



Southington Public Schools Student Device Guidelines



Southington Public Schools (SPS) provides a Chromebook, or other appropriate device, to each student in grades K-12 as part of their instructional materials. Devices are intended for schoolwork only, to be used in classroom and/or home use. All devices are the property of Southington Public Schools.

Like all instructional materials, students are expected to use SPS issued technology responsibly by keeping devices safe, secure, and in working order. Care of all instructional material, including any device assigned to a student by Southington Public Schools, is the responsibility of the student to which they are assigned and the parent/guardian. This includes any costs associated with damage, loss, or theft. This document's purpose is to tell students and parents/guardians the program's expectations. In addition, all SPS families are offered the option of a Device Protection Program, to assist SPS families in covering costs resulting from accidental damage, loss, or theft.

For more information, please see the board policies related to technology:

[6141.9 - Responsible Use of Technology for Students](#)

[6162 - Care of Instructional Materials](#)

RECEIVING A DEVICE

Pre-Kindergarten Students:

Classrooms are outfitted with the appropriate devices for classroom use only. Pre-Kindergarten students are not assigned individual devices, unless required via IEP or 504 plan. If remote or hybrid learning is mandated by the Southington Public Schools Administration, arrangements will be made on an as-needed basis to provide appropriate learning materials, including devices to students.

Grades K-3:

Students in Kindergarten to Grade 3 will have access to an SPS assigned device in their classroom. The device will be individually assigned to each student and may not be shared with other students. The assigned device will remain in the classroom for daily use. These devices will be available to students in grades K-2 for home use only if SPS district administration determines that remote or hybrid learning is necessary. Then, the student will be provided with a charging adapter and protective case. Students in grade 3 will be allowed to take devices home at the classroom teacher's discretion, as needed for the curriculum. Near the end of a student's 3rd grade year, they will receive an assigned device that they will use over the summer and follow the guidelines below for grades 4-12.

Grades 4-12:


Students in Grades 4-12 are provided with a district issued Chromebook (or another appropriate device). School issued devices are assigned to the student for use for the period of the device's useful life, which is 4-5 years. It is the expectation that the students bring their SPS device home with them daily. The student is responsible for bringing their SPS device to school every day, fully charged. All student devices issued include a charging adapter and a soft-sided case.

Assistive Technology

In some cases, via IEP, 504 or other special circumstances, SPS may issue a student a specific device based on their learning needs. This policy also covers accidental damage or theft of these devices.

DEVICE RESPONSIBILITY AND CARE

All students are responsible for the basic care and use of their district issued device. Basic care includes (but not limited to) the following guidelines:

- Do not consume food or drink near the device.
- Do not write or draw on the device.
- Do not adhere stickers or labels to the device.
- Do not tamper with or remove Southington Schools district labels from the device.
- Do not carry device with the screen open.
- Do not remove from protective shell case (if applicable).
- Always log out of device and power down the device when not in use and in storage.
- Do not leave the device in an unlocked car or unsupervised public area.
- Do not leave in a car or any area where the device is subject to extreme heat or cold.
- Do not cover device vents or fans, or place device under blankets or pillows, to prevent overheating and fire.
- Keep device in the district protective case when not in use.
- Do not lean on or place heavy objects on the device.
- Do not place objects inside the case (i.e., pencils) that could cause damage when closing the cover.
- Do not scratch or poke the screen. Devices are not touch screens.
- Do not place any object inside any of the usb ports or headphone jacks, other than compatible usb connector or headphone jack.
- Clean device using only the following recommendations:
 - **Always** power down your device by holding the power button  and disconnect any charging cables.
 - **Never** use harsh cleaning supplies like bleach, full strength Isopropyl Alcohol, Ammonia based products.
 - Use compressed air to remove dust or dirt that may be lodged in your keyboard or ports. Never insert anything into the spaces to clean (i.e., paperclip, toothpick, etc.)
 - Gently wipe down the Chromebook screen, keyboard, and case with only a small amount of pressure.
 - Use lens and screen cleaning wipes specifically designed for eyeglasses, tablets, cameras, computers.
 - A mix of 40% Isopropyl alcohol and distilled water sprayed lightly on a soft cloth can also be used to clean the device. (Never spray directly onto the device)
 - A microfiber cloth can be used to dry the device after cleaning.

RETURNING A DEVICE

Withdrawal from Southington Public Schools

SPS Student Devices are assigned to the student while enrolled in Southington Public Schools. Students who graduate, withdraw, are expelled, or terminate enrollment must return their SPS issued device immediately upon exit. Devices must be returned in working condition and must include the assigned charging adapter. Parents/Guardians will be notified via mail or email with a return date. Should the SPS issued device/accessory not be returned to Southington Public Schools within 14 calendar days of exit, Parents/Guardians will be invoiced for the full replacement cost of the device and/or accessory.

STUDENT DEVICE PROTECTION PROGRAM (DPP)

Program Description: The SPS Student Device Protection Program (DPP) is designed to assist students and families in covering any costs resulting from accidental damage, loss, malfunction, or theft. Southington Public Schools reserves the right to charge repair or replacement costs for any device damage or loss caused by student negligence.

Enrollment & Start Date

Families of 3rd grade students can enroll early when they receive the device at the end of 3rd grade. This will provide coverage for the summer following the student's 3rd grade year, the entire 4th grade year, and the summer following 4th grade. Families choosing this option must do so no later than the last day of 3rd grade. All other families with students in grades 4-12 can enroll during the first week of school. Coverage is effective from the first day of the school year until the first day of school for the following year. Device Protection Program must be renewed annually.

Families can choose to enroll in the program after the open enrollment period, however, inspection of the student device by a Technology Analyst will be necessary. Any damage found during inspection will not be covered.

Families entering Southington Public Schools mid-year will have 30 calendar days from the first date of enrollment to enroll in the Device Protection Program without an audit.

Insurance Premium

Annual cost of Student DPP: \$35.00 (per student device). Enrollment in September will include the school year and the following summer.

- Premiums can be paid by cash or check to the school office, or electronically through ParentSquare.
- Premium paid is non-refundable should the student withdrawal from the district. If the student returns in the same year as premium was paid, coverage for that year will resume at no cost.
- Families with more than two students may choose the family plan of \$80.00 per year. This would cover all devices assigned to a single household.
- Families who qualify for free or reduced meals are offered a reduced price for the cost of insurance program. If you have not filled out the application for free/reduced meals, please contact your student's school office.

Warranty & Manufacturer Defects

Students and families are not responsible for any costs (including deductible) associated with repairs due to manufacturer malfunction, or those under the Manufacturer's Warranty. If the cause is determined to be due to manufacturer defect, the following *may* be covered:

- Battery not holding a charge.
- Device will not boot or start the operating system.
- Screen will not illuminate.
- Trackpad or Keyboard not working.
- Camera/Microphone malfunction

Damage resulting from another student's actions

There are occasionally instances where another student is responsible for damage to a Chromebook. In these instances, the actions and damage must be reported to the school's office and an investigation will be conducted. If it is verified that the damage to a Chromebook is the result of another student's actions, the costs of the repair will be assessed to the family of the student who caused the damage.

Device Protection Plan Coverage Details

The SPS Student DPP will cover repairs or replacement of damaged equipment due to normal use, accidental damage, and loss. The program does NOT cover any damage or loss caused by intentional misuse or neglect. For any damage not covered, students and/or parents will be financially responsible for any repairs or replacement.

What is covered

- Key, Keyboard replacements	- Theft, burglary, robbery (requires official police report)
- Keyboard, Palm Rest, Touch Pad replacement	- Battery Replacement
- Screen Replacement	- Coverage for any device loaned to a student while theirs is under repair.
- Accidental Damage, drops, liquid spills, submersion	- Power surge
- Fire, flood, natural disaster	

What is not covered

- Lost Chromebooks (without a police report)	- Excessive scratches/wear/cracks to device exterior
- Lost, damaged, or broken chargers or cases	- Any damage caused by tampering with hardware components or the operating system
- Intentional marking, defacing, removal of SPS Asset label, physical abuse	
- Intentional damage to another student’s Chromebook	

Deductibles

For covered Accidental Damage or Loss: \$0 Deductible* for the 1st occurrence. The device will be repaired at no cost to the student/family. After the 1st occurrence the deductible increases to \$50.00, or cost of repair/replacement (whichever is lower).

Repair/Replacement Costs (eff. 8/1/2023*)	
Chromebook Part	Associated Cost
Entire Device**	\$250
Screen	\$50
Keyboard	\$50
Approved/Compatible Charger	\$35
LCD Bezel	\$30
LCD Hinges	\$25
Replacement of Soft Protective Case	\$15
<i>*All costs will be reviewed and updated annually on the Technology Department Website. **Full device replacement may be required under certain types of damage, as some components are directly connected to the system board. This will be determined by the technician.</i>	

Policy Void – Policy will become void for the term if the following occurs. If voided, full replacement/repair costs will be the responsibility of the student/family:

- More than 3 claims are made during the policy term/school year.

- The determination is made by the Technology Department or School Administration that the damage is a result of intentional neglect or abuse of the device.

OPTING OUT OF DPP

The SPS Student Device Protection Program is a voluntary program. Therefore, all families are given the choice of participating in or opting out of the SPS Device Protection Program. For those opting out, full replacement cost of damaged or lost devices and/or accessories is the responsibility of the family. Please see the chart above for estimated costs.

Protective Cases

SPS will provide students with a soft-sided carrying case. If you choose not to enroll in the DPP, it is strongly recommended that you consider purchasing one of the protective cases listed below. If you need help determining the correct case for your student's Chromebook model, please contact the school and ask to speak to the on-site technician.

[Purchase Dell 3100 Chromebook Protective Case](#)

[Purchase HP G8/G9 Chromebook Protective Case](#)

[Purchase HP G6 Chromebook Protective Case](#)