

## Student Device *Responsible Use* Guidelines

- FCPS borrowed Student Device should be used only in conjunction with projects relating to the educational programs of FCPS. It may not be used as a personal or social device for the student.
- The device is valuable and should be treated appropriately. It should not be thrown or dropped. It should never be placed on the roof or hood of a car, on the sidewalk or street, or treated in any way that may cause it to be crushed, dropped, or damaged.
- The Student Device is for your use only. Friends, other students, siblings, cousins, or other people should not use it. Keep away from pets at all times.
- The Student Device should never be left unattended in the classroom, on the bus, in the hallway, in the lunchroom, in the gym, or any other public place.
- The device should not be used near water, household chemicals, food or drink, or other liquids that could damage its electronic components.
- When carried outside, the device must be protected in such a way that rain, snow, ice, excessive heat and or cold will not damage it.
- The device should be kept in a secure location at all times when not in use.
- **All files should be saved in Blackboard or Google Apps for Education, not on the computer hard drive.**
- The device should be fully charged when brought to school for use during the day.
- The device should be powered off completely, one time per day.
- Tech support is provided at your school, for your laptop, during school hours only. **DO NOT TAKE THE LAPTOP TO A RETAIL STORE FOR REPAIR.** The device is covered by a FCPS warranty.
- Tech Staff and a Student tech team are available at a school designated locations and times. Take your laptop to one of the support team members during the advertised hours. Your laptop will be repaired or you will be given a loaner device.
- **School staff should be informed of a lost/stolen device as soon as possible. If you believe your device was stolen, report it immediately to the police.**

Listed below are the items that I received and the cost to replace items if they are not returned at the end of the school year during collection.

- Dell 3300 (\$467.00)
- Dell 90w AC power adapter (\$28.00)

### **KEEP THIS FLYER IN A SAFE PLACE FOR FUTURE REFERENCE**

Note: If you leave the school, it is your responsibility to return all the above items. Any items not returned will be recorded as debt owed to the school.