

SUPPORT SERVICES

Accounting of Student “Take-Home” Digital Devices that are Classified as Expendable Property

This regulation prescribes the procedures to be followed in the accounting of expendable digital devices loaned to students for out-of-school use, which have a value under \$500 (the amount required for inventory). This regulation is consistent with related Prince William County Public Schools (PWCS) policy numbers and their associated regulations, including: 295, “Standards for Use of Telecommunications and Internet Technologies”; 345, “Guidelines for Purchasing, Accounting, and Disposition of Textbooks”; 422, “Property Classification and Inventory”; 426, “School Board Equipment – Removal from School Board Property”; and 701, “Student Code of Behavior.”

I. Purpose:

This regulation provides guidance, support, and uniformity for managing site-based, 1:1 student take-home “expendable” digital devices under the \$500 minimum for inventory purposes.

II. Digital Device Student Loan Agreement and User Fee:

PWCS provides students take-home digital devices (e.g., for a 1:1 initiative) as an “optional service” as that term is defined in Virginia Administrative Regulation 8VAC20-720-80. For students to be able to use a take-home digital device, parents/guardians and students must complete the “Digital Device Student Loan Agreement” form. In the instance where a form is not completed and signed by parents/guardians, the student will then be limited to an in-school, day user.

III. Digital Device Accountability:

It is the responsibility of the principal (or designee) to safeguard and account for all digital devices purchased for their schools.

- A. It is the responsibility of the principal (or designee) to ensure that guidance is provided to all school staff members regarding their fiduciary responsibility for digital device accountability.
- B. When shipments of new digital devices are received, the number of devices shall be verified with the purchase orders and invoices.

IV. Digital Device Inventory Procedures:

- A. The principal (or designee) shall be responsible for the annual inventory of the digital devices located at their school. Year-end inventories shall be retained in a manner consistent for expendable property in Regulation 422-1, "Property Classification, Accountability, and Responsibility."
- B. Each new digital device under the amount of \$500 shall have a yellow inventory sticker placed on it and be added to the school's inventory for expendable property.
- C. Per Regulation 422-1, "Property Classification, Accountability, and Responsibility," there is no requirement for a periodic inventory of expendable items issued to a school or department. However, the data compiled for each location is subject to audit by the chief internal auditor.

V. Assessment for Lost or Damaged Digital Devices Beyond Repair:

Per the PWCS "Code of Behavior," students are responsible for reimbursing the School Board for actual breakage or destruction of property, or for the failure to return property owned by or under the control of the School Board. Charges for lost or damaged digital devices will be determined by the principal (or designee) and will be communicated to parents/guardians via the "Charges Assessed for Lost or Damaged Beyond Repair Digital Devices" form. The students and parents/guardians have 30 days to pay any cost associated with the repair or replacement of the digital device and the school may establish payment plans to assist if needed.

The following percentages are provided as general guidelines for making assessments:

Age of Digital Device	% Assessment
One Year	100%
Two Years	90%
Three Years	80%
Four Years	70%

VI. Disposition of Digital Devices:

- A. Digital devices that are damaged beyond repair will be returned to Supply Services for disposal in accordance with Regulation 424.02-1, "Disposition of Surplus and Unserviceable Property." Refer to Regulation 422-1, "Property Classification, Accountability, and Responsibility" for the proper protocols for disposing of the digital device.
- B. Prior to disposal of obsolete digital devices, the VA STAR coordinator will be contacted to determine if they can be repurposed for that program through SPARK, the Education Foundation for PWCS.

The Associate Superintendent for Communications and Technology Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Communications and Technology Services (or designee) is responsible for reviewing this regulation in 2019.

1:1 Digital Device Computing: Student Learning Anytime, Anywhere

Parent/Student Handbook



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1:1 Digital Device Computing: Student Learning Anytime, Anywhere

Implementation Handbook

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Overview

Prince William County Public Schools (PWCS) provides opportunities for 1:1 digital device computing for student learning anytime, anywhere. Technology is a valuable tool that supports and enhances the PWCS instructional program by promoting problem solving, critical and analytical thinking, creativity, and decision making skills. Students will access, process, and communicate information in a dynamic, integrated, and technological environment.

1:1 digital learning provides 21st Century tools and resources to impact and empower student achievement. In order to achieve academic excellence, today's digital age students must have access to educational experiences that seamlessly integrate technology throughout their instructional day. PWCS works to provide students with the knowledge, skills, and experiences necessary for academic and workplace success. Teaching and learning through the integration of digital devices not only increases student engagement, individualized differentiation of instruction, and ownership of learning, but it also allows for effective transformation of curriculum that can take place anywhere and anytime.

This 1:1 Digital Device Handbook applies to all 1:1 student digital device initiatives in PWCS. The information and agreements found here represent a clear and comprehensive process to explain to our parents and students the level of responsibility necessary to participate in this learning environment. The handbook provides guidelines that promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued digital devices. School Division technology, both in or out of school, must be used in accordance with Regulation 295-1, "Computer Systems and Network Services-PWCS Responsible Use and Internet Safety Policy" and the student "Code of Behavior."

Above all, 1:1 digital device computing in PWCS is an academic program, and the policies governing the use of the digital device support its academic use. To maintain the integrity of the digital device program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

1.1 General Information

The procedures and information within this document apply to all student 1:1 digital devices used in PWCS. Teachers may set additional requirements for their classrooms.

1.2 Obtaining the Digital Device

Parents/Guardians and student(s) must attend a mandatory deployment session at your school, and sign the Digital Device Student Loan Agreement before the digital device can be issued to the student.

1.3 Returning the Digital Device

Digital devices will be returned back to the school from which the device originated. Students who withdraw, are suspended or expelled, or terminate enrollment from PWCS must return their digital device with accessories on the date of termination. Students who fail to return the digital device could require the School Division to take legal action to recover the cost of such damage from the parents of such students.

2.1 Care of Digital Devices

2.2 General Guidelines

- Follow local, state, and federal laws, as well as all applicable School Board policies and regulations.
- Keep digital devices secure and damage free.
- Ensure activity on the digital devices is school appropriate.
- Do not delete browser history.
- Do not leave digital devices unattended.

2.3 Traveling to and from School

- Always completely shut down digital devices before traveling.
- Always protect digital devices from weather.
- Digital devices are not to be left in vehicles.
- Use your backpack or two hands to carry digital devices.
- If ever in a situation when someone is threatening you for your digital device, give it to them and tell a staff member as soon as you arrive at school.

2.4 Lockers and Backpacks

- Digital devices should not be stored at the bottom of your locker or backpack.
- Books and other items should not be placed on top of digital devices.
- Digital devices should never be left in a bag unattended or in an open locker.

2.5 Security Requirements

- Sharing of logins and passwords is not acceptable. (Exception: students can share this information with their parents/guardians.)
- Using, producing, or distributing programs to harass others, bringing in viruses, or changing files is not acceptable.
- NEVER share personal identifiable information.

3.1 Using Your Digital Device at School

Digital devices are intended for use during each day with teacher direction. Students must bring their digital device to all classes unless specifically instructed not to do so by their teacher.

3.2 Digital Devices Left at Home

Not having your digital device at school will not be an excuse for not participating in class or completing assignments. Loaner digital devices may not be available to students who forgot to bring their digital devices to school or failed to charge it at home.

3.3 Digital Device Undergoing Repair

Loaner digital devices may be issued to students when the assigned digital devices have been sent out for repair.

3.4 Classroom Use

- Center the digital device on your lap or on the table/desk.

- Always save your files in Microsoft Office 365.
- Do not loan digital device chargers or cords.
- Close digital devices before walking away from them.
- Follow all directions given by the teacher when using digital devices.

3.5 Hallways

- Always use two hands to carry digital devices.
- Keep digital devices closed when walking with them.
- Log-off and close digital devices before changing classes.

3.6 Photos and Videos

Web cams are to be used for educational purposes only, and under the direction of a teacher. Web cams can be used for school related projects such as recording videos, a student speech, a student performance, a musical rehearsal, or taking pictures.

3.7 Sound, Music, Games, or Movies

Sound must be muted while in class unless permission is given by the teacher. All content (e.g., music, games, or movies) on the digital device must be appropriate, used in a responsible manner, and at the discretion of the teacher.

3.8 Apps

Due to the limited amount of space on the digital device and to ensure the device is ready for instructional use, students are not allowed to download apps or personal software unless given permission by a teacher.

3.9 Troubleshooting the Digital Device:

- When an issue arises, students should save their work immediately to OneDrive in Office 365.
- Students are encouraged to first try to fix the problem with the following steps:
 1. Restart the digital device;
 2. Ask a teacher for help;
 3. Visit the Instructional Technology Coach (ITC) or Technology Support Specialist (TSSPEC) in the building to troubleshoot the issue; and
 4. Receive Asus 24/7 Tech Support by calling 1.888.678.3688.

4.1 Home Use

4.2 Proper Care

- Bring digital devices fully charged at home to school each day.
- Store digital devices on a desk or a table, not on the floor.
- Do not deface or place stickers or markings on digital devices, power cords, or chargers.
- Protect digital devices from extreme heat or cold, food or drinks, water or moisture, and pets.

4.3 Home Internet Use

- Students are allowed to set up wireless networks on their digital devices for use at home. Parent/guardian supervision is expected while digital devices are used at home. At school, PWCS filters and monitors Internet activity through technology protective measures used to block or filter Internet or other forms of electronic communications and filtering is applied to all materials deemed inappropriate, in accordance with applicable laws. However, PWCS filtering technology does not offer the same protection for home use.
- Comcast Internet Essentials Program offers \$9.95 a month Internet service and a low-cost computer to families in households that:
 - Are located where Comcast offers Internet service;
 - Have at least one child eligible to participate in the National School Lunch Program;
 - Have not subscribed to Comcast Internet service within the last 90 days; and
 - Do not have an outstanding Comcast debt that is under one year old.

For additional information call 1.855.846.8376, or visit www.internetessentials.com

5.1 Managing Your Files and Saving Your Work

5.2 Saving Documents

Students may save their work in Microsoft Office 365, a cloud-based communication and collaboration tool, hosted by Microsoft and managed by PWCS. Documents may be emailed to their teachers or themselves as backup using their Microsoft Office 365 student email account. Digital device malfunctions are not an acceptable excuse for not submitting assignments.

5.3 Printing

PWCS digital devices will not have printing capabilities. Any documents that require printing can be printed at school or at home by logging onto a computer, going to the student's Office 365 account, and then printing the document.

6.1 Responsible Use

6.2 Statement of Responsibility

The guidelines and requirements below are established so students and parents/guardians are aware of their responsibilities when using PWCS technology assets. When using PWCS technology assets and other technology resources, students and parents/guardians must adhere to the guidelines and requirements set forth in this document, the Digital Device User Agreement, as well as all applicable PWCS School Board policies and regulations, including but not limited to Regulation 295-1 "Computer Systems and Network Services-PWCS Acceptable Use and Internet Safety Policy," the student "Code of Behavior," and all applicable classroom rules. Violations of these guidelines and requirements will result in disciplinary action.

6.3 Parent/Guardian Responsibilities

- Discuss with your student the values and standards you expect your student to follow with regard to the use and care of the digital device, and the use of the Internet.
- Parents/Guardians shall be responsible for adhering to the PWCS Acceptable Use and Internet Safety policy and regulation and using PWCS digital devices and network services for assignments directly related to the curriculum.
- Parent/Guardian supervision is an expectation for 1:1 digital device computing. The School Division cannot control all aspects of student use while the student is off school property. Students are subject to the same guidelines while not in school.
- Internet safety instruction is the responsibility of all PWCS instructional personnel, along with support from the parent/guardian when not in school. “NetSmartz” K-12 Internet safety curriculum provided by the National Center for Missing & Exploited Children and additional resources are used with students at all grade levels. For additional support at home, this information is accessible from the School Division web page, pwcs.edu.

6.4 Student Responsibilities

- Use digital devices in a responsible and ethical manner.
- Follow the guidelines in Regulation 295-1, “Computer Systems and Network Services-PWCS Responsible Use and Internet Safety Policy,” the student “Code of Behavior,” and this document. Violation of these policies and regulations and the Acceptable Use Guidelines may result in corrective action, loss of technology-use privileges, and penalties under law. Use of PWCS computers, networks, and Internet systems is a privilege, not a right, and can be withdrawn by the School Division at any time.
- Return the digital device at the end of the school year following School Division procedures. For continuing programs, students will receive the same digital device during the next school year.
- No student shall maliciously or willfully damage, deface, or destroy school property. This includes computer and other electronic vandalism. Students are responsible for reimbursing the School Division for actual breakage or destruction of property, or for the failure to return property owned by or under the control of the School Division. Corrective action may be taken against students who fail to return property owned by the School Division, which may include legal action to recover the cost of such damage from the parents/guardians of such students.

6.5 Student Responsibilities When Using Microsoft Office 365

- Outlook email and OneDrive must be used for educational purposes.
- Understand that Outlook email and OneDrive are monitored by PWCS to ensure appropriate use.
- Understand that all Outlook email, OneDrive, and contents are the property of PWCS and are subject to search at any time.
- If a student receives an inappropriate email or document in OneDrive, teachers should be notified as soon as possible.
- Outlook email and OneDrive should only be used by the owner of the account.

7.1 Liability

The parent/guardian/student is responsible for any cost to replace the digital device within 30 days if the device is:

- Not returned;
- Intentionally damaged;
- Lost or damaged due to negligence; or
- Stolen. A report must be filed with the School Security Officer the next school day.

8.0 Damaged or Lost Digital Devices

PWCS recognizes that with the implementation of 1:1 student digital device computing there is a need to protect the investment of both the School Division and the parent/guardian/student. Students who lose or damage a digital device (e.g., tablet, laptop) beyond future use will make restitution to the school-based finance officer. Charges for lost or damaged digital devices will be determined by the principal or the designated inventory manager, and will be communicated to parents/guardians. Consideration will be given, but not be limited to, students whose families receive unemployment benefits or other public assistance such as Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid, foster students in need, and students that are homeless. The following percentages are provided as general guidelines for making monetary value assessments:

Age of Digital Device	% Assessment
One Year	100%
Two Years	90%
Three Years	80%
Four Years	70%

9.0 Digital Device Student Loan Agreement Form

PWCS provides student take-home digital devices as an “optional service.” Parents/guardians and students must complete the “Digital Device Student Loan Agreement” form. Students who do not return the completed form may not take devices off school property and thereby become in-school, day users.



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Digital Device Student Loan Agreement

Student Last Name: _____ First Name: _____ Student #: _____

Student Phone: _____ Student Email: _____

Parent/Guardian Last Name: _____ First Name: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Email: _____

Device: _____

Serial#: _____ **Tag#:** _____

Loan Period: School Year _____ **Return Date:** _____

Replacement Cost:

Students who lose or damage a digital device (e.g., tablet, laptop) beyond future use will be disciplined in accordance with the student “Code of Behavior” and will make financial restitution to the school-based finance officer. Charges for lost or damaged digital devices will be determined by the principal (or designee) and will be communicated to parents/guardians. The following percentages are provided as general guidelines for making assessments:

Age of Digital Device	% Assessment
One Year	100%
Two Years	90%
Three Years	80%
Four Years	70%

Per the PWCS “Code of Behavior,” students are responsible for reimbursing the School Board for actual breakage or destruction of property, or for the failure to return property owned by or under the control of the School Board.

By signing below, the borrower has read and accepts all terms and conditions of the PWCS Digital Device Handbook and this Loan Agreement.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

The device listed on this form was **returned** on: _____
(Date)

School Designee Name (print): _____

School Designee Signature: _____

Date: _____



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CHARGES ASSESSED FOR LOST OR DAMAGED BEYOND REPAIR DIGITAL DEVICES

Charges for digital devices which are damaged beyond use or lost are assessed based on the year the device was purchased. The money collected for these charges is returned to the central digital device fund for the purchase of replacements.

School Name: _____

Student Name: _____

ISBN/Tag#	Name of Device	Year	Purchased Price	% Assessed Charged
TOTAL			\$	\$
AMOUNT PAID			\$	\$

Authorized School Official: _____

Please return the form with your payment. Checks are to be made payable to: _____