Plano ISD

Student Technology Equipment Checkout Request Form

2020-2021

Campus		Today's Date	Student ID Office Use Only
STUDENT Information			
Legal Name: Last Name	First Name	Middle Name	Birthdate (mm/dd/yyyy)
PARENT / GUARDIAN Information			
Last Name	**First Name**		**Middle Name**

Plano Independent School District (PISD) may provide learning devices and/or WiFi hotspots (*technology equipment*) to students enrolled in its schools. The District understands the need for students to have access to adequate technology resources on and off campus. While no deposit is required, the District expects all technology equipment to be returned in good working condition. Furthermore, as the District prepares for possible school closures due to COVID-19 or other related matters, we are hereby providing relevant notification, instructions, procedures, policies, and processes. This acknowledgment is part of our effort to ensure that all students have the instructional materials they need to fully participate in academic programming and to ensure public resources are effectively maintained.

Students and their parents/guardians are reminded that the use of PISD Technology is a privilege and not a right. Actions taken or materials accessed on any PISD-owned computer, network, or electronic communication device may be monitored by school authorities. It is the expectation that students will bring any Device/Chromebook to school each day charged and ready to use.

Use of PISD Devices/Chromebooks

The Device/Chromebook that will be issued is the property of Plano Independent School District, and is made available as a tool for learning. Like textbooks and other school property, a Device is assigned to the student and MUST be returned to PISD at the end of the checkout term or upon withdrawal or transfer. Use of a Device is subject to PISD Acceptable Use Guidelines, available at: https://www.pisd.edu/domain/9611, and the applicable Student Code of Conduct, available at: https://www.pisd.edu/Page/947. See Use of PISD Devices/Chromebooks

Technology equipment that is used inappropriately, lost, damaged, or defaced may result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, legal action, and/or assessed fees consistent with Policy CMD (Legal). During the time that outstanding fees remain uncollected, the District may withhold student records including, but not limited to, grades, schedules, transcripts, and/or report cards. If full payment cannot be made at one time, a payment plan may be offered by PISD.

General Handling and Required Care of the Device/Chromebook

The Student and Parent/Guardian will be charged for damage or loss of their issued Device/Chromebook according to the fee and fine schedule below. Final determination of applicable fee will be made by the technology department based on a student incident report and acceptance of insurance claim by insurer if applicable.

Item	Repair/Replacement Cost
Full Device Replacement	Up to $300
Hot Spot Replacement	Up to $85
Screen Repair/Replacement	Up to $50
Keyboard/Trackpad Repair	Up to $50
Power Adaptor, Charger Port and/or Audio Jack Replacement	Up to $15 each

Report any existing damage within 48 hours of receiving the device to your campus CTA or helpdesk@pisd.edu.

If you are moving and need to return your device before the next school year please contact your school administrator or campus CTA to make arrangements.

ALL technology equipment will be collected at a designated time each year before students return to classes unless otherwise noted.

Maintain Safe Behavioral Practices with the Device/Chromebook

We have all had to make significant behavioral changes to reduce the spread of COVID-19. The District expects Students and/or Parents/Guardians to continue safe practices.

☐ I have read the *Technology Equipment Checkout Acknowledgment* and understand that I am responsible for any such equipment assigned to my student(s). PISD's Acceptable Use Agreement and related Policies must be followed at all times. I hereby accept responsibility for any damage or neglect that may result from my student using the Device/Chromebook, which may result in monetary charges. I understand that the student may lose their Device/Chromebook privileges as a result of inappropriate behavior in violation of this Acknowledgment, and may be financially responsible for intentional damage, neglect, or avoidable loss to any District issued Device/Chromebook. All items must be returned at the end of the checkout term. I understand that I will be charged for any missing equipment.

☐ **I would like to be provided technology equipment for at-home use**

Signature of Student **Date** **Signature of Parent Guardian** **Date**

OFFICE USE ONLY. Complete only when PISD Technology Equipment is issued

#	Equipment Description	PISD Tag #:	Serial Number:	Date Issued:	Issued by:	Date Returned:	RTN to: