

# Student-Assigned Laptop/Tablet Program Expectations

2025-2026 School Year

Student Name (please print): \_\_\_\_\_

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

Homeroom (if applicable): \_\_\_\_\_

## All Students

- Students are responsible for the device to which they are assigned. It is extremely important that students do not share, let friends/family borrow, swap, etc. If anything happens to the device, the student assigned to that device will be held responsible.
- Devices are only to be used for school purposes as advised by teachers.
- Devices should only be open and on student desks/tables when instructed to do so by the teacher.
- Each device has been identified with one or more labels. These must not be removed or altered in any way.
- Devices, chargers, covers, and carrying cases are the property of Brown County School District and should not be permanently personalized in any way.
- Any device that has been damaged, lost, or stolen should be reported to the school office immediately using the incident reporting procedures below.
- If a device is malfunctioning, due to technical malfunction or otherwise, it should be turned in to the school office. The school office will provide a temporary machine (loaner) to use until the assigned device is repaired.
- All loaners should be returned to the school office at the end of the day.
- Students intentionally damaging devices will be held responsible for the repair or replacement of the device based on the incident/fee schedule below.
- If at any time a student is not adhering to district or school technology expectations, device privileges may be revoked by an administrator.
- All rules regarding the Brown County School District Acceptable Use Policy still apply.
- Students not adhering to all expectations will be referred to administration.

## Students with Take-Home Devices

- When a device leaves the classroom, students must carry devices in the provided carrying case. The carrying case should be zipped and securely carried in transit to/from home and throughout the school building.
- Devices should be charged each night and brought to school fully charged the following day.
- The charger for the device should always accompany the device in the provided carrying case.
- If a device has been forgotten, the student should report to the school office for a loaner.

## Students with School-Only Devices

- At the end of the day, or when instructed by the teacher, students should leave their device in the classroom's charging cart. Devices must be put in the assigned slot, plugged in with the correct charger, and properly secured in the cart.

## Device Damage

- Damaged/Lost Device
  - **First incident of accidentally damaged/lost device:** A fee of up to \$50, based upon the level of damage to the device, and a letter will be sent home to parents.
  - **Second incident of accidentally damaged/lost device:** A fee of up to \$100, based upon the level of damage to the device, and a letter will be sent home to parents.

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- **Third and subsequent incidents of accidentally damaged/lost device:** A fee of up to the replacement cost of the device, based upon the level of damage, and a parent/guardian meeting with the building administrator will be required.
- **Intentional damage:** Any intentional damage will sustain a fee of the full price of repair, up to replacement cost, and a parent/guardian meeting with the building administrator will be required.
- **Note:** Screen damage will automatically qualify for the full incident fee.
- **Stolen Device**
  - **First incident of stolen device:** The replacement fee will be waived for the first-time occurrence, if proof of the incident is provided via a police report.
  - **Second and subsequent incidents of stolen device:** A fee of up to the replacement cost of the device.
- **Damaged/Lost/Stolen Charger or Carrying Case**
  - **First incident of damaged/lost/stolen item:** The replacement fee will be waived for the first-time occurrence.
  - **Second and subsequent incidents of damaged/lost/stolen item:** A fee of up to the replacement cost of the charger.
- **Incident Reporting Procedures**
  - The student or parent/guardian should report the details of the incident and, if applicable, return the damaged device/charger to the school office as soon as possible.
  - Action will be taken by the District for the device/charger to be repaired/replaced to prevent loss of access to any instructional materials that may be needed for class work.
  - Any applicable fees will be assessed and communicated to the parent/guardian, the school office, and the District Office once the details of the incident have been evaluated.
  - Any assessed fees should be made payable to Brown County School District and delivered to the school office within 10 school days unless other arrangements are made with and approved by the District Office in advance.
  - Unpaid fees will be reviewed and addressed in the same manner as all other unpaid fees.

Parent/Guardian's Name (Please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date \_\_\_\_\_

Student Grade Level \_\_\_\_\_