

## MCPS DEVICE USE AND CARE

All devices, device parts, programs, and storage are the property of MCPS. MCPS expects devices to be treated with the utmost care. Users are responsible for the devices, cases, chargers, and any other device parts. The following are expectations for the care and upkeep of MCPS devices:

- Devices should be fully charged at home every evening so that they will be ready for the next school day's use.
- Devices should be returned in the condition which they were issued. Minor use and wear are expected. However, no device should have purposeful damage done to it or any of its parts.
- Devices and parts must be returned to the issuing school immediately upon a student's withdrawal or transfer.
- Students/parents are financially responsible for any device and/or part that is missing or damaged while in the student's care. An updated replacement cost list is available from the issuing school.
- Devices should remain in cases when they are being transported. If you have a problem with your case, please let your issuing school know.
- If you have a problem with your device not functioning correctly for any reason, please contact your issuing school immediately.
- Students should not permanently mark or alter their devices and/or its parts in any way. MCPS devices are barcoded and numbered for you. Issuing schools will be responsible for checking devices out and in.
- Device screens need special care. Do not put undue pressure on the screen in any way at any time; always clean it with approved methods (a soft, dry microfiber cloth works best).
- In the unlikely event that your device is lost or stolen, report this to your issuing school within 1 (one) school day. In case of theft, vandalism, or criminal acts, an official police report will be filed.
- MCPS reserves the right to charge the student/parent full cost for repair and/or replacement when damage occurs due to gross negligence as determined by the administration. Examples of gross negligence include, but are not limited to:
  - Leaving the device unattended and unlocked, even at school.
  - Lending the device to others, other than Parent/Guardian.
  - Using the device in an unsafe environment.
  - Damaging the school's network due to unapproved downloads according to MCPS policy. ALL downloads MUST be approved and permitted by the MCPS Technology Department.
- Removable storage devices can be used for personal storage. For educational work, Microsoft OneDrive is a Cloud Storage Drive that all students will have access to through Microsoft Office 365.
- Devices and everything contained within them are subject to search and seizure at all times and without prior notice.

By signing below, you the parent/guardian and you the student agree to adhere to the above policies regarding the care of MCPS devices and/or parts.

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Parent/Guardian Signature

Date

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Student Signature

Date

School: \_\_\_\_\_

Grade level: \_\_\_\_\_