

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 500-33
Subject:	SCHOOL SUPPLIES / MATERIALS AND INSTRUCTIONAL FEES	Issued: 7/1/86
Preparing Office:	Office of the Superintendent	Amended: 10/18/18

I. Policy

II. Procedures

Under no circumstances should a student be denied access to any Frederick County Public Schools (FCPS) sponsored course or activity in the instructional program due to their financial situation. School administrators shall monitor the costs and scheduling of instructional activities to keep the financial burden within fair and reasonable limits for all families.

A. Schools may request, but not require, that students provide specific school supplies and may charge fees for workbooks, newspapers, physical education uniforms, industrial arts, home economics, and other materials that will become the student's personal property when the course or project is completed. However, there will be no penalty or other consequences for students who do not purchase the supplies, nor can students be denied admission to programs if they do not purchase their own. Students and parents will be notified of the process for requesting an exemption. In the event of financial or other restrictions, students and parents are encouraged to work with the teacher, counselor, or administrator to find alternative ways to obtain essential equipment or supplies and waive other fees that may prevent a student from participating.

B. Supplies

All requests for students to purchase materials or pay fees shall be subject to the approval of the principal.

The principal of each school shall ensure that a list of materials requested for each grade level in grades kindergarten through eight and in each subject in senior high is developed and provided to parents by July 1.

Requests shall be moderate so as not to impose a financial burden on students.

C. Materials of Instruction

Generally, participation in any instructional activity that occurs during the school day is free of charge and all materials are provided, including:

1. Instrumental Music – Students may choose to purchase or rent a musical instrument, but this will not be a requirement for participation.

2. Photography – Cameras may be requested for students, but students may not be required to supply their own to enroll in the program.

No student shall be denied any supplemental aid adopted for use in the instructional program because of student's inability to purchase the aid. The school shall provide materials that are equivalent in quality and/or value to those materials being requested for purchase.

Workbooks, newspapers, and textbooks may be purchased if the students want them to become their own personal property. However, materials must be loaned to students who choose not to purchase these materials.

D. Electronic Devices

Electronic devices issued by FCPS for student use are provided as outlined on the attached *1:1 Device User Agreement*. (Attachment 1)

E. Fees

Fees cannot be charged for participation in activities that are required for the course grades. Lab fees may be charged for items that become the personal property of the students (i.e., mahogany for a coffee table). Lab fees for paper or equipment, or other materials required to complete coursework, are inappropriate.

Fees may be charged for expenses incurred in attaining external certification or testing offered through a special course.

Technology fees and coverages are set forth on the attached *Technology Fee and Coverages* document. (Attachment 2)

F. Field Trips

Field trips not required by the curriculum are considered extracurricular and participation fees may be charged. If trips are considered extracurricular, there cannot be negative consequences regarding the student's grade.

Approved:

Original signed by

Theresa R. Alban
Superintendent



1:1 Device User Agreement

Congratulations! This year, we can offer you a Chromebook, case, and charger for use at school and home. You will be issued these learning tools once you review this agreement with your parents, sign the agreement, return it to school, and pay your Technology Fee. Credit or debit card through [School Cash Online](#) is the preferred method of payment for the Technology Fee. If necessary, check or cash will be accepted at the school.

Yes, students can still participate in the Bring Your Own Device (BYOD) option. If you choose the BYOD option, you will still need to review and sign the bottom portion of this form.

As part of this agreement, please review the information carefully. The following FCPS regulations apply while using any FCPS Chromebook or BYOD device. Please note, any device that connects to the FCPS wireless network is subject to BYOD regulations.

1. [Responsible Use of Digital Technology - Students](#) (Reg. No. 400-73)

- A. Access will be provided for instructional use and school-related activities only.
- B. Students will communicate only in a respectful and appropriate manner, being mindful of digital citizenship.
- C. Students will not divulge their passwords or otherwise allow access to their network accounts by anyone other than an authorized teacher or administrator for the purpose of maintaining the network. Students will safeguard their own personal data and information.
- D. Students will not circumvent or disable filtering or other technology protection measures put in place by system administrators without proper authorization.
- E. Violations of this regulation will subject the violator to disciplinary action in accordance with FCPS disciplinary policies ([Discipline](#), Reg. No. 400-08) and may include loss of access to resources covered under this regulation and/or criminal sanctions. In addition, any illegal activities will be reported to the appropriate agencies.

2. [Damage of Instructional Materials Regulation](#) (Reg. No. 500-32)

- A. The student shall be held responsible for the careful use and protection of the equipment assigned to him/her. Upon the request of the principal, the student shall return these items in good condition.
- B. Chromebook serial numbers, identifications labels, and internal components may not be altered.
- C. Damaged Chromebooks must be reported immediately to the User Support Specialist or Technology Support Staff.
- D. Failure of the student to comply with this procedure may require the principal to assess the loss or damage and have the student pay the money to the school.
- E. Coverages provided through the Technology Fee are outlined in the [Technology Fee and Coverages](#) document.

3. [Electronic Devices-Student Use](#) (Reg. No. 400-18)

- A. School system staff reserve the right to revoke privileges associated with this use under any of the following conditions:
 - Disrupts the learning environment or approved school activity.
 - Poses a threat to academic integrity.
 - Violates confidentiality or privacy rights of others during the school day as well as during after-school activities or the safe transportation of students.
 - Electronic devices with camera and recording functions may not be used to take or transfer any image or recording at any time on school premises without teacher permission.
 - Creates safety concerns.
 - Violates criminal laws.
 - Classroom use without teacher permission



1:1 Device User Agreement (continued)

Complete below for student to use any non FCPS Device (BYOD)

I, _____, agree to allow _____

Parent/Guardian Name

Student Name

to bring a personally owned computing / smartphone / networking device (hereafter "device") for instructional use in Frederick County Public Schools (hereafter "FCPS").

My signature below acknowledges that I agree to allow my child to use the device and that FCPS is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in this program. I understand that FCPS staff will be unable to store, support, or troubleshoot student owned devices.

Parent/Guardian Signature: _____ Date: _____

Student's Acknowledgement:

By signing this Device Permission Form, I acknowledge that I will utilize the device(s) for instructional purposes in accordance with Board of Education policies and FCPS regulations while at any FCPS school or on the FCPS network.

Student Signature: _____ Date: _____

Responsibilities for Issuance of a Chromebook, charger, and case:

I acknowledge the Chromebook, charger, and case issued to me are the property of Frederick County Public Schools. I understand my role is to safeguard the Chromebook, case, and charger from damage and take reasonable steps to prevent theft. I furthermore acknowledge that Chromebooks contain electronic components which may be subject to defects. Upon request, I will return the Chromebook in proper working condition on the designated date at the end of the school year.

If I transfer from this school before the end of the school year, I will return my Chromebook on the last date of enrollment or may be subject to my student records being retained.

I have read and agree to comply with FCPS regulations stated above.

Student Name Printed: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____ Date: _____



Technology Fee and Coverages

Welcome to the 1:1 Learning Initiative! As we move toward 1:1 Technology Access for students, Frederick County Public Schools (FCPS) will provide students at our school with a Chromebook, case and a charger for use at both school and home. 1:1 Technology Access is a great opportunity for learning.

Before a chromebook and accessories are issued to a student, a completed “1:1 Device User Agreement” must be returned to the school and the “Technology Fee” paid or other arrangement agreed upon by the school.

The 1:1 Device User Agreement

We require that parents/guardians sign a 1:1 Device User Agreement. This agreement must be signed by the student and parent and returned to school before a device can be issued to the student for home use.

Technology Fee

In addition, students are required to pay a **Technology Fee** when taking devices home. The benefits of the technology fee are outlined below. If there are financial hardships in the household, please contact the school counselor or school administration to discuss the fee.

Technology Fee: \$60 per year Non-refundable <i>*All Mechanical Breakdowns are covered; this includes battery, internal and external components, and buttons.</i>		
<i>Intentional Damage</i>	<i>Accidental Damage</i>	<i>Lost/Stolen Device</i>
Intentional Damage is determined by observation, type of damage, or via investigation conducted by school staff Parent/Student is responsible for cost of repair up to and including replacement of Chromebook.	Deductible: 1st Incident: Covered 2nd Incident: \$30 3rd Incident: \$60 4th Incident: \$120 Full coverage for devices damaged by fire, flood, natural disaster	Lost Device Deductible: 1st Incident: \$30 Further Incidents: Full cost Parent completes Report of Lost Device form as documentation Stolen Chromebooks: full coverage with copy of police report Lost or damaged charger or case are not covered.
Replacement Costs		
Chromebook	\$240	
Charger	\$25 (Lost or damaged charger is not covered)	
Case	\$20 (Lost or damaged case is not covered)	
NOTE: If an incident requires a deductible payment, the school may issue a student a replacement device for use at school only. Students will be permitted to take the replacement device home once the deductible has been satisfied.		
Credit or debit card through School Cash Online is the preferred method of payment for the Technology Fee https://frederickcounty.schoolcashonline.com . Check or cash will be accepted at the school if necessary.		



Technology Fee and Coverages (continued)

The student will be issued an FCPS chromebook once a signed **1:1 Device User Agreement** and the **Technology Fee** has been paid or formally declined by signing below.

Sincerely,

Principal

ACCEPT

I have read and understand the above coverage and **agree to pay** the non-refundable Technology Fee. I also understand that once the school has received the signed **1:1 Device User Agreement** and the Technology Fee has been paid, the student will be issued a Chromebook, case and charger.

Student Name Printed: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____ Date: _____

DECLINE

I have read and understand the above coverage and **decline to pay** the non-refundable Technology Fee. I understand that by not paying the fee, I am fully responsible for covering the cost of any accidental damage to the Chromebook assigned to my student as well as the full cost of replacement in the event the device is stolen or lost.

Student Name Printed: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____ Date: _____