

2020-2021
STUDENT TECHNOLOGY EQUIPMENT CHECKOUT
ACKNOWLEDGEMENT

Plano Independent School District (PISD) may provide learning devices and/or WiFi hotspots (*technology equipment*) to students enrolled in its schools. The District understands the need for students to have access to 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 are hereby providing relevant notification, instructions, procedures, policies, and processes. This acknowledgement is part of our effort to ensure that all students have the instructional materials they need to fully participate in academic programming and to ensure public resources are effectively maintained.

Students and their parents/guardians are reminded that the use of PISD Technology is a privilege and not a right. Actions taken or materials accessed on any PISD-owned computer, network, or electronic communication device may be monitored by school authorities. It is the expectation that students will bring any Device/Chromebook to school each day charged and ready to use.

USE OF PISD DEVICES/CHROMEBOOKS

The Device/Chromebook that will be issued is the property of Plano Independent 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 PISD at the end of the checkout term or upon withdrawal or transfer. Use of a Device is subject to PISD Acceptable Use Guidelines, available at: <https://www.pisd.edu/domain/9611>, and the applicable Student Code of Conduct, available at: <https://www.pisd.edu/Page/947>.

- Students are not permitted to alter the configuration or functionality of the Device/Chromebook that has been established by PISD.
- Students are not permitted to tamper with the management profiles/settings on the Device/Chromebook in any way. These are essential for device security and efficient administration of the Device/Chromebook.
- Students must not leave the Device/Chromebook unattended at any time while at school or must follow all school procedures for securing unattended Devices/Chromebooks when necessary (athletic activities, etc.). All the software that students will need for classes will be made available by the District.
- Students are not allowed to modify any software or the operating system in any way.
- Do not mark the Device/Chromebook or Device/Chromebook in any way with markers, stickers, etc.

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- Each Device/Chromebook is labeled with a District identification device. Do not remove or cover this identification.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Device/Chromebook.
- Do not close the Device/Chromebook with any object between the keyboard and the screen.
- Always store your Device/Chromebook in the closed position (not tablet mode).
- Do not leave your Device/Chromebook unattended in a vehicle.
- Do not use your Device/Chromebook near bodies of water or sand like a pool, lake, river or beach.
- Do not leave your Device/Chromebook outside or in other high or low temperature environments.
- Do not eat or drink near the Device/Chromebook. Damage due to spilled substances may not be covered by accidental protection insurance and student can be responsible for full negligent repair cost.
- Make sure hands are clean before using the Device/Chromebook – the glass screen should be regularly wiped clean with a dry clean soft cloth – microfiber cloth is recommended but any soft cotton fabric will work.
- Please do NOT use commercial liquid or spray cleaners on the Device/Chromebook screen.
- When the charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling.
- Be careful when inserting or removing headphones from the audio jack. Breaking the jack is a major repair and may result in a negligent damage fine.
- If you have hardware or software problems with your Device/Chromebook, stop using the device and ask your school's Computer Technician or a teacher for help.

Technology equipment that is used inappropriately, lost, damaged, or defaced may result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, legal action, and/or assessed fees consistent with [Policy CMD \(Legal\)](#). During the time that outstanding fees remain uncollected, the District may withhold student records including, but not limited to, grades, schedules, transcripts, and/or report cards. If full payment cannot be made at one time, a payment plan may be offered by PISD.

GENERAL HANDLING AND REQUIRED CARE OF THE DEVICE/CHROMEBOOK

The Student and Parent/Guardian will be charged for damage or loss of their issued Device/Chromebook according to the fee and fine schedule below. Final determination of applicable fee will be made by the technology department based on a student incident report and acceptance of insurance claim by insurer if applicable.

Item	Repair/Replacement Cost
Full Device Replacement	Up to \$300
Hot Spot Replacement	Up to \$85
Screen Repair/Replacement	Up to \$50
Keyboard/Trackpad Repair	Up to \$50
Power Adaptor, Charger Port, Audio Jack Replacement	Up to \$15

Report any existing damage within 48 hours of receiving the device to your campus CTA or helpdesk@pisd.edu.

If you are moving and need to return your device before the next school year please contact your school administrator or campus CTA to make arrangements.

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 THE DEVICE/CHROMEBOOK

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:

- DO NOT SHARE YOUR DEVICE/CHROMEBOOK.
- Maintain social distancing (specifically, staying 6 feet away from others when you must go into a shared space).
- Before and after using your Device/Chromebook – wash your hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- Avoiding touching eyes, nose, and mouth.
- Regularly clean, wipe, and disinfect the Device/Chromebook with technology-safe disinfectant in accordance with the manufacturer’s instructions.
- Dispose of gloves and any other disposable Personal Protective Equipment (“PPE”) used for cleaning and disinfecting the Device/Chromebook; wash hands immediately after removal of

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gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available

I have read the *Technology Equipment Checkout Acknowledgement* and understand that I am responsible for any such equipment assigned to my student(s). PISD's Acceptable Use Agreement and related Policies must be followed at all times. I hereby accept responsibility for any damage or neglect that may result from my student using the Device/Chromebook, which may result in monetary charges. I understand that the student may lose their Device/Chromebook privileges as a result of inappropriate behavior in violation of this Acknowledgement, 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 would like to be provided technology equipment for at-home use.

Student name: _____

Student signature: _____ Date: _____

Parent name: _____

Parent signature: _____ Date: _____