



**DEVICE TAKE HOME
PPSD REGULATION**

<p>Purpose</p>	<p>The purpose of this administrative regulation is to detail the procedures and terms of use for technology devices owned by Providence Public School District (PPSD or District) which are loaned to students to support their academic work.</p> <p>The regulation explains the process, roles and responsibilities for the District, students and parents/guardians.</p>
<p>Definitions</p>	<p>The following definitions apply to this regulation:</p> <p>Device(s): District-owned technology equipment (hardware), including but not limited to computers, laptops, tablets and hotspots and any related equipment including cables and accessories that is assigned to a student for use as a tool to support classwork and learning.</p> <p>District Employee or Employee: All District appointed personnel, pursuant to Providence Public School Board appointments.</p> <p>Parent/Guardian: Any individual who has legal custody over a minor student within the District.</p> <p>Student/Students: All enrolled PPSD students in grades PreK-12.</p>
<p>Standards, Procedures, and Guidelines</p>	<p>1) <u>Terms of Use</u> Students/parents/guardians must comply with the PPSD policies and regulations related to use of District technology and devices at all times both on school property and not on school property. Any failure to comply may result in disciplinary action and the forfeiture of the student’s rights of possession of District property and computing resources. All devices and accessories must be returned in good condition to the school prior to the last calendar day of the school year, unless possession is terminated earlier by District officials or upon the student’s withdrawal from the school.</p> <p>2) <u>Liability</u></p> <p>a) Student and/or parent/guardian must immediately contact the student’s teacher or school’s administration if the device is damaged, lost or stolen.</p> <p>b) The student and/or parent/guardian must file a police report in the case of theft, vandalism and other criminal acts related to the student’s device. A copy of the police report must be provided to the student’s school.</p> <p>c) The student or student’s parent/guardian will be responsible for the repair/replacement cost if:</p> <ul style="list-style-type: none"> ● The damage is due to negligence or deliberate action. ● The device is lost or stolen due to negligence or deliberate action. ● The device is not returned to the District at the end of the school year.

3. Device Tracking and Monitoring

- a) All devices will have software installed to track the device in the event of loss or theft. This software has the potential to track movement and usage both on and off District property.
 - Tracking software will only be enabled in the event of loss or theft to the device or to assist in investigations pertaining to student safety.
- b) All devices leaving District property must include web-filtering software. This software is installed to ensure student safety.
 - Web filtering software will have the capability to track usage of the device both on and off District property.
 - Attempts to turn off or disable web filtering software is prohibited and will be considered a violation of this policy.

4. General Device Guidelines

- a) The District may monitor any information stored on or transmitted with the device. Generally, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.
- b) Devices will be labeled with a District-approved label. This label must not be removed for any reason.
- c) Students and/or parents/guardians must notify the student's teacher or school's administration if the device is not functioning correctly.
- d) Files/documents may not be deleted by anyone other than the original creator/owner.
- e) Inappropriate content cannot be stored, transmitted, or accessed on devices.
- f) Students must login on the device with their assigned username and password.
- g) Students may not share their login information with other individuals.
- h) Each device is assigned to an individual student. Students should never "swap" or "share" their device with another student, with the exception of a hotspot, which may be assigned to a multiple students residing at the same address.
- i) Students and parents/guardians must not attempt to repair a device that is not working properly. A student or parent/guardian should contact the student's school for assistance with troubleshooting. Any device that continues not to work must be returned to the District for repair. Any attempt at repairing the device by unauthorized personnel will result in the student or parent/guardian being liable for the full replacement cost of the device.

5. Device Data Usage

Mobile hotspots that provide access to the internet, as well as tablets with built-in hotspots, provide a certain amount of data per month. The amount

	<p>of data provided on each device is ample for two to three students in one household to access the internet to complete academic work on various platforms, and to participate in virtual classes. Students and households should not use District-owned mobile hotspots to access the internet for recreational or non-academic purposes; doing so will use an excessive amount of data, which will make the hotspots inoperable.</p> <p>6. <u>Responsibilities</u></p> <p>Student</p> <ul style="list-style-type: none"> a) Students are responsible at all times for their device, whether at home or school. b) Students are responsible for bringing their device to school every day, or as instructed by their teacher. c) Students may not loan their device or any associated component to another student for any reason. d) Students are responsible for charging and maintaining the battery in their device daily. e) Students are responsible for reviewing and abiding by individual school and District policies. <p>Parent/Guardian</p> <ul style="list-style-type: none"> a) Parents/guardians are responsible for monitoring their child’s use of the device while outside District locations. b) Parents/guardians are responsible for reviewing the PPSD Acceptable Use Policy with their student c) Parents/guardians must sign an acknowledgement of receiving and understanding this PPSD Device Take Home Regulation. <p>7. <u>Return Procedure</u></p> <p>At the end of the school year, or earlier as determined by the District, students will return the device and all accessories to their school. Devices and accessories will be inventoried and inspected for damage. Students and/or parents/guardians will be responsible for any damage or missing parts pursuant to Section 2 of this regulation.</p>
Legal Reference	Rhode Island General Law § 16-21.6-1. Internet Filtering.
Cross Reference	PPSD Internet Acceptable Use Policy
History	Regulation Issued: March 13, 2020 Amended: August 31, 2021



Device Take Home Contract for Students and Guardians

THE STUDENT

I have read the Providence Public School District's "Device Take Home Regulation" and I understand and agree to abide by the terms of use, and Providence Public School District's rules for use and care of devices owned by Providence Public School District.

I understand that I am solely responsible for the proper use and care for any Device owned by Providence Public School District that is assigned to me and of which I use on or off District property. I acknowledge that Providence Public School District's technology devices belong to the Providence Public School District and that any files, records, electronic mail or other communication may be examined, edited, or deleted by the Providence Public School District at any time, in accordance with the Providence Public School District's policies or regulations. In general, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.

I understand that the use of the Device is a privilege, not a right. I further understand that any violations of the above guidelines will result in immediate suspension of my Device privileges, and that as a result of such violations further disciplinary measures may be taken.

Print Student's Name

Student's Signature

Date Signed



THE PARENT/GUARDIAN

I am the parent/guardian of the above-named student. I have read the Providence Public School District's "Device Take Home Regulation" and I understand and agree to all of the provisions, rules, and regulations delineated within. I hereby give permission for my child to use the Device(s) provided by Providence Public School District. I do understand that my child is required to follow the terms of use of this regulation. I further understand that there is a potential for my child to access information on the internet that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and staff of the Providence Public School District to restrict access to such information, but that my child is ultimately responsible for restricting themselves from inappropriate information.

Print Parent's/Guardian's Name

Parent's/Guardian's Signature

Date Signed