Orange County Public Schools
Electronic Device Handbook
2025-2026

Background Information

Orange County Public Schools currently provides an appropriate electronic device to each student and staff in all instructional spaces in all of our schools throughout the day. All students will be assigned a device to start the 2025-26 School Year and all devices will be available to take home (as approved by administration) for assigned school work, both online, or offline.

Goals for Staff

The goal is for each staff member to have an appropriate device to provide the best instruction and support to each student and staff member We believe:

- Instruction is enhanced by the proper application of technology throughout the school day
- Classroom instruction time can be used more efficiently with a proper implementation of 1:1 Technology, allowing more time on task for students and less administrative time for classroom teachers.
- Staff devices support dedicated workflows to increase productivity and efficiency of necessary tasks. As well as processing, protecting and storing sensitive data across the district

Goals for Students

The goals for a 1:1 model address instruction, resource logistics and budget. We believe:

- Delivering instruction to students at both physical and virtual school settings is critical
- Student instruction is enhanced by the proper application of technology throughout the school day
- Achievement measures, especially those designed to assess the Virginia 5 C's, can be improved with technology as students and staff redefine tasks in ways not possible without access to technology.
- Classroom instruction time can be used more efficiently with a proper implementation of 1:1 Technology, allowing more time on task for students with quicker turnaround times on most assignments.

1:1 Device

All student devices have great advantages built in:

- Devices are secure, current models, and always updated, which provide a layer of protection for students while online.
- Devices are easy to manage and distribute.
- Devices are fast to boot, have a long battery life, and are easy to carry wherever student learning happens.

OCPS selects models of devices which provide for durability and important feature sets while balancing ease of repair and cost.

Device Guidelines

Receiving a Device

- All Students will be issued an appropriate device as a learning tool in the same manner that the school division issues textbooks or other required curriculum materials.
- All Staff will be issued a device to use for work purposes only (Custodians at a building may have to share a device with the head custodian)
- All students/staff will receive the aforementioned device and charger. Students will get a protective case (as deemed necessary by IT Staff) to start the year. The student and staff will be responsible for these materials each day and when taking the device home (as deemed necessary by administration).
- Students and staff may be asked to turn in the device at the end of the school year, or upon withdrawal from OCPS, and will be reissued the same device to start the next year (exceptions are based upon summer learning, device replacement cycles and irreparable damage).
- Devices will be labeled with an asset barcode number not to be removed by staff or students.
- The device and district issued email account are the property of OCPS and, as a result, must follow the Acceptable Use Policy (IIBEA-R) at all times and may be subject to inspection at any time.
- Students and staff must use the county-provided Google account to log into the device. The account password should be kept confidential and any potential leaks should be reported as soon as possible.
- The student and staff have NO expectation of privacy of materials found on a device or through a school supplied or supported email or internet service.

Using a Device for Instruction

- Devices are intended for instructional/work use.
- Teachers may set specific rules, in addition to the rules contained in this document, relating to student use of devices in their classrooms.
- School messages, announcements, calendars, and schedules may be accessed using the device.
- Students are responsible for bringing their device and related equipment to school and all classes unless specifically instructed not to do so by a teacher.

Returning a Device

- Devices and all OCPS accessories will be checked for damage, functionality, and serviceability during the final two weeks of school. OCPS administrators will make the final determination of any fees assessed for damage or lack of function or serviceability.

- Students must turn in their devices, chargers, and cases if asked to do so. Failure to turn in any of the equipment issued to the student will result in the student and parent/guardian being charged the full replacement cost of any equipment not returned.
- Students who transfer out of or withdraw from OCPS, must turn in their device, case, and charger to the school by their last day of attendance. Failure to turn in any of the equipment issued to the student will result in the student and parent/guardian being charged the full replacement cost of any equipment not returned.
- Staffulty are required to return any and all equipment when asked to do so, or when they change their employment status with OCPS. Failure to return equipment or returning damaged or abused equipment will result in administrative action potentially involving local authorities.

Device Security

- In cases of theft or vandalism, the school administration must be notified as soon as possible and a police report may be necessary to process the claim.
- Failure to report a stolen device in a timely manner will result in the student and parent/guardian being charged the full replacement cost of any equipment not returned.
- In the event of a lost or stolen device, OCPS may deploy location software which may aid in recovering the device.
- OCPS students will be allowed to take devices home for educational use based on grade level and as permissible by administration. Students should view home use, care and security no differently than when they are at school.
- Staff will be allowed to take devices home for work purposes, care, and security are no different than when they are at school.
- OCPS uses internet filtering software to regulate and monitor student activity on all school issued devices. This does not allow remote access to the device camera or microphone. OCPS is required by law to filter internet use, whether at on or off premises.
- As with all OCPS issued accounts, OCPS reserves the right to search student/Staff accounts at any time should the need arise.
- All staff must turn on two-factor authentication within 7 Days of being given access to their accounts
- To assist with our 2FA requirement, we allow Staff to add a singular device (cellphone) to our Network

Device Care

Staff and students are responsible for the general care of the device they have been issued by the school and are expected to care for and minimize the risks of damage, loss, or theft. Appropriate care and steps to minimize the risk of damage, loss, or theft are listed in this section.

- High School broken devices must be taken to the school library so that the device can be repaired properly or replaced. Elementary & Middle schools will have designated areas communicated to staff and students.
- District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance, and in the event a device is taken to an outside computer service for

any work, OCPS will not be responsible for the costs of such service, and may charge the student and parent/guardian additional service fees to correct or remove any changes made by an outside service provider.

Screen Care

- The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a device when it is closed. Take special care when storing a device in a locker or other small spaces.
- Never place a device underneath books or heavy items. Always place the device on top.
- Do not store a device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (paper, pencils, pens, staples, paperclips, USB drives, etc)
- Do not try to store things such as paper or cloth between the keyboard and screen.
- Only clean the screen with a soft, clean, dry microfiber cloth or anti-static cloth.

Carrying Devices

- Always transport a device with care and in an OCPS issued protective case (if provided). Failure to do so may result in disciplinary action.
- Always hold a device securely.
- Never lift or carry a device by the screen. This action causes undue stress on the device which can cause failure of the hinge and/or screen.
- Use extra caution when carrying a device with the screen open.
- Do not throw, toss, or swing devices.

Cases

- If your issued device has a case installed, students/staff will use the protective case for their device at all times. Failure to do so may result in disciplinary action.
- Device cases and any personalization attached to said case must be school appropriate and easily removable.
- Do not place anything other than the device (including but not limited to pencils, pens, USB drives or power cords) in the protective case.
- Although cases help protect the devices, they are not guaranteed to prevent damage. It remains the student's/staff member's responsibility to care for and protect his/her device.
- Damaged OCPS issued cases will need to be replaced promptly, with an OCPS-issued case, and the party responsible for said damage will be responsible for cost of replacement. Failure to report and obtain an OCPS-issued replacement case for a damaged case may result in avoidable damage to the device, which will be charged to the student and parent/guardian in addition to the cost of the replacement case.

Device ID Barcodes

- All devices will be labeled with a District ID barcode for inventory and identification purposes.
- Device ID barcodes may not be modified or tampered with in any way.
- Do not try to remove the barcode. Intentional removal of labels and barcodes may result in disciplinary action.

Cost of repair Related to Devices

- Devices, district-provided cases, and AC charger will be turned in to the school when requested for any reason, in satisfactory condition. Devices will be inspected for damage, functionality, and serviceability. OCPS administrators will make the final determination of any fees assessed for damage or lack of function or serviceability.
- Failure to turn in any of the equipment issued to the student will result in the student and parent/guardian being charged the full replacement cost of any equipment not returned.
- If loss or damage occurs, students and their parent/guardian agree to any applicable charges outlined below. The charges are intended to promote good habits and responsible handling of OCPS-issued devices. Multiple incidences of damage may result in loss of privilege to take the device home or access to the device.
- See OCPS Policy JN and JN-R for more information

Device Repair

- All damaged devices or those experiencing performance issues must be reported as soon as possible to a teacher, librarian, the school's TTRT, Help Desk Technician or designated representative.
- Loaner devices may be issued to students or staff when their devices are being repaired by OCPS.
- Only a limited number of loaner devices are available, so loaner devices are not guaranteed.

Cost of repair/replacement schedule

First accidental damage	Device failures not covered under warranty	Intentional damage or Lost device	Second accidental damage
Covered by school system	Covered by school system	Cost of Repair/Replacement	Cost of Repair/Replacement

General Precautions

- Devices are assigned to individuals, and the responsibility for the care of the device solely rests with that individual. Students/Staff may not lend their devices to another person, either in or out of school, including friends or siblings.
- Devices should be placed vertically when stored in a locker or in a backpack/book bag to avoid putting any pressure on the screen.
- Devices must not be left in a vehicle or a location that is not temperature controlled.
- Devices must be fully charged for school each day. This is the student's responsibility.
- Devices must never be left in an unsupervised area or unattended, unless they are being stored in a locked area such as a locker or empty (locked) classroom.
- While the device is considered scratch resistant, the device will scratch. Do not use any sharp objects on the device.
- No food or drink should be next to, near, or on the same surface as devices.
- Never throw, slam, swing, or slide a device.
- Devices are not allowed in "technology free zones" which include but are not limited to the locker rooms and bathroom areas.
- Cords, cables, adapters and removable storage devices must be carefully inserted into and removed from the devices.
- Devices should not be used or stored near pets.
- Devices should not be used with the power cord plugged-in in situations where the cord may be a tripping hazard.
- No writing, drawing, stickers, and labels of any kind shall be placed on a device except by OCPS. Cases may be personalized within school-appropriate boundaries (refer to Cases section for more detail).
- Heavy objects should never be placed on top of devices.

Devices Left at Home

- The student is not guaranteed a Chromebook at school. Unless it is strictly for the hours of testing.