Student Technology Equipment Checkout Request Form

2022-2023

Campus		Today's Date	Student ID Office Use Only
STUDENT Information			
Legal Name: Last Name	First Name	Middle Name	Birthdate (mm/dd/yyyy)
PARENT / GUARDIAN Information			
Last Name, First Name	Parent's Address		Phone Number

Dallas County School System may provide learning devices (*technology equipment*) to students enrolled in its schools. The District understands the need for students to access adequate technology resources on and off-campus. While no deposit is required, the District expects all technology equipment to be returned in good working condition. Furthermore, as the District prepares for possible school closures due to COVID-19 or other related matters, we provide relevant notification, instructions, procedures, policies, and processes. This acknowledgment is part of our effort to ensure that all students have the instructional materials to participate in academic programming fully and ensure public resources are effectively maintained.

Students and their parents/guardians are reminded that using DCSS Technology is a privilege, not a right. School authorities may monitor any actions taken or materials accessed on any DCSS-owned computer, network, or electronic communication device. Students are expected to bring any Device/Chromebook to school each day charged and ready to use.

Use of DCSS Technological Devices

The Device/Chromebook that will be issued is the property of the Dallas County School District and is made available as a tool for learning. Like textbooks and other school property, a Device is assigned to the student and MUST be returned to the designated school at the end of the checkout term or upon withdrawal or transfer. Use of a Device is subject to DCSS Acceptable Use Guidelines in the Discipline Plan for Safe Schools.

Technology equipment used inappropriately, lost, damaged, or defaced may result in limited or banned computer use, disciplinary consequences, and/or assessed fees consistent.

General Handling and Required Care of Technological Devices

According to the fee and fine schedule below, the Student and Parent/Guardian will be charged for damage or loss of their issued Device/Chromebook. The technology department will determine the applicable fee based on a student incident report and acceptance of insurance claims by the insurer if applicable. Damages must be paid within five (5) weeks of notification of the broken device (total price).

Item	Repair/Replacement Cost
Full Device Replacement	Up to $360 for Chromebook
Full Device Replacement	Up to $750 for Laptop
Screen Repair/Replacement	Up to $50
Power Adaptor, Charger Port, and/or Audio Jack Replacement	Up to $15 each

***Report any existing damage within 48 hours of receiving the device to your campus: technology contact person, teacher, and/ or principal. Don't hesitate to contact your school administrator to make arrangements if you are moving and need to return your device before the next school year.**

ALL technology equipment will be collected at a designated time each year before students return to classes unless otherwise noted.

Maintain Safe Behavioral Practices with Chromebook and Hotspots

We have all had to make significant behavioral changes to reduce the spread of COVID-19. The District expects students and/or Parents/Guardians to continue safe practices.

☐ I have read the *Technology Equipment Checkout Acknowledgment* and understand that I am responsible for any equipment assigned to my student(s). DCSS's Acceptable Use Agreement and related policies must be followed at all times. I hereby accept responsibility for any damage or neglect resulting from my student using the Device/Chromebook, resulting in monetary charges. I understand that the student may lose their Device/Chromebook privileges due to inappropriate behavior in violation of this Acknowledgment and may be financially responsible for intentional damage, neglect, or avoidable loss to any District-issued Device/Chromebook. All items must be returned at the end of the checkout term. I understand that I will be charged for any missing equipment.

☐ **I accept technology equipment for educational use at home.**

Signature of Student _____ Date _____ Signature of Parent Guardian _____ Date _____

OFFICE USE ONLY. Complete only when Technology Equipment is issued

#	Equipment Description	DCSS Tag #:	Serial Number:	Date Issued:	Issued by:	Date Returned:	RTN to: initial