

DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

The following information concerns the process of loaning devices to students on a temporary basis.

When a student needs a temporary device or needs to return one

Ensuring student qualifies

A student may be assigned only one (1) device. When a student returns their device, they must also return the power cord and any accessories before another machine can be loaned to them. If a student does not return the loaned device, they will not be allowed to borrow another.

Determine Eligibility for a Device

Schools will provide a temporary device as quantities permit. It may take some time to find and prepare loaner equipment. Some scenarios where a student may request a temporary loaner are:

- Student broke or lost their device;
- Student ordered a device and has not yet received it; or
- Other scenarios at school's discretion.

Assigning a device

The school is expected to track which student has which device. The tracking process is up to the school district, however the school should be able to report on this at any given time. At the end of the loan period, the student must return the electronic device to the school, along with all accessories provided on loan.

Returning a Device

At the end of the electronic device loan period:

- The student must ensure the device and associated accessories are all returned. If any of the equipment loaned with the electronic device is missing, the student and their family remain responsible for it.
- The student's name will be removed from the equipment allocation list only when all equipment has been returned.

The student is responsible for the data they stored on the device and must delete it before returning it. Computer technicians are not responsible for deleting these files.