Grades 3-12 Laptop Distribution Plan

Guidelines and Dates of Distribution with Students

*Note that any student with outstanding fees should not be issued a new Chromebook and efforts made to collect on these during the school year.
Devices will be available for daily checkout for these students but should not be taken home. Fees for student Chromebooks are $303.00 and $25.00 for power supplies.

Expectations of Chromebook use in schools:

• The laptop is an educational tool and should be used in that capacity only.

• UCPS students are the only authorized users of the assigned laptop.

• Do not eat or drink near the laptop. This includes bringing it to a lunch table!

• Do not rest pencils/pens or other items on the keyboard. Accidentally closing the laptop with items on the keyboard damages the screen.

• Cyberbullying will not be tolerated.

• Students should not try to bypass the district filter in any way. This includes, but is not limited to, the use of proxy avoidance sites.

* The student is to take reasonable care and use of these devices. Any abuse or repairs for neglect will be the financial responsibility of the student.

* Parental Acceptable Use forms in English and Spanish are accessible on the UCPS Technology Page by clicking **here**.

* Privacy is guaranteed with the use of any technology device in UCPS.

Grades 3-5

- During the first 10 days of school, Chromebooks should be distributed to all students. Each location will have the flexibility to devise specific plans meeting this expectation.
- Each student should have completed internet safety pledge and agree to acceptable use policy within this document during this same time period.
- Assignment of devices will be a team effort using resources from the Media Center staff and Desktop Support Engineers to accomplish this task.

Grades 6-8

- Students should bring the Chromebook back to school on the first day of school. New student Chromebooks should be distributed to all students within first 10 days of school. Each location will have the flexibility to devise specific plans meeting this expectation.
- Each student should have completed internet safety pledge and agree to acceptable use policy within this document during this same time period.
- Assignment of devices will be a team effort using resources from the Media Center staff and Desktop Support Engineers to accomplish this task.

Grade 9-12	- Students should bring the Chromebook back to school on the first day of school. New student Chromebooks should be distributed to all students within first five days of school. - Each location will have the flexibility to devise specific plans meeting this expectationEach student should have completed internet safety pledge and agree to acceptable use policy within this document during this same time period. - Assignment of devices will be a team effort using resources from the Media Center staff and Desktop Support Engineers to accomplish this task.
Resources	- Teacher and student technology resources can be found on the UCPS web page. - Extra Chromebooks should be in your school for new students. - The Technology Services help desk can be accessed from any school and/or work location within the UCPS domain by clicking on this link: Technology Services Help Desk.