

2023-2024 UPDATED DIGITAL DEVICE GUIDELINES

Updated guidelines have been updated to better align with district policies. Households may choose not to receive a school-issued device by completing a Device Opt-Out Form.

The following guidelines apply to ALL devices. Chromebooks & other digital devices (including chargers & protective cases) issued to or used by enrolled students & employees of the Colbert County Board of Education are the property of the district. All devices are deployed from the district's inventory (by both asset & serial number) to the individual it has been assigned to. Every device owned by the district is labeled by unique stickers &/or asset tags located on the device.

- Inventory tags, asset numbers, serial numbers, or any other identifying device information should never be tampered with or removed. This includes peeling off or removing stickers, covering up serial numbers in any way, scratching or marking through any identifying device information. Tampering with or removing an asset number or serial number constitutes non-repairable damage & requires the device to be immediately returned & the full replacement cost of the device to be paid. In the event an inventory sticker or tag is unintentionally modified, removed, or begins to peel away, it must immediately be reported to the school &/or technology staff.
- Parents/ guardians or other persons having custody of the student to whom the digital device & charger is issued shall be held liable & solely responsible for any loss, abuse, or damages to the student's devices without regard to cause, fault, location, or circumstances.
- Employees to whom digital devices, chargers, &/or protective cases are issued shall be held liable & solely responsible for any loss, abuse, or damages to the device without regard to cause, fault, location, or circumstances.
- Colbert County Schools Acceptable Use Policies apply to all students & employees using Chromebooks or any other school-issued digital device, regardless of location, both at school & at home. It is the sole responsibility of every student, parent, & employee to read, review, & agree to these policies.
- Assignment & use of Chromebooks/digital devices is considered to be a privilege, not a right. Inappropriate use or neglect of a Chromebook, charger, the Internet &/or any installed software could result in the loss of privileges. Loss of privileges will not change classroom expectations &/or assignment completion.

CHROMEBOOK & DIGITAL DEVICE EXPECTATIONS

- ALL students should expect to use their Chromebook at school every day.
- Loaner devices may not be available for any student forgetting to bring their device to class.
- Chromebooks should be FULLY charged for the start of every school day. Failure to charge the device is equivalent to not being prepared for class.
- Chromebooks & chargers will remain free of any writing, drawing, stickers or labels that are not property of, or added by the district.

CHROMEBOOK & DIGITAL DEVICE DISTRIBUTION & RETURN

- At the beginning of each school year, every student's parent/guardian & district employee must review & agree to the Digital Device Agreement granting the district permission to provide & use a District-owned device.
- Student-assigned devices are issued with one charger & one protective case. NO device, charger, or protective case will be issued without a completed device agreement & no device,

charger, or protective case will be issued to any student with outstanding payment for damaged or lost devices.

- Chromebooks shall be returned as received, except normal wear & tear (determined by district) at the conclusion of every school year, or as requested by Administration Technology Staff.
- Annually, student-assigned devices & chargers must be turned in by the date set by the school district to be assessed & may be reissued by a member of the technology staff or school employee designee.
- CCS Technology staff, the principal of the school, &/or school designee is empowered to approve or disapprove the condition of devices & chargers upon issue & return.
- Students owing fees & graduating Seniors must turn their device in by the date set by the school &/or district.
- Any withdrawn/expelled student or staff whose employment has ended, must immediately return all devices & chargers for inspection. If any damage is determined, payment must be made at that time.

BEST PRACTICES & PROPER CARE TO PREVENT DAMAGE & FEES

- NEVER leave your device unattended, especially if stored in a backpack.
- NEVER let anyone else borrow or use your device.
- NEVER throw, slide, drop, or press harshly on your device.
- NEVER place anything on the keyboard before closing the lid (i.e. pen, pencil, etc.).
- NEVER use your device around food, liquids or drinks.
- ALWAYS store your device in the protective case provided by the district when not in use.
- ALWAYS charge your device for immediate use.
- NEVER leave your device in the sun or extreme cold.
- ALWAYS carefully insert & remove cords, cables, connections, & storage drives.

CHROMEBOOK & DIGITAL DEVICE DAMAGE & FEES

Parents, guardians, or other persons having custody of the student to whom devices, chargers, & cases are issued shall be held liable for any loss, abuse, or damage regardless of circumstances

In the event a device is lost, stolen, damaged, destroyed, stops holding a charge, becomes inoperable, or exhibits any other problems during the time it is issued, the student must immediately notify the appropriate person at their school & return the device.

Students may be issued a replacement or loaner device, if possible, & a member of the Technology Staff or designated school staff member will assess the defective device. Depending on staff assessment, defects will be classified as:

- Manufacturer defects covered by warranty
- Accidental damage covered by protection policy
- Non-accidental damage to be covered by user to which device is assigned

The following guidelines should be used to understand what to expect if an incident occurs. This is not an exhaustive list, only general examples. Technology staff &/or school designees are the ONLY authority approved to assess & determine condition & type of defect.

<p align="center">MANUFACTURER DEFECTS EXAMPLES</p> <p>Determined by manufacturer (Dell, Asus, etc.) & verified by CCS Technology Staff or Designee</p> <ul style="list-style-type: none"> ▪ Constant Reboots ▪ Persistent Crashes ▪ Battery Problems 	<p align="center">MANUFACTURER DEFECTS FEES</p> <p>No fees assessed if determined (by Manufacturer, CCS Technology Staff, or Designee) the incident is a verified manufacturer defect.</p>
<p align="center">ACCIDENTAL DAMAGE EXAMPLES</p> <p>Determined by manufacturer protection policy</p> <ul style="list-style-type: none"> ▪ ACCIDENTAL liquid spilled on or in unit ▪ ACCIDENTAL drops, falls, or other collisions ▪ ACCIDENTAL damage/cracked LCD ▪ ACCIDENTAL keys popped off keyboard ▪ Electrical Failure NOT attributed to user 	<p align="center">ACCIDENTAL DAMAGE FEES</p> <ul style="list-style-type: none"> ▪ 1st Occurrence- No Cost ▪ 2nd Occurrence- \$25.00 ▪ 3rd Occurrence- \$75.00 ▪ 4th Occurrence & Following- \$400.00
<p align="center">NON-ACCIDENTAL DAMAGE EXAMPLES</p> <p>Determined by CCS Technology Staff/Designee</p> <ul style="list-style-type: none"> ▪ Theft &/or Damage by V&alism ▪ Rubber torn off Device ▪ Intentional popping keys off of keyboard ▪ Excessive cosmetic damage or defacing ▪ Stripped, cut, exposed, frayed cords ▪ Scratching, writing, graffiti, or markings of any kind on device or chargers ▪ Tampered with Serial Number, Asset Tag, or Other Device-identifying Information ▪ Unreasonable damage outside of the normal, expected use ▪ Any condition that will otherwise render the device or charger unsuitable for reissue 	<p align="center">NON-ACCIDENTAL DAMAGE FEES</p> <ul style="list-style-type: none"> ▪ For Student-assigned devices, non-accidental damage is the full responsibility of parent/guardian or persons having custody of the student to whom device & charger is issued. ▪ For Employee-assigned devices, non-accidental damage is the full responsibility of the employee to whom the device & charger are issued. ▪ Lost/Damaged Charger - \$50.00 ▪ Full Device Replacement Cost- \$400.00

SOURCE: Colbert County Board of Education, Tuscumbia, Alabama

ADOPTED: Feb 5, 1987 **REVISED:** Jun 8, 1995; Sep 4, 1997; Jan 3, 2002; Oct 16, 2008; Aug 20, 2009; Jun 23, 2011; Aug 6, 2012; Jan. 3, 2020; May 2022

LEGAL REFERENCE: Legislative Acts 93-672, 94-782, 783, 94-784, 794, 817, & 819. Act No. 2009-564 Amending §16-28-6. §16-28-12 to -15; Alabama State School Attendance Register, §16-1-13, §16-1-14, §16-9-15, §16-36-32, §16-36-35, §16-8-7 to 9, §§16-8-13 to 14, §16-13-51, §§16-27-1 to -6, §16-39-11; Conecuh County Board of Education v. Campbell, 162 So. 2d 233 (1964); Stout v. Jefferson Co. Bd. of Ed., 419 F.2d 1211 (5th Cir. 1969); Carr v. Montgomery Board of Ed., 377 F. Supp. 1123 (M.D. Ala. 1974), Griffin v. Tatum, 425 F.2d 201 (5th Cir., 1970); Karr v. Schmidt, 460 F.2d 609 (1972). , 93-368, 94-820. Act No. 2009-564 Amending §16-28-6, §32-6-7.4, §16-28-40 to §16-28-45