

1 **Policy 8.124 -- School District of Palm Beach County**  
2 **Electronic Device Take Home Policy**  
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5 **Purpose:** School District of Palm Beach County students may be issued electronic  
6 devices. These devices are for instructional use to support curriculum goals and will be  
7 available for students to use at home or in school. This Policy provides students and their  
8 families/guardians with information about standards and expectations.  
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11 **1. Parent/Guardians and Student Expectations**  
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13 **a. Acceptable Use Policy** -- Students shall adhere to School Board Policy  
14 8.123 Technology Acceptable Use Policy for Students. Violation of Policy  
15 8.123 or the standards required therein may result in disciplinary action as  
16 set forth in School Board Policies 5.1812 and 5.1813. Further, the IT User  
17 Standards and Guidelines Manual provides that all users must utilize the  
18 District's information resources and technology only for purposes  
19 specifically approved by the District (the IT User Standards and Guidelines  
20 Manual is located on the Electronic Device Take Home Policy 8.124  
21 Resources page on the Department of Educational Technology Website).  
22 The District's information resources and technology must be used in a  
23 responsible, efficient, ethical, and legal manner in accordance with the  
24 mission of the School District of Palm Beach County. Students may not  
25 remove, try to circumvent, or tamper with any District device or its security  
26 controls.  
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28 **b. Ownership** -- The electronic device that is issued to the student is the  
29 property of The School Board of Palm Beach County and must be used as  
30 an educational tool. Failure to comply with the District's Technology  
31 Acceptable Use Policy for Students (School Board Policy 8.123) or the  
32 provisions in this Policy may result in the loss of take-home privileges on a  
33 non-discriminatory basis. The School District of Palm Beach County  
34 reserves the right to demand the immediate return of the equipment at any  
35 time.  
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37 **c. Notification of electronic device procedures** -- Schools shall notify  
38 parents/guardians of this Policy, which includes information on student and  
39 parental responsibilities for electronic devices. This could include  
40 publications such as school handbooks, newsletters, and other  
41 communications to parents. During open houses and/or parent meetings,

42 the principal and teachers shall communicate how electronic devices are  
43 used to achieve the curricular objectives of the school.

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- 45 d. Students shall adhere to the provisions in this Policy 8.124.
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- 47 e. Additional guidance is given for students in the Policy 8.124 Student  
48 Guidelines document and is located on the Electronic Device Take Home  
49 Policy 8.124 Resources page on the Department of Educational  
50 Technology Website.
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- 52 f. Additional guidance is given in the Policy 8.124 Frequently Asked Questions  
53 for Parents (Policy 8.124 Frequently Asked Questions for Parents is located  
54 on the Electronic Device Take Home Policy 8.124 Resources page on the  
55 Department of Educational Technology Website).
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## 57 2. Accountability

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- 59 a. **Resource Manager** -- All electronic devices are the property of the School  
60 Board of Palm Beach County and will be issued to students by using  
61 Resource Manager Software. Schools shall also keep a record of the  
62 devices issued to students including student names and device serial  
63 numbers. All newly implemented devices shall be barcoded and scanned  
64 out to students and teachers and tracked using Resource Manager  
65 Software.
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- 67 i. Management of devices -- Each school principal shall designate a  
68 Chromebook/Device Manager, who shall keep an electronic record  
69 of materials issued or scanned out through the Resource Manager  
70 Software.
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- 72 ii. Inventory and storage of excess materials -- An electronic record of  
73 all excess devices in storage shall be maintained. After student and  
74 teacher devices have been issued, the Chromebook/Device  
75 Manager shall adjust records to accurately reflect inventory.
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- 77 b. **Periodic device checks** -- Schools shall conduct period electronic device  
78 checks at least once per grading period.
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- 80 i. If the technology has a failure of an internal part and is covered in full  
81 under warranty, it will be replaced at no cost.

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- ii. If a device is damaged and a warranty covers those damages, a parent will not be charged fees.
- iii. If the technology assigned to a student is lost, stolen or damaged through negligence, vandalism, or failure to follow proper care guidelines, and is not covered in full by any warranty, then the parent/caregiver is responsible for the cost of repair or replacement according to the Student Device Return FAQ (the Student Device Return FAQ is located on the Electronic Device Take Home Policy 8.124 Resources page on the Department of Educational Technology Website).
- iv. In the event the device is stolen, the parent/guardian must submit a police report to the School Principal within 48 hours of discovering the theft. If the proper documentation is not submitted, the parent/caregiver may be held responsible for the stolen device based on a non-discriminatory determination.

### 3. Storage of Inventory

- a. A physical count of all devices that were not issued to students or teachers and are stored in either central storage spaces or classrooms shall be conducted at year end and reported to the school's Chromebook/Device Manager. A written or electronic record of the school's quantities and locations of all devices must be available over the summer months. Principals shall have access to this information in the event that some devices may need to be transferred during the summer months due to reasons such as loss of enrollment or opening of a new school in the area.

#### i. Collection of Devices

- 1. In the event of a public health emergency or other extenuating circumstances, the Superintendent may modify the annual collection of devices process as needed to facilitate instruction.
- 2. **Students** -- At the end-of-year checkout or when a student leaves during the school year, the student shall return devices to the principal/designee, even if a student transfers to

122 another school in the District, because the devices are  
123 assigned to the school where issued.

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125 **3. Logging return of devices by students --** At the end of the  
126 school year or term, students shall return devices issued to  
127 them for that year or term. All devices returned from students  
128 and teachers that are checked in and out using the Resource  
129 Management System shall be scanned in.

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131 **4. Report of lost/damaged student devices --** Any missing  
132 devices must be reported in writing to the  
133 Chromebook/Device Manager and school bookkeeper. The  
134 report will include the student name, student number, and  
135 device serial number.

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137 **5. School-wide inventory counts and reporting of final**  
138 **losses --** A physical count of all devices returned at the year  
139 end, and a count of devices in storage shall result in the  
140 school's final inventory at year end. All documented lost  
141 devices shall be reported in the Resource Manager Software.

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143 **ii. Collection of End-of-Year Obligations**

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145 **1.** Any student with electronic device obligations at the end of  
146 the school year will be placed on the obligation list; the  
147 parent/guardian shall be notified; and the principal/designee  
148 shall make reasonable collection efforts.

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150 **iii.** Devices that are lost, destroyed, or unnecessarily damaged, shall be  
151 charged according to the Student Device Return FAQ (the Student  
152 Device Return FAQ is located on the Electronic Device Take Home  
153 Policy 8.124 Resources page on the Department of Educational  
154 Technology Website).

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156 **iv. Notice to parent/guardian --** Notice shall be given to the  
157 parent/guardian of any end-of-year device obligations and all  
158 communication with students and parents, verbal and written,  
159 including telephone calls, parent conferences, certified letters and  
160 letters from the Office of General Counsel shall be kept on file.  
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162                           **v. Tracking obligation status** -- Schools shall use the Resource  
163                           Manager to track obligations.

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165 RULEMAKING AUTHORITY: Fla. Stat. §§ 120. 81 (1) (a); 1001.32(2); 1001.41(2)  
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167 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.32(2); 1001.43(2) & (3)  
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169 STATE BOARD OF EDUCATION RULE SUPPLEMENTED: Rule 6A-1.09983, Fla.  
170 Admin. Code

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172 HISTORY: \_\_\_/\_\_\_/2021  
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