

## ELECTRONIC DEVICES POLICY AND PROCEDURES

### I. TERMS

Parents of scholars that are assigned a take home laptop may be required to pay a non-refundable annual usage fee based on the device. Users will comply at all times with the Jackson Public Schools Student Technology Handbook procedures. Any failure to comply may terminate user rights of possession effective immediately and the district may repossess the laptop.

Jackson Public Schools has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and the JPS Student Technology Handbook policies.

### II. LOSS, THEFT OR FULL DAMAGE

#### *a. Lost Devices*

Should a laptop or electronic device become lost, and its whereabouts become unknown, the student or parent/guardian should immediately notify the school administration. Parents/guardians are responsible for the full replacement cost of the laptop or other device if the damage, loss, or theft is not reported to JPS personnel within three (3) days or on the first day following a school closure/holiday.

Upon receiving a report of a lost device, school personnel should complete the standard *JPS Loss, Damaged, or Stolen Property Affidavit* form detailing the date of the report, the scholar's name, the electronic device, the serial number and JPS asset tag, the school/department, and the circumstances describing the lost device. The *JPS Loss, Damaged, or Stolen Property Affidavit* should be signed by the appropriate school personnel and notarized.

#### *b. Damaged Devices*

If the loss or damage to the laptop or other device is a result of intentional or negligent acts, including but not limited to the removal of serial numbers, asset tags, or other identifying information, the parent will be responsible for the full replacement cost of the device.

Fees for lost, stolen, or damaged devices are included in the JPS Technology Handbook and may vary annually and according to device.

#### *c. Stolen Devices*

In the event a laptop or other electronic device is stolen, a police report should be filed with the Jackson Public School District and/or the appropriate local law enforcement department. Jackson Public School District, in conjunction with the appropriate law enforcement agency, may deploy location software to aid the police in recovering the laptop or electronic device.

Students who leave Jackson Public Schools during the school year must return the laptop, along with any other issued accessories and electronic devices, at the time they leave the district. The laptop, all electronic devices and all accessories should be returned to the school administrator. Fees shall not be refunded after they have been collected.

### III. REPOSSESSION

If the user does not fully comply with all terms of this Agreement and the JPS Student Technology Handbook, including the timely return of the property, JPS shall be entitled to declare the user in breach of the agreement. When a student has breached said agreement, Jackson Public School District shall have the right to come to the user's place of residence, or other location of the property, to take possession of the property- without prior notice being given to the breaching student or parent.

### IV. TERMS OF AGREEMENT

The user's right to use and possess the property terminates not later than the last day of the school year, unless earlier terminated by JPS or upon withdrawal from JPS.

### V. UNLAWFUL APPROPRIATION

Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

### VI. FEES FOR USE OF ELECTRONIC DEVICES

#### Usage and Damage Fees

- Parents/guardians may be required to pay a non-refundable annual usage fee. This usage fee does not cover damage or loss of the device.
- Damage fees shall be set by incident frequency (i.e. 1st damage incident, 2nd damage incident) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If a laptop or electronic device's loss or damage is a result of intentional or negligent acts, the parent may be responsible for the full replacement cost of the device. Additionally, a filed police report is required for all stolen devices.
- Any damage must be reported to school authorities immediately. Power adapters and all accessories must be returned in full work condition or paid in full.
- Intentionally or negligently removing or altering the JPS asset tag, manufacturer serial number, or [EM1] other identifying information on the exterior of any device is prohibited and shall result in the parent being charged the full replacement cost of the device.
- The District may disable the laptop remotely to protect the device and/or data on the device.

#### Fee Structure

- First damage occurrence: \$40
- Second damage occurrence: \$40 plus the repair costs outlined in the handbook and possible loss of laptop take home privileges.
- Third damage occurrence: Total cost to repair or replace the device or fair market value and loss of take-home privileges.
- The full replacement cost for the charger will be assessed for all damaged or missing chargers for all electronic devices.
- The cost for repairs and replacements for devices and chargers varies by device and is set annually and published in the JPS Technology Handbook.

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