Dear Families,

This year our school will continue to implement FCPSOn, the instructional transformation plan that will allow teachers to personalize learning by increasing access to resources that promote inquiry-based learning. In order to do this, students in kindergarten through sixth grade will once again be personally assigned a laptop to use throughout the school day.

Students in grades three through six will have the option to take the device home as needed, if a signed Laptop Checkout Form has been returned to the school office. Students will not be permitted to take the laptops off of school property until the Laptop Checkout Form (page 3 only) has been returned to the front office.

The information in this letter and the form can be found in various languages on the Technology page of our school’s website. Look for the Laptop Checkout Form section.

As we continue to build upon our current 1:1 initiative, please keep in mind that this will be a continual learning experience for both school staff and families. For this reason you should understand that the transformation will be a gradual process that will allow us to build an efficient foundation that promotes the FCPS Portrait of a Graduate.

For more detailed information about FCPSOn, please visit the Technology page of our school’s website and look for the FCPSOn section.

After reviewing this information, if you have any further questions, please feel free to contact your child’s school.

Sincerely,

The Instructional Leadership Team
Student Device Guidelines

- FCPS borrowed Student Device should be used only in conjunction with projects relating to the educational programs of FCPS. It may not be used as a personal or social device for the student.
- The device is valuable, and should be treated appropriately. It should not be thrown or dropped. It should never be placed on the roof or hood of a car, on the sidewalk or street, or treated in any way that may cause it to be crushed, dropped, or damaged.
- The Student Device is for your use only. Friends, other students, siblings, cousins, or other people should not use it. Keep away from pets at all times.
- The Student Device should never be left unattended in the classroom, on the bus, in the hallway, in the lunchroom, in the gym, or any other public place.
- The device should not be used near water, household chemicals, food or drink, or other liquids that could damage its electronic components.
- When carried outside, the device must be protected in such a way that rain, snow, ice, excessive heat and or cold will not damage it.
- The device should be kept in a secure location at all times when not in use.
- The device should be fully charged when brought to school for use during the day.
- All files should be saved in Blackboard or Google Apps for Education, not on the computer hard drive.
- Tech support is provided at your school, for your laptop, during school hours only. DO NOT TAKE THE LAPTOP TO A RETAIL STORE FOR REPAIR. The device is covered by a FCPS warranty.
- Tech Staff and a Student tech team are available at a designated location, before school and during lunch sessions. Take your laptop to one of the support team members during the advertised hours. Your laptop will be repaired or you will be given a loaner device.
- School staff should be informed of a lost/stolen device as soon as possible. If you believe your device was stolen, report it immediately to the police.

- Listed below are the items that your student will receive and the cost to replace items if they are not returned at the end of the school year during collection.

  HP Probook Laptop ($355.00)
  HP power adapter ($38.00)
  Device Sleeve ($12.00)

KEEP THIS FLYER IN A SAFE PLACE FOR FUTURE REFERENCE

Note: If your student leaves the school, it is your responsibility to return all the above items. Any items not returned will be recorded as debt owed to the school.
PARENT/GUARDIAN AND STUDENT AGREE TO THE FOLLOWING CONDITIONS:

1. Parent/Guardian and student will review all aspects of the Fairfax County Public School’s Student Rights and Responsibility, the Acceptable Use Policy for Network Access, and the Responsible Use Guidelines. These documents apply to the use and care of the Student Device both at school and outside of school.

2. The Student Device will be designated for use by the undersigned student.

3. Accessing the internet via the Student Device shall be used for instructional purposes and not for recreational or employment activities.

4. FCPS has the right to recall and review the contents of the reports produced by the installed filtering software, which tracks usage data, time of day of access and captures internet browsing history.

5. FCPS has the right to recall and review the contents of the Student Device at any time including any personal information that may be stored on or accessible by the device.

6. Device use unrelated to the FCPS educational program (including but not limited to downloading of personal games or music, and installing additional applications) are prohibited.

7. Once the Student Device is returned, data the student may have stored on the device will no longer be accessible.

8. The Student Device comes equipped with an Internet content filtering service configured to limit student access to harmful and inappropriate Internet sites. Parents and guardians are still responsible for monitoring their students’ use of the Device.

9. The Student Device and accessories will be surrendered immediately upon request of the instructor or other school official.

10. Parent/Guardian and/or student accepts full responsibility for the Device. Parent/Guardian agrees to reimburse the school for any damage caused as a result of student negligence or misconduct regardless of where the damage occurs.

11. Parent/Guardian will reimburse for the cost of Lees Corner Elementary School a replacement should the Student Device be lost, stolen or damaged. The costs incurred will not exceed the original cost of the device and its accessories. In the case of lost, stolen or damaged equipment, parent/student agrees to contact the school within five business days so that appropriate procedures can be put into action to ensure replacement. If a device is lost or stolen and the replacement cost creates a financial hardship, the parent/guardian must contact the student’s counselor to determine a solution to this difficulty.
LAPTOP CHECKOUT FORM

By signing this form you are stating:
• that you have read the Student Device Guidelines (page 2),
• that you agree to the conditions listed on the Student Device Check Out Program Acceptance of Responsibility and Home Use Agreement (page 3), and
• that you consent to allowing your child to transport their FCPS issued laptop off of school property.

Please be informed that while all students will have access to a school device during the school day, they may also choose to bring a personal device.

Please note the following information concerning the use of personal device:

1. Every student will need a device to access instructional material/content frequently. If a personal device is used in place of a FCPS issued device, the personal device must have a keyboard and be compatible with Google Apps for Education and Microsoft Office. Smartphones are not an acceptable substitute.

2. Be aware, some FCPS instructional applications are not licensed for installation on personally owned devices.

3. School tech support will not be available for personally owned devices.

4. Personal devices must be compatible with the school Wi-Fi.

________________________________________________________________________
Name of Parent or Guardian

________________________________________________________________________
Parent or Guardian Signature /Date

________________________________________________________________________
Name of Student & Homeroom Teacher

________________________________________________________________________
Student ID #

________________________________________________________________________
Student Signature/Date