

Family Responsibilities and Guidelines for Devices

Parents/Guardians are responsible for:

- helping to ensure the digital device is kept safe and secure at all times to avoid breakage, damage, loss, and theft.
- ensuring that the digital device is used for digital learning purposes only outside of school.
- checking the digital device frequently for damage and reporting any issues to the appropriate school personnel.
- reporting any loss of, or damage to, the digital device within 72 hours.
- providing the school with a copy of the police report listing OCPS as the property owner in the event of theft.
- returning the digital device to the school at the end of the school year, during inventory periods, when damaged, upon withdrawal, and/or in instances where the student is suspended/expelled for any reason.

Students are responsible for:

- keeping their digital device safe.
- charging their digital device nightly.
- restarting their digital device weekly to get important updates.
- bringing their digital device to school daily.
- reporting any loss of, or damage, to the digital device within 72 hours.

Financial Liability Parents/Guardians/Students are responsible for the cost of repair or replacement if the device is:

- accidentally damaged,
- intentionally damaged,
- damaged or lost due to negligence,
- not returned at the end of the year or upon withdrawal, and/or
- stolen but not reported to local law enforcement.

PLEASE NOTE THAT ALL DEVICES THAT GO OUT FOR REPAIR WILL BE INITIALLY FINED. This is an automated process outside the school's control. Students will need to check back after two months to see if Repair Depot upheld the fine. If no damage was found, then the fine will be reversed. School personnel are not allowed to determine damage or fines. Device fine notices will be mailed at the end of each month and need to be paid as soon as possible.

FINES:

Fines are assessed in two categories: accident and intentional.

Fines are as follows:

1st Offense:

- 1st Electronic Device Fine: Accident Actual cost of repair/replacement up to \$50.00 max.
- 1st Device Accessories Fine: Accident Actual cost of repair/replacement up to \$10.00 max.
- 1st Electronic Device Fine: Intentional Act or Theft Actual cost of repair/replacement up to \$100.00 max.
- 1st Device Accessories: Intentional Act or Theft Actual cost of repair/replacement up to \$100.00 max.

2nd Offense:

- 2nd Electronic Device Fine: Accident Actual cost of repair/replacement up to \$100.00 max.
- 2nd Device Accessories Fine: Accident Actual cost of repair/replacement up to \$25.00 max.
- 2nd Electronic Device Fine: Intentional Act or Theft Actual cost of repair/replacement up to \$100.00 max.
- 2nd Device Accessories: Intentional Act or Theft Actual cost of repair/replacement up to \$100.00 max.

3rd Offense and thereafter:

- 3rd and thereafter Electronic Device Fine Actual cost of repair/replacement
- 3rd and thereafter Device Accessories Fine Actual cost of repair/replacement