

## Electronic Device Usage Agreement

2022-2023

The use of technology in education is a tool to enhance the learning experience. Access will be provided for instructional use and school-related activities only. The following Frederick County Public Schools (FCPS) regulations apply while using **any** device including but not limited to school issued Chromebooks, Bring Your Own Devices (BYOD), personal cell phones, or any other electronic device used at school. Failure to comply with these regulations may result in disciplinary action in accordance with FCPS disciplinary policies ([Reg. No. 400-08](#)) and may include loss of access to resources covered under this regulation and/or criminal sanctions. In addition, any illegal activities will be reported to the appropriate agencies.

[Reg. No. 400-73](#) — Responsible Use of Digital Technology - Students

[Reg. No. 400-18](#) — Electronic Devices- Student Use

[Reg. No. 400-75](#) — Restitution for Damage to School Property

[Reg. No. 500-32](#) — Replacement of Lost or Damaged Instructional Materials

### Best Practices for Technology Use:

- Students are responsible for keeping their password confidential. Students should not allow other students to access their network accounts.
- Students are required to disclose system, account, or file-level passwords upon request of a teacher or school administrator.
- Student Accounts and Devices are intended for school-related purposes only.
- FCPS complies with the Children's Internet Protection Act. Internet safety of our students is vital. Students should not try to circumvent or disable filtering or other technology protection measures put in place by our system administrators.
- Students are responsible for the careful use and protection of the equipment assigned to them. Upon request, the student shall return equipment in good condition.
- Failure to use technology in a respectful and responsible manner may result in the loss of privileges.

### School-Issued Chromebooks

FCPS does not charge a Technology Fee for student use of an FCPS issued Chromebook. When students are assigned a chromebook, charger, and case, the use of a school issued device, during the school day or at home, is a privilege that comes with responsibilities. Elementary students will leave devices at school at the end of each day, except for special circumstances.

If repair for a damaged device incurs a charge, a financial obligation will be issued.

<b>Technology Repairs &amp; Replacements 2022-2023</b>	
Repair Costs	Replacement Costs
Repair incidents within one school year: 1st Incident: \$30 2nd Incident: \$60 3rd Incident: \$120 4th Incident: Full replacement cost	Chromebook: \$300 Charger: \$30 Case: \$25
<ul style="list-style-type: none"> <li>● Damaged or Lost Chromebooks should be reported immediately to the User Support Specialist or Technology Support Staff.</li> <li>● FCPS reserves the right to charge full replacement/repair cost if the device is intentionally damaged.</li> <li>● Any damage that occurs to a device <b>while not in the case</b> will be considered intentional.</li> <li>● Charges will not be issued for devices damaged by fire, flood, or natural disaster.</li> <li>● Charges for devices reported as stolen may be exempted upon receipt of a police report case number.</li> <li>● If a malfunction is determined to be the result of routine equipment usage, there will be no repair charge. Exceptions require verification by a qualified technician within FCPS Department of Technology Infrastructure.</li> <li>● The school maintains the right to withhold issuing a Chromebook when repeated mishandling of FCPS property is identified.</li> </ul>	
<p><b>School Cash Online is the preferred method of payment for Technology Repairs &amp; Replacements</b>  <a href="https://frederickcounty.schoolcashionline.com">https://frederickcounty.schoolcashionline.com</a>. Check or cash will be accepted at the school if necessary.</p>	

### Student and Parent/Guardian Information

I acknowledge that FCPS Electronic Devices are the property of FCPS and any personal electronic devices must be used in compliance with regulations. I further understand that FCPS staff will support use of FCPS electronic devices and that neither FCPS nor designated staff are responsible for personal electronic devices. I understand my role is to safeguard electronic devices, taking reasonable steps to prevent damage and/or theft, including keeping the device in the case at all times. I understand that I may be held financially responsible for restitution of lost or damaged property in my care. Upon request, or when I leave the FCPS school system, I will return FCPS electronic devices, along with charger and case, in proper working condition. Failure to return equipment upon request will result in a full replacement charge.

**Signing indicates you have read and understand the Electronic Device Usage Agreement.**

Student Name:	Grade:
Student Signature:	Student School:
Parent/Guardian Name:	Device Tag:
Parent/Guardian Signature:	Date:

This form can be signed digitally in Asset Management when a device is issued to a student. Signed paper copies of this form should be scanned and attached to the student record.