

2023-2024

## Device Distribution Form

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Parent Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

### GCPS Parent Responsibility

All GCPS students will have a Chromebook assigned to them for the 2023-24 school year. Students can also checkout a hotspot for internet access based on demonstrated need. Per the Handbook Information for Students and Families, if a GCPS technology resource is assigned to a student and taken home, **it is the parent's responsibility to monitor the use of the device to ensure the student is following the Student Conduct Behavior Code and to ensure that the device is returned in the condition in which it was received.** When using GCPS technology or network access, students are expected to follow the Student Conduct Behavior Code, including respecting others' privacy. Online student accounts to be used for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS email, networked applications, or account or technology access private or confidential in any way.

While the school district does maintain Internet filters, there may be times when a student may accidentally or purposefully discover inappropriate materials online. Gwinnett County Public Schools DOES NOT CONDONE the use of such materials. Inappropriate use of any GCPS technology resource or network access is a violation of the Student Conduct Behavior Code.

For additional information, please go to the GCPS website, <https://gcpsk12.org> and see the *Handbook Information for Students and Families* and *Responsible Use of Electronic Media for Students*.

### GCPS Student Responsibility

#### Device Expectations

- Use 2 hands when carrying device from one location to another
- Do not grab device by the screen
- Keep food, drinks, or other liquids away from the device
- Keep devices on a hard, solid surface like a table or desk
- Place device gently on table or desk
- Keep device within the residence of the student
- The device should not be taken on trips or travel destinations
- Nothing should be placed on top of the device
- When closing device, nothing should be between the screen and keyboard
- Store device in a clean bag when not in use
- Do not place stickers on your Chromebook

## Charger Expectations

- Plug the device into a nearby outlet so that no one will trip over the cord
- When not charging the laptop, keep the charger stored in a secure location
- Chromebook is brought to school each day fully charged.

## Fine Amounts as of July 2023

\*Fines subject to change

In the event your device is damaged, please reach out to your local school. Fees are listed below.

Equipment	First Incident	Second Incident	Third Incident and Beyond
Chromebook	No fine	\$10	\$15
Power Adaptor	No fine	\$10	\$10

In the event your Chromebook is lost, please contact your local school. Fees are listed below.

Equipment	Any Loss
Chromebook	\$25
Power Adaptor	\$10

For additional information visit <https://www.gcpsk12.org/Page/32833>

I understand that by checking out this device, I am accepting responsibility for its care, and I will be charged for any damages accrued while the device is assigned to me/ my student. I understand that students must follow the acceptable use policy, use the devices only for school purposes, and that parents should monitor student device and internet usage.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_