



Plumsted Township School District
Technology Device Form

The use of technology devices in the Plumsted Township School District is a privilege. Students are expected to use devices responsibly, ethically and appropriately at all times. Devices are costly and must be treated with respect and care at all times.

By accepting a district device, students and parents are expected to comply with certain provisions. Please be aware of the following specifics:

- Any district provided technology device loaned to a student must be returned to the school district in the condition it was initially provided to the student considering reasonable use and care by the student. The condition will be assessed periodically and at year end by the technology department and administration.
- All device damage will be assessed by the district technology specialist and principal to evaluate the extent of damage and evaluate the cause.
- The parent or student shall be responsible to reimburse the school district the cost of any device and related components (i.e charger, power cords, laptop case) that are lost or damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district. *Please be aware that the charges will be assessed at the current replacement cost. Physically damaged screens may require device replacement.*
 - Cost estimate examples:
 - Chargers: \$46
 - Cases: \$30
 - Keyboards: Mother boards, charge ports: may result in device replacement
 - Chromebook: \$250.00
- Students should NOT place stickers on the device or on the device cover. Sticker and/or sticker residue may result in a replacement charge.
- A parent or student is required to immediately file a police report in the event it is believed the device has been stolen. Within one school day after filing a police report, the parent or student shall email the building principal about the theft and attach the police report.
- A student is required to report any hardware or software problems in the operation of the device to the student's teacher and/or principal at the time the problem(s) occurs. If the problem occurs outside of school hours, a Spiceworks ticket (<https://newegypt.on.spiceworks.com/portal/tickets>) should be submitted as well as an email to the building administrator notifying them of the Spiceworks ticket at the time problem(s) occurs.

If you have any questions related to these protocols please contact building administration.