



Student Devices

3.301.1p

LAST REVIEWED: July 10, 2023

Standard Operating Procedure Outline

<i>Category:</i>	Students	<i>Department:</i>	Digital Strategy & Implementation		
<i>Procedure:</i>	Student Device Procedures				
<i>Policy Reference #:</i>	3.301	<i>Version:</i>	4.0	<i>Date Revised:</i>	JULY 10, 2023

Operational Objective(s)

Blended Learning in Metro Nashville Public Schools (MNPS) is the purposeful approach to instruction using digital curricular resources in both virtual and traditional classroom environments. It requires the physical or virtual presence of both teacher and student—with elements of student ownership over when, where, and how they learn.

MNPS laptops have been provided to all PreK-12 MNPS students to support instruction in a 1:1 Blended Environment.

Grades PreK-2 will be provided a device to use at school. The device will remain at the school and be stored securely in a laptop charging cart overnight. Although students should use the same device each day, the device should not be checked out to the student in Frontline AM.

Grades 3-12 will be provided a device, and it will be checked out to the student in Frontline AM. This device will travel back and forth from home to school each night. See below regarding traveling with an MNPS device.

Students may opt to use a personal device, as aligned with Administrative Procedure [6.312.1p](#)

Procedure

A. District Responsibilities

- Provide needed devices monitored by data from the Frontline AM.
- Provide timely support and updates on support tickets
- Communicate with school communities on changes, updates and issues regarding hardware or software.

B. School Responsibilities

- Submit tech support tickets for broken and damaged devices
- Check-out/return devices in Frontline AM.
 - Submit accurate information for lost/damage
 - Submit complete information for lost/stolen devices
- Follow district guidance regarding device damage (see below)
- Collect devices if a student leaves MNPS or transfers to another MNPS or charter school
- Collect fees associated with lost, stolen or intentionally damaged laptops
- Ensure all students in grades 3-12 have no more than one laptop assigned in Frontline AM.
- Maintain accurate student device inventory in Frontline AM.

C. Guardian Responsibilities

For a school device to be taken home, the guardian must complete the MNPS Code of Conduct and agree to and follow applicable MNPS policies and procedures.

The parent/guardian is responsible for the cost of repair or replacement at the date of loss if property is:

- Not returned
- Intentionally damaged
- Lost because of negligence
- Stolen, but not reported to school and/or police in a timely manner

D. Student Responsibilities

- Bring the device to school, fully charged each day
- Use the device for instructional purposes at school
- Use the device in the appropriate manner and use good judgment online
- Protect login information; do not share your username or password
- If the device is lost or stolen, report it to the school within one school day
- If the device is damaged, report it to the school within one school day

E. Traveling with a MNPS device

- Completely shut down the laptop before traveling anywhere including between home and school
- Do not leave the laptop unattended in a vehicle. If unavoidable, it should be locked in the trunk before you reach your destination
- Use your backpack or carry the laptop case by its handle
- If a student is ever in a situation when someone threatens them for their laptop, they should give them the laptop and tell a District staff member as soon as possible

F. Off-Campus Care of Device

- Laptops should be stored in their MNPS issued laptop case
- Charge the laptop fully each night so that it is ready for classroom use
- Store the laptop on a desk or table, never on the floor
- Protect the laptop from potential damage including such causes as extreme heat or cold, food and drinks, pets, small children, and accidents
- Keep the laptop clean and free of stickers or other decorations

G. Loaner Devices

Loaner devices may be provided temporarily to a student if the device has been left at home or is in _____ repair. These devices should remain in the building, and the same rules and regulations apply to the _____

loaner.

H. Lost or Stolen Device

If a device is lost or stolen, it should be reported to the Metro Nashville Police Department using the non-emergency number at (615) 862-8600. The police report number should be provided to the school immediately. School staff will remove the device from the student's record and updated in Frontline AM.

The circumstances for each situation will be investigated. Families may be billed for the full cost (\$200) for the lost device. After two lost devices, students will be issued a laptop to be kept at school and not travel home each night. The Executive Principal at each school may reassess a student's use of the loaner device and if they are able to resume travel with a district device.

I. Accidental vs. Intentional Damage

Accidents do happen. There is a difference, however, between an accident and intentional damage. After investigation by school administration, if the device is deemed to be intentionally damaged by the student, the student may be subject to discipline and the cost of repair or replacement.

Following [Tennessee State Code 49-3-310](#), the Executive Principal may choose to assess a fine or replacement cost for the damage. If the fine is not paid, the following can apply:

- a. Refusal to issue any additional textbooks until restitution is made;
- b. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made;
- c. Not allowing the pupil to take interim or final examinations or to earn course credit in the course for which the textbook is prescribed until restitution is made; or
- d. Reducing the student's grade in the course for which the textbook is prescribed by one (1) letter grade or ten (10) percentage points until restitution is made.

If financial assistance is needed, please discuss with your school's administrator.

After two intentional damage incidents, students will be provided a loaner device to use during school hours. This device will not travel home with the student. The Executive Principal at each school may reassess a student's use of the loaner device and if they are able to resume travel with a district device.

J. Withdrawing from MNPS

If a student withdraws from MNPS, the device should be returned to the school, Enrollment Center, or the Family Information Center. The device will be returned in Frontline AM and an electronic receipt should be provided to the user within Frontline AM.

If the device is not returned, a police report will be filed for a stolen device. The school will place a hold on the student's record, including the replacement fee, and the Cumulative Record will be held. The hold will be removed upon compensation, or the device being returned.

K. Transferring to another MNPS School

Student devices are designated as school specific/home location in Inventory. When a student transfers to another MNPS School, the device must be returned to the school which issued the device (home location). The device will be returned in the Frontline AM, and an electronic receipt should be provided to the user within Frontline AM.

If the device is not returned to the home location, the student will be issued a loaner device until the device is returned to the home location.

If the device is never returned, a police report will be filed for stolen device by the home location.

L. End of School Year Return & Summer Use

Devices will be collected by the home school location at the end of each school year. This will allow staff to time to prepare devices for the upcoming school year. The device will be returned in Frontline AM and an electronic receipt should be provided within Frontline AM. Students enrolled in credit recovery will keep devices over the summer.

Students may request to keep their device over the summer. Approval is granted by the Executive Principal. The school must verify the IT tag and check for damage prior to the device being checked out for the summer. The device will be swapped out upon return for the following school year to ensure the student has an up-to-date device.

M. Device Replacement Costs

- Total Replacement of Device: \$200
- LCD Screen Replacement: \$ 40
- Keyboard Replacement: \$17
- Laptop Power Adapter: \$15

Performance Measure/Accountability

Administration of this procedure must be aligned with the MNPS Student Code of Conduct (Technology Opt-Out; Inappropriate Use of Internet/Electronic Devices (SP 6.107) – Student Use of Personal Technology (SP 6.107) – By Tiers) or Responsible Use Gui

