



SMCPS Student Device and Resource Accountability

All SMCPS students are responsible for the care of their assigned devices, chargers, and school resources. This document will outline the protocols for care and liability of all SMCPS resources. [Student Accountability Newsletter](#).

Table of Contents

1. Device Loss and Device Damage
 - [Loss](#)
 - [Damage](#)
2. [Frequently Asked Questions](#)
3. [Pricing](#) for Technology Repair and Replacement
4. [Student Beginning of Year Procedures](#)
5. [Student End of Year Procedures](#)
6. [Care of Laptops](#)
7. [Resources](#) (textbooks, consumables, library books, print resources)
8. [Acceptable Use Policy](#)

Accountability of Student Resources ([NEWSLETTER LINK](#))

Device LOSS

Example scenarios below:

- Student withdrew and never returned their SMCPs device; it is considered lost.
- Device was stolen from the student. **(report to administrator and school resource officer)**
- Student cannot find their device.

Steps taken at the student's school:

1. If a student loses a device the student will let the Technician, Media Specialist and **administrator** at the school know. If a student withdraws, all items are MARKED LOST if not returned. Lost items turn into a school debt.
2. **The Media Specialist will assess a fine in Destiny.** Destiny is where we check out devices, library books, and textbooks to students. **Parents/Guardians will be notified about the cost of the laptop via an emailed fine notice.** To see what is checked out in Destiny, here are the student directions. [LINK to Video](#). Pricing can be found [here](#).
3. A 2nd device will be checked out to the student **while payment arrangements are being made.**
4. **If a device is stolen off school grounds, the parent/guardian must provide a police report** documenting the stolen property before another device is issued.

Device DAMAGE

Example scenarios below:

- Student intentionally damaged their device or another student's device and it requires a repair or a TOTAL replacement.
- Accidental damage requiring replacement or repair.
- Please note: pictures will be taken of all damages to SMCPs issued laptops.

Steps taken at the student's school:

1. A student can submit their own [HELPDESK ticket](#). A parent/guardian can also help their student submit the ticket but the student needs to be logged into their Google account.
2. That ticket gets routed to the school site's assigned computer technician. From there the device will be inspected and repaired on site if possible. If the repair cannot be made, the device will get sent out for repair.
3. **If a cost is incurred, the student will be assessed the repair or replacement cost: [PRICES](#).**

SMCPS Student Device FAQ

Is there a website I can access to help with technology questions or concerns?	Please visit the Information Technology webpage .
What happens if a student forgets their device at home?	Students are responsible for bringing their laptops to school and they are treated like any other instructional resource such as a textbook. Laptops are only loaned when a student's device is being repaired . They are set up in "kiosk" mode and may be loaned to students. Laptops are not loaned in the event a student forgets one at home.
How will students charge their devices at school if they forget their charger at home?	Students should charge their laptops/iPads prior to coming to school each day. They can also bring their charger. Lost chargers cost 35.00 and a new charger cannot be issued until a student has paid for the new charger.

Care, Liability, and Repair of SMCPS Issued Equipment

How should students clean their devices?	To clean a device at home, first power off the device. Moisten a microfiber or lint-free cloth and wipe the computer gently. Do not spray water or any cleaner solution directly on the device. Spray or wet the cloth, then wipe down the machine. Avoid excess wiping which might cause damage. Do not use aerosol sprays, bleaches, or abrasive cleaners. More information here .
If a student needs their laptop repaired, how do they request a repair?	Put in a helpdesk ticket here. Directions for the helpdesk ticketing system can be found here.
Will students be charged for damage to their device?	Students can be assessed fines for the damaged equipment. Our devices have a limited warranty. Pricing
What happens at the end of the school year?	See End of Year procedures.
How should students care for the laptop when offsite?	See Care of Laptops Offsite

Pricing

Replacement Parts - Laptops

Item	Cost
Keyboard	\$60.00
Screen	\$80.00
Replacement Charger Cost	\$35.00
Battery damaged or lost	\$85.00
Hinge replacement	\$40.00
Internal Damage (includes spills) replacement motherboard	Full cost of device
Full Replacement Cost SY 23-24	\$350.00 (laptops) \$818.00 (VIRTUAL ACADEMY laptops) Headset: 162.00
Other internal parts damage (example: headphone jack)	<i>Varies dependent upon the repair</i>

Replacement Parts - iPads

Item	Cost
Otterbox	\$40.00
Screen	\$90.00
Replacement Charger Cost	\$25.00
Full Replacement Cost	\$400.00

***Please note that when students in SMCPs lose or damage a device, the only option is to pay for the replacement or repair cost. SMCPs does not allow students to replace the device or parts on their own.**

Online payment option via My School Bucks is linked [here](#).
Technology Repair Cost [Appeal Form](#)

Beginning of Year Procedures



Each year their device is **renewed** to them for the current school year.

1. **Students should have their device with them to start the school year.**
 - a. Make sure it is **clearly labeled with their name.**
 - b. **Label the charger** as well.

2. **The media specialist will ensure that the device is checked out properly.** Any damage or repairs need to be entered in the helpdesk by the student or parent/guardian.
 - a. [Helpdesk Directions](#)
 - b. [Link to Helpdesk](#)

3. Students will also be issued any **print resources** they need for the school year.

4. All of these resources are checked out to students on their **Destiny** Account.
 - a. How can I login to see what is checked out to me? **VIDEO**
 - b. **Student Resource Accountability Video**

End of Year RETURN Procedures

Students are checked out curricular resources for *most* of their content area classes. Those resources include: textbooks with barcodes, consumables, novels, and barcoded workbooks.

Students have also been issued technology: laptops and/or iPads and chargers. All of these resources are checked out to students on their **Destiny Account**.

- How can I login to see what is checked out to me? [Print Directions](#), [VIDEO](#)
- [Student Resource Accountability Video](#)

In late Spring your school will send out procedures on **how to return items** that need to come back to school. If you have any questions, reach out to your school's media specialist.

Technology

1. Technology that has been checked out to students is **not being returned unless**:
 - a. The student is **leaving the school system**.
 - b. The student is in **Pre-K. They turn in their iPads at the end of the year**.
 - c. **The student is a graduating SENIOR.**

If a student does not fall into one of the above categories, then the laptop or iPad they are assigned will remain with them over the summer.

CURRENT GRADE LEVEL	Collect or Keep in June 2024
Pre K	ALL PRE-K students RETURN IPADS and chargers in June.
12th	RETURN ALL Technology and print resources by June 1st.
K - 11th	KEEP Device and charger OVER SUMMER. You will renew it at your media center in August.

2. Students are held liable and accountable for checked out resources, (textbooks, consumables and **technology**). If anything is lost, stolen, or broken, fines **are assessed to the student account** and a debt letter will be emailed and/or mailed.
3. **RESOURCE Costs:** Each textbook, novel and consumable has a different price. On *average* a consumable is 20.00-30.00 and textbooks can cost up to 200.00 depending on the subject area.
4. [TECHNOLOGY costs](#)

Care for Laptops

These are some best practices in the care of an SMCPS assigned laptop or device.

1. **Power adapters** - Make sure you use the power adapter made for your laptop. There are several adapters that will fit your unit but could potentially damage the device.
2. **Avoid excess heat and humidity** - As with most electronics, they should not be left anywhere that doesn't have climate control. Avoid water, direct sunlight, and high temperatures, such as being left in a car or out by a swimming pool.
3. **Do not stack items on your laptop** - Refrain from putting anything on top of the laptop or between the screen & keyboard that could possibly break the screen.
4. **Keep all food & drinks away from your laptop** - If something does spill on the unit, turn it upside down immediately and allow the device to dry. Submit a [helpdesk ticket](#) to have it looked at before turning it back on.
5. **Screen cleaning** - First power down the device and unplug from the power source. Only use a lint free cloth and streak-free screen cleaning solution to clean your laptop screen.
6. **Install updates** - Make sure you install updates for the Operating System and Application. We recommended this be done weekly.
7. **Shutting down your laptop** - When shutting down your laptop, use the shutdown button on your laptop or the windows shutdown menu option and wait until the screen goes blank before closing the lid.
8. **Traveling over the summer** - Try to enjoy your vacation and leave your device in a safe place in your house. If you need to take your laptop with you, use a protective case to prevent damage.
9. **Make Security a priority** - Do not share your login credentials or leave your laptop unattended and surf safely over the summer.
10. **Help Desk** - Our Help Desk is open during the summer. If a student has an issue they can enter a ticket in the [help desk](#) system.

Print Resources

Media Center Books:

If your child has a book checked out from the media center, this will also show on their Destiny account. Destiny is the software we use for book check out.

Media Center book check out follows the students throughout their time in SMCPs. If they lose a book or forget to return a book, it comes up in their Destiny account until the book is returned or until the fine is remedied. All schools send out emails to students and parents/guardians periodically to let them know what is checked out and/or overdue.

Classroom Instruction:

Every child in SMCPs uses some type of resource or textbook in their classes. These come in the form of textbooks and consumables.

A consumable is a resource that students write in. These are workbooks.

Depending on your child's teacher their consumable may stay in the classroom, be kept with the student and transported to and from class, or be kept at home. A consumable is treated the same as any other resource and is checked out to the student. However, this will not get returned at the end of the year. This stays with the student. If he or she loses it, there is a replacement cost based on the cost of the book.

A textbook will have an SMCPs barcode. This is typically found on the top cover and is about 15 digits in length. This is checked out and is the responsibility of the student as well.

How do I know what is on my child's account?

They can check Destiny, which is our library resource management system. If they log in they will be able to see what they have checked out in their name, just as you would from the public library.

To login to Destiny you would first go to the Destiny website for the school your child attends.

<https://elibrary.smcps.org>

Acceptable Use Policy

Responsibilities

Students will:

- Learn the SMCPS procedures for ethical, responsible, courteous, and legal use of computer systems.
- Let a staff member know if inappropriate material is found online.
- Access only those network resources which align with an instructional activity.
- Agree never to meet with anyone with whom they have met while using the Internet without asking for permission from parents.
- Take precautions to protect school computer systems from damage and/or theft.
- Be responsible for transporting their SMCPS issued device and charger to and from school each day.
- Be held liable for any damages that occur as a result of misuse of their SMCPS Issued devices, vandalism, or loss of SMCPS issued devices.

Students shall not:

- Reveal personally identifiable information except in specific circumstances where prior written consent has been given.
- Intentionally seek information (i.e. passwords, files, settings) about other users, or misrepresent other users on the network.
- Destroy, modify, or abuse hardware and software in any way.
- Use the network to develop programs that harass other users, or to infiltrate a computer or computer system is prohibited. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- Install illegal copies of copyrighted software on school computers.
- Use the network to access obscene or pornographic material is prohibited.
- Create, access, download, store, or print files, messages, or images that are abusive, harassing, libelous, obscene, offensive, profane, pornographic, depict gang affiliation, threatening, sexually explicit, or illegal material or that violate the SMCPS Code of Student Conduct and/or any SMCPS policy.
- Access online games without prior permission of a staff member.
- Circumvent and/or disable content filtering or other computer system protection measures.

Student Device Accountability

Students will:

- Be responsible for transporting their SMCPS issued device and charger to and from school each day.
- Be held liable for any damages that occur as a result of: misuse of their SMCPS issued devices, vandalism, or loss of SMCPS issued devices.
- Take precautions to protect school computers from damage and/or theft.
- Review the costs associated with laptop damage and loss on page 3 of this document..