



# 1:1 Device Protocol

## Students Expectations

- Ensure laptop is fully charged for school
- Carry laptop in a proper case or bag
- If a repair is needed, let your teacher know
- Only install, download, or use software that is authorized by FPS (Company Portal, FPS APP Store)
- Keep your password safe
- Do not put stickers or ink on your laptop
- If cleaning laptop, ensure the product is an approved product for laptops
- Do not eat food or drink near your laptop
- Never carry devices by screen or leave unattended on the floor or slippery surfaces
- Exposure to direct sunlight or extreme temperatures can be damaging
- All data stored on an FPS laptop is subject to review by school personnel
- Understand that all school-assigned devices are subject to all FPS policies & rules, along with state, local & federal laws
- Your internet access is filtered

## Parents/Guardians Expectations

- Understand that all school-assigned devices are subject to all FPS policies & rules, along with state, local & federal laws
- Monitor your child's computer use/screen time and talk with them about internet safety and digital citizenship at home.
- Responsibility for fees due to loss or damages not covered by warranty or protection plan
- Return FPS assigned technology and accessories upon the request of FPS or withdrawal from school
- Consent for your student(s) device and use of M365 and other digital learning resources
- Complete online student registration (yearly)

## Staff Expectations

### Technology Department

- Ensure a clean environment when performing repairs—follow guidelines for disinfecting
- Use appropriate PPE when making repairs, e.g., face-covering and wiping down the device with approved wipes
- Provide "loaner" device during repair if needed (subject to availability)
- Provide self-service technical support resources

### Teachers/Guidance/Staff

- Provide instruction on internet & email safety and age-appropriate digital citizenship skills
- If students need laptop repairs, assist with placing a helpdesk ticket to schedule assistance
- Assist students with looking up usernames and passwords
- Communicate the location of drop-offs repair centers and other technical support information
- Review guidelines with students for caring for laptops
- Ensure students can log on to laptops and understand how to navigate to necessary programs for class

### Administration - Technology

- Ensure each teacher has appropriate technology for remote learning.
- Monitor and assist teachers with the delivery of content to students
- Provide appropriate professional development opportunities
- Work with nonteaching staff to establish roles and responsibilities to support students during remote learning
- Share information about other resources to support families with remote learning and technology needs

## Caring for Devices- Students



### HOW TO CARE FOR YOUR DEVICE



**CLEAN YOUR DEVICE WITH APPROVED PRODUCTS**



**DO NOT ATTEMPT TO REPAIR YOUR OWN DEVICE, LET A TEACHER KNOW**



**CARRY DEVICE IN A PROPER BAG OR CASE**



**DO NOT LEAVE IN EXTREME TEMPERATURES**



**DO NOT CARRY DEVICE BY SCREEN, CLOSE WHEN CARRYING**



**DO NOT PLACE HEAVY OBJECTS ON TOP OF DEVICE**



**FOOD AND DRINKS ARE NOT ALLOWED AROUND THE DEVICE**