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### ***10000: Loans of Electronic Devices to Students and Staff***

Technology/Guidelines

The East Greenwich School District (the “District”) lends its students and staff electronic devices to enhance the overall educational experience, and to provide educational continuity through Distance Learning as necessary. Such devices may include, but are not limited to, Chromebooks, tablets, laptops, and wireless “SmartSpots.” This policy sets forth standards for using and caring for loaned devices.

All loaned devices remain the property of the District. Loaned devices are provided to staff and student users solely for educational purposes, and to maintain the ongoing administrative and business operations of the District; however, users may use the Internet for incidental personal use in accordance with [District Policy #10110 Responsible and Acceptable Use for District Technology Systems](#).

#### **Issuance**

Before receiving a loaned device, students and staff must read and agree to comply with this policy, in addition to [District Policies #10110 Responsible and Acceptable Use of District Technology Systems](#), [# 10210 Internet Safety](#), and [#10310 Social Media](#), as well as applicable provisions in the Student Code of Conduct, school student handbooks, and related school and District protocol and procedures.

#### **Device Identification and Protection**

All District devices, including loaned devices, are inventoried and identified by serial number and the school location, and, where applicable, the user to which the device is assigned. Users are prohibited from removing or covering the serial number tag on the device and shall comply with all use instructions provided upon issuance. This shall include, but is not limited to, username and password login information.

## **Insurance**

Families who would like to purchase Chromebook insurance can visit <https://www.worthavegroup.com/portal/egsdri>. Responsibility for purchasing insurance and submitting claims is the sole responsibility of the parent.

The District, at its discretion, may provide the user with a loaner device in the advent of damage that renders the device inoperable during the time required to report and settle a claim with the insurer.

## **Device Care**

Users are responsible for maintaining their loaner devices, and keeping them in good working order, as follows:

- Device batteries must be fully charged and ready for school each day.
- Protective cases and screen covers, if provided with the device, must be kept on devices at all times.
- Screens are to be cleaned, if needed, with a soft cloth or specially designed screen wipes, never spraying cleaning or anti-bacterial sprays directly on the device but spraying the cloth and then wiping the device.
- Devices that are stolen must be reported to the office, supervisor, or appropriate administrator immediately in writing.

## **Repair and Replacement**

Devices that malfunction or are damaged must be reported to the District technology department as soon as possible. Devices requiring service must be brought to the location designated within the school. Under no circumstances should users take district-issued devices to any other repair facility for service or contact the manufacturer directly for service.

Students and parents shall be responsible for the cost of Chromebook repairs and/or replacement of chargers as follows. A Chromebook Repair Cost Schedule is annexed to this Policy, and shall be approved by the School Committee annually by April 1 for the upcoming school year.

1. The District will repair Chromebooks approved by the manufacturer for warranty repair at no cost to the student or parent. Manufacturers will not approve physical damage to a device for warranty repair.
2. Repairs not approved by the manufacturer for warranty repair, after the first repair, will be completed at a cost to the student or parent. This **does not include** first repair due to

physical damage to the screen or charger replacement. (See Chromebook Repair Cost Schedule.)

3. The District will repair Chromebook hardware failures at no cost to the student or parent. For example, a motherboard failure **not** due to dropping, spilling liquid, other physical damage, or other “non-warranty” cause.
4. All other repairs will be made based on the Chromebook Repair Cost Schedule.

### **Device Check-ins**

Users may be required to submit their loaned devices at a designated time for a quality-of-care check at the discretion of the District. Classroom teachers and school administrators shall notify the technology department if they observe or suspect inappropriate use or care of any loaned device.

### **Loans of Replacement Devices**

The District, at its discretion, may provide the user with a loaner device for the day or agreed-upon period of time; however, the loaner device shall be returned at the end of such term.

### **Software on Devices**

The software and apps installed on loaner devices shall remain on the device in usable condition and accessible as intended by the technology department at all times. Users shall not attempt to modify, remove or add any software or apps to the device. If software or apps on the device become compromised or inaccessible, the user shall notify the technology department using the [chromebooksupport@egsd.net](mailto:chromebooksupport@egsd.net) email address, or as instructed by the Director of Technology. The technology department will respond using the same email address with instructions for the user.

### **School Rights to Search and Monitor**

To maintain compliance with applicable federal and state law during the use of the District’s devices with Internet access, the District shall reserve the right to review filter logs and, in some cases, data on a device when there is reason to believe that the user is circumventing the Internet blocking or filtering technology. For that reason, the District reserves the right to access the data on a school-owned or school-loaned device to ensure compliance with the Children’s Online Privacy Protection Act of 1998, the Children’s Internet Protection Act, and RI Gen. Laws § 16-21.6-1. Internet Filtering in Schools. Further, the District reserves the right to install third-party software that remotely tracks the location of a school-owned or school-loaned device to be used only in the event that a device is reported lost or stolen from the student or staff

member to whom it was issued.

**Device Return:** All devices will be returned when requested by School/District Administration or when employment or enrollments are completed. If a User's time at EGSD is terminated early (including suspension, expulsion, school transfer, cancel enrollment, etc.), their school-issued device will be returned on the date of such action.

***References:***

Children's Internet Protection Act, 20 U.S.C. 9134, 47 U.S.C. 254

Children's Online Privacy Protection Act of 1998, [15 U.S.C. 6501–6505](#)

[RI Gen. Laws § 16-21.6-1. Internet Filtering in Schools.](#)

[Policy #10110 Responsible and Acceptable Use of District Technology Systems](#)

[Policy # 10210 Internet Safety](#)

[Policy #10310 Social Media](#)

Appendix A

**Chromebook Repair Cost Schedule**

Screen Replacement (non-Touchscreen)	\$125
Screen Replacement screen (Touchscreen)	\$200
Motherboard Replacement due to drop, liquid, or other no-warranty cause	\$125
Keyboard Replacement	\$50
Touchpad Replacement	\$30
Keyboard and Touchpad Replacement (single unit)	\$75
Camera Replacement	\$25
Case and/or Hinge Replacement w/o screen	\$60
Charger Port Replacement	\$35
Charger (A/C) Replacement	\$30
Other Parts Replacement Not Listed	Parts + \$30/hr. bench time
Chromebook Replacement	\$285