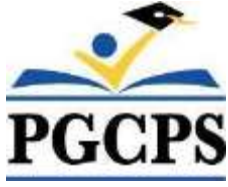
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6164
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Attachment(s):
1. Student Device Use
2. 1:1 Student Assigned Devices – FAQs