



## Timnath Middle High School Technology Acknowledgement

This document is to notify parents/guardians of Timnath Middle High School's student laptop agreement, PSD IT policies for students, process to report stolen technology, and technology fees.

- Each student will need to accept the **PSD Technology Acknowledgement** during or before school registration/enrollment. **Students are required to accept this agreement in order to check out a laptop AND charger.** This acknowledgement will be located in StudentVUE, along with the Student Code of Conduct.

### Technology Fees

- If the laptop is lost, the fee is **\$478**. This fee will need to be paid by the end of the school year. Students may come to the tech office to check out an older laptop.
- If the laptop charger is lost, the fee is **\$26**. This fee will need to be paid with the TMHS bookkeeper. The TMHS tech team will need a receipt of payment before issuing a replacement laptop charger.

### PSD Student Rights and Code of Conduct

- Please refer to the Information Technology Policies section.

### FAQS

- What if the laptop was stolen?**
  - If the laptop was stolen, please report to TMHS Administration. Once a report is filed, the administration will investigate with the SRO. During the investigation, your student may not have a laptop/charger for up to a week. Upon completion of the investigation, the SRO will contact the TMHS Tech Team and the student will be eligible to receive a replacement.
- What if my child forgot their laptop/charger for the day?**
  - Students may stop by the tech office to have a daily loaner laptop checked out to them and return it at the end of the day. For laptops, these will be older models. These are fully charged so they will not need a laptop charger. If the laptop isn't returned, the technology fees will apply as listed above. For chargers, loaners will not be checked out as teachers will have chargers in their classroom for students to use.
- What happens if damages to the laptop occur during the school year?**
  - Whether damages occur (intentional or accidental), students need to go to the tech office to address any technical issues. The tech team will work with the TMHS Administrative Staff for any intentional damage or misuse of PSD technology.
- What if my child transfers to another school?**
  - Whether the student transfers to another school within PSD or outside the district, the laptop and charger will need to be returned to TMHS. This can be dropped off to the Front Office and accounted for so no fees will be charged. **IF** technology is not returned, fees will be applied to your child(s) account and/or items will be considered stolen.