



## Student Device Usage Agreement

This year, your student will be issued a computing device (such as a laptop, tablet, or Chromebook) and a charger to support their learning. Students will be issued these learning tools once this agreement is reviewed with parents/guardians, signed, and returned to school along with online payment of the annual technology user fee. This fee will only be charged to students who attend 1:1 schools that allow students to take their devices home. Additional fees may be assessed for any student who loses or damages a PGCPS issued device at home or school.

All devices and accessories assigned to students are the property of Prince George's County Public Schools and on loan to the student. The use of the computing device is a privilege, not a right. Appropriate and responsible use, as outlined in the [Administrative Procedure 0700 \(IT Services Acceptable Usage Guidelines\)](#) and below, is expected at all times.

Inappropriate use will result in loss of privileges and will be subject to disciplinary action at the discretion of the building principal.

### Responsible Use

- Devices are provided for instructional use and school-related activities only.
- Students should bring their fully charged device and power cords to all classes, unless specifically instructed not to do so by their teacher.
- Copyright laws must be followed at all times.
- Students shall make no attempt to physically adjust, repair, or alter the device, including the installation of file sharing and other unauthorized programs.
- Login and password information should remain private.
- Each device is assigned to an individual student. Students should never allow another student, friend, sibling, or any other person to use their computing device.
- The device and charger should be safeguarded from damage and reasonable steps taken to prevent theft.
- For more details, see the [Student Rights and Responsibilities - Section 10](#)

### Safe and Appropriate Use

- The student will be held responsible for the careful use and protection of the equipment assigned to him/her.
- Upon request of a school official, the student shall return these items in good condition.
- Computing devices should not be used to take pictures without the consent of all persons being photographed. Cameras are to be turned off at all times except when being used as part of a class.
- Students will not use a computing device to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities; and appropriate consequences will be followed as outlined in the Acceptable Use Guidelines and Student Rights and Responsibilities Handbook.
- Students should be aware of personal safety when online and take appropriate measures to ensure their safety.
- For more details, see [Student Use of Social Media in Schools - AP 5180](#) and [Bullying, Harassment or Intimidation - AP 5143](#).

### Technology Usage Fees

- **Students who are not allowed to take devices home will not be assessed an annual technology fee.**
- An annual technology use fee of \$25 will be charged to students who attend 1:1 schools that allow students to take their devices home. Students who qualify for free and reduced priced meals will be assessed a \$15 fee. Students with other financial hardships should contact the school counselor or school administration to discuss the fee.
- Fees for the 1:1 take-home device program will be collected online through MySchoolBucks using a debit/credit card. No cash or checks will be accepted at the school.
- All previous years' assessments and/or charges for damage to the device or charger must be paid prior to the student receiving a replacement device.
- All students are responsible for fees to repair their device related to negligence and/or improper use.
- The student's parent/guardian must have signed and returned this Student Device Usage Agreement and paid the annual technology fee, if applicable, prior to the student receiving a device.
- For more details, see the additional information about the fee structure below:

**Annual Student Device Usage Fee - \$25**

Students who benefit from Free and Reduced Meals - \$15

*If there are other financial hardships in the household,  
please contact the school counselor or school administration to discuss the fee.*

**Covered Incidents**

**Mechanical Breakdown:**

Electronic components which may be subject to defects through no fault of the student.

Deductible:

1st Incident: Covered

2nd Incident: Covered

3rd Incident: Covered

4th Incident: Covered

Student must report mechanical breakdowns to the technical support staff at their school immediately. The student's device will be repaired and a loaner device will be provided, if available.

**Stolen Device:**

With a copy of a Police/PGCPS Security Services Report indicating theft did not result from negligence.

Deductible:

1st Incident: Covered

Repeated Incidents will be investigated to determine negligence

If stolen at school, the student should alert administration and the PGCPS security office, as outlined in his/her school's procedure. If stolen away from school, the family should file a police report and provide a copy to the school's administration. A loaner device will be provided, if available.

**Incidents NOT Covered**

**Negligence:**

Damage or other loss resulting from improper care as determined by observation, type of damage, or via investigation by school staff.

Deductible:

1st Incident: \$30

2nd Incident: Replacement Cost

A loaner device will be issued once the deductible is paid. The student's device will be repaired or replaced.

**Lost Devices or Chargers:**

Lost devices or chargers will be treated as negligence.

Deductible:

1st Incident: \$30

2nd Incident: Replacement Cost

**Replacement Costs**

*pricing is based on current market value. subject to change.*

Chromebooks - \$250

Device Chargers, Screens, Batteries, and other peripheral devices will be charged at full replacement cost, based on the device model and current market value. Estimated costs can be found at [www1.pgcps.org/informationtechnology/1-1/](http://www1.pgcps.org/informationtechnology/1-1/).

Prince George's County Public Schools employees reserve the right to randomly inspect any computing device on a regular basis for appropriate usage as outlined in this agreement. This includes, but is not limited to, browser history, email, media or documents accessed, downloaded or created. Additionally, parents or legal guardians may be given the student's login name and password so that student use can be monitored. Upon request, I will return the device in proper working condition on the designated date before the end of the year or my last date of enrollment.

By signing this document, both student and parent acknowledge they have read and agree to the terms laid out in this student device usage agreement and all referenced administrative procedures. A signed copy of this form must be received by the school *before* a student can be issued a device.

**School** \_\_\_\_\_

**Student Name Printed** \_\_\_\_\_

**Student ID Number** \_\_\_\_\_ **Grade Level** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent/Guardian Name Printed** \_\_\_\_\_

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

**Date Signed** \_\_\_\_\_

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*Device Information*

Equipment Information: Chromebook | Windows | iPad

Make:

Model:

Barcode Number:

Serial Number: