

Spokane Public Schools Laptop Checkout Agreement 2023/24

Taking a Spokane Public Schools student device home accepts all terms and conditions detailed in this 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 to your school immediately.
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 may be responsible for damages outside school whether intentional or accidental. Responsibility will be determined by the SPS Technology Department.

Fees will be assessed to cover damage to a district laptop [per district policies](#). These fees will be determined by the SPS Technology department based on inspection of the equipment. Fee assessment to student account is not immediate and will not be refunded. Fee payment can be paid on the [SPS Online Payment System](#) or at your student's school office.

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. A device being damaged beyond repair may result in a lost laptop fee. Spokane Public Schools does not support personal devices on our network.

Technology Fee Schedule

Description	Fee
Laptop - Due to Loss	\$424
Power Cord Replacement	\$28

If a device was stolen, a police report must be filed with Crime Check at (509)456-2233 and reported to SPS Security Department at (509)354-7345, otherwise it will be fined as a lost device

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, please contact your school staff who can provide guidance on your specific technical issues.

Returning the Device:

Checked out laptops are to be returned to your student's school by the last day of the school year or when students transfer out of the district. Students transferring to another district site should also turn their device in and check out a new device from the destination site. Students will be charged the laptop replacement fee plus the cost of accessories if not returned on time. If families return laptops after the last day of school and it is determined that the laptop is damaged or accessories are missing, the family may be charged for repairs/replacement. 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.