

Spokane Public Schools Laptop Checkout Agreement

To use district technology, students must follow all district policies and procedures including the [SPS Acceptable Use of Electronic Resources](#), local, state, and federal laws. Students are expected to use district technology and network resources responsibly and to keep district-issued devices safe, secure and in good working order.

General Care

1. Leave district-applied stickers displayed; do not tamper with or remove any stickers. **Do not attach stickers to your device.**
2. Clean the screen with a soft, dry cloth or computer-specific alcohol wipes if needed (do not use Clorox, baby or Lysol wipes on the screen). Never clean a laptop with sprays.
3. Report any damage to the device as soon as possible by calling (509)354-7636.
4. Never leave the device unattended for any reason. **Do not leave the device in a vehicle.**
5. Students should not have an expectation of privacy when using district resources.

Parent/Guardian Responsibilities

If students are assigned a district laptop to take home, families are responsible for all damages outside school whether intentional or accidental. Responsibility for repair will be determined by the SPS Technology Department.

Fees may be collected to cover damage to a district laptop [per district policies](#). These fees will be determined by the SPS Technology department and will not be refunded. Fees must be paid before a student receives their repaired or replaced device. Failure to pay fees promptly results in a student being loaned an older laptop for use only while at school.

Damage occurring at school and/or by another student should be reported immediately and responsibility for damage will be assessed by school administrators and the SPS Technology Department. Fee payment can be paid on the [SPS Online Payment System](#) or at your student's school office. Spokane Public Schools does not support personal devices on our network.

Technology Fee Schedule

Description	Fee
Laptop – due to loss or damage beyond repair	\$314.00
LCD Display Replacement	\$140.00
Pen Replacement	\$35.00
Power Brick Replacement	\$36.00
Other Minor Damage (per item) includes but not limited to: touchpad, keyboard, hinges, top/bottom cover	\$45.00

Laptop Insurance (optional): Families may purchase insurance for district laptops at the cost of \$30 per year per device. The insurance program covers damage occurring during the school year as stated on the [SPS school calendar](#). Insurance covers one laptop replacement or repairs not to exceed \$314. Any costs over \$314 are the responsibility of the family. **This insurance does not cover lost laptops or replacement of laptop accessories such as power cords and styluses.**

To participate in the laptop insurance program, a payment must be made on or before the first school day of November for coverage for the school year on the [SPS Online Payment System](#). New or transfer students may purchase insurance within 30 days of enrollment. In the event of a school closure, families may opt into the laptop insurance program for 30 days following the closure.

Stolen devices **are** covered by laptop insurance. To initiate this coverage, a police report must be filed with Crime Check at (509)456-2233 and reported to SPS Security Department at (509)354-7345.

Monitoring Student Use

Spokane Public Schools makes every effort to provide students with the necessary tools and information to ensure safe use of devices at home which includes district internet filtering and tracking software on all devices.

Parent involvement is critical for keeping students safe online.

Suggestions:

- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements.
- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen), not in bedrooms.
- Demonstrate an interest in what your child is doing on the device. Ask questions and ask to see their work often.
- View your child's online activities to look at their work including comments and feedback from teachers & peers.
- Put all electronic devices "to bed" and charge for the night at a designated time.
- [Common Sense Media](#) has information on how to support your students with using technology for learning.

Getting Help:

If you need technical support for a district laptop, call (509)354-7636 between 7:30 and 4:00 Monday-Friday or email techrequest@spokaneschools.org and you will be contacted by phone or email.

Returning the Device:

Checked out laptops are to be returned to your student's school by the last day of the school year. Students will be charged the laptop replacement fee of \$314 plus the cost of accessories if not returned on time or in good working order. If families return laptops after the last day of school and it is determined that the laptop is damaged, the family will be charged the full cost of any repairs. The insurance fee only covers damage reported *during the school year*. Instructions for returning devices will be provided by your school. Should your student need a laptop for summer school, a laptop can be checked out to them for that purpose, by their school, to be returned by the last day of summer school.

Student age 18+/Parent/Guardian Authorization for Device Checkout Agreement

I have read and understand the above information and I authorize Spokane Public Schools to checkout a district laptop to my child. I understand this agreement will remain in effect until my student returns the device to their school. I acknowledge, understand, and accept the risks and responsibilities related to my student being issued an SPS device.

X

Student 18+/Parent/Guardian