5513 – CARE OF PROPERTY ADMINISTRATIVE GUIDELINES ADDITION

D. **Technology Equipment**

Students need to provide due care with all technological resources to keep them secure and damage free including:

- Do not place the devices on the floor or on a sitting area such as a chair.
- Do not leave the devices near table or desk edges.
- Do not stack objects on top of the devices.
- Do not leave devices outside.
- Devices should not be left unattended.
- Devices should be kept in a secure (locked) place when not in use.
- Do not use devices near water.
- Do not place pens, pencils, or other objects on keyboards of laptops.
- Do not write on or put stickers on any of the devices.
- Do not eat or drink while using devices or have food or drinks in close proximity to devices.
- Do not carry laptops while open. They should be closed and in the provided sleeve when carrying.

Some students will be permitted to take devices home. If a student takes a device off district property, they should adhere to the additional precautions:

- Do not allow pets near the devices.
- Do not leave the device in your vehicle.
- Do not leave the device unattended.

Damage, loss, or theft which occurs to the device as a result of student failing to use due care (which includes but is not limited to failure to abide by the above precautions) will result in the parent/guardian being responsible to reimburse the district up to $200.00 to repair or replace the device and/or supporting components (cases, chargers, etc.).

The process for reporting a stolen device:

- Call the police! Please make sure you identify for them the type of device and that it is a Parma City School District owned device.
- The police will get with the PCSD security officers to collaborate on solving the issue.
- If necessary, the PCSD security officers will get with DIS to help manage and locate the stolen device.
- Student will be provided with replacement device. If this is a reoccurring issue, student may not be permitted to take device home.
- If/when device is recovered, it will be placed back into inventory.
- If the device is not recovered, DIS Management will report theft to Student Services to handle the collection of replacement costs.

The process for reporting a lost device:

- Contact the building principal or other administrator.
- The building principal or other administrator will work with DIS to manage, lock, and/or locate the device.
- If it looks like it is somewhere it doesn't belong, DIS will get PCSD security officers involved.
- Student will be provided with replacement device. If this is a reoccurring issue, student may not be permitted to take device home.
- If/when device is recovered, it will be placed back into inventory.
- If the device is not recovered, DIS Management will report loss to Student Services to handle the collection of replacement costs.

The process for reporting a damaged device:

- Student should report damage to teacher who can enter a Help Desk ticket or directly to DIS via an email to HelpDesk@parmacityschools.org.
- DIS Tech will replace the device with one from inventory.
- DIS Tech will repair the damaged device if possible and put it back into inventory.
- DIS Management will notify Student Services of the repair costs (or replacement if not reparable) to handle the collection of fees.