

DEVICE OWNERSHIP

RECEIVING THE DEVICE

- At a time designated by the School Principal, the parent/guardian will sign a Technology Loan Agreement, indicating whether the student will use the device as a Day-User (on-campus only) or as a Take-Home user.
- Any student receiving a device must be enrolled in a Richmond County school or program.
- A take-home user will receive a device, one charger, and a case.
- If the parent/guardian determines a student is not to take home a device, a device will be assigned to the student for on-campus use only. At the parent's request, the student may take the device home once a signed Technology Loan Agreement is signed.
- All devices are inventoried with an asset tag. This is a unique identifier for each device and should not be removed.
- In the absence of a signed Technology loaner agreement, by accepting an RCSS device for on-campus or take-home usage, you are agreeing to the terms outlined in this document.

RETURNING THE DEVICE

- Before leaving your assigned school due to a transfer or withdrawal, you must return the device, charger, and case to a teacher, Media Specialist, or Administrator.
- The device will be inspected for damage upon return. Any damages may result in assessed fees.
- If a device is not returned, fees will be assessed for a replacement device.
- Devices may be taken up periodically for updates and maintenance. Students will be notified of the event.
- If a student misuses a device or violates the policy, the student may be asked to return the device.
- End of school year procedure may require the collection of the devices for inventory, repair, and maintenance.

LOSS OR THEFT

- A stolen device requires a police report regardless if the event occurred on school property or off the school property.
- A lost device requires a signed Technology Affidavit, signed by both the student and the parent
- In the event of loss or theft during the school day, report the incident to your teacher, Media Specialist, or Administrator right away. The school staff will file the necessary paperwork to report a device lost or stolen.
- In the event of loss or theft outside of school property, you must let your parent/guardian know right away. For a stolen device, the parent/guardian is to notify the authority and obtain a police report in the jurisdiction at the time of the theft, and then notify the Principal, teacher, Media Specialist, or Administrator as soon as possible. In the event of a loss, contact the school for a Technology Affidavit form.

DEVICE and OTHER FEES

- Optional insurance is offered for purchase to all student
 - Optional insurance is \$34 to insure a Windows laptop, Chrome laptop, or Chrome table
 - Optional Insurance covers accidental damage, cracked screen, liquid submersion, loss/theft, fire, flood, etc.
 - Optional Insurance covers two devices per academic school year.
 - Charging adapter, case, and other accessories are not covered by optional insurance
- Without Optional Insurance:
 - Damage = \$40 for Chrome Laptop, Chrome Tablet, or Windows Laptop (cracked screen, jammed keys, etc.)
 - Stolen = replacement cost unless optional insurance is purchased
 - Loss = replacement cost unless optional insurance is purchased
- Other Fees not covered by Optional Insurance
 - Charging adapter replacement = \$15
 - Laptop or Tablet carrying Bags or case = \$20