



PCTA TECHNOLOGY POLICY

In accordance with the [PPSD Device Take Home](#) policy, PCTA are currently implementing the following technology policy:

If a student is enrolling in PCTA, they will receive a PCTA school device. If the student is coming from another PPSD school, they must either return the device to their previous school or turn in the device to the PCTA technology team before receiving a PCTA device.

At time of PCTA enrollment, the student will receive one device charger. No other charger will be issued at any time.

All Ninth grade students will receive a school device at the beginning of the school year. All devices used in middle school must be returned by the student to their previous school.

If a student returns a device that is broken, but repairable, they will receive another device.

If a student states the device was stolen or lost, the following steps must be completed:

- The student signs the PPSD Device Take Home Student Form immediately.
- The student has parents/guardians sign the PPSD Device Take Home Family document and return it to the PCTA technology team the next day.
- The Technology Team or Administration will contact the PCTA School Resource Officer to complete a police report on the lost device.
- The Technology Team will submit the student's name to PCTA administration.
- PCTA Administration will have a conversation with the student's family.
- Once these steps are completed, the student will receive another device. This will be the only additional device the student will receive before graduation.

If a student needs to borrow a device for the school day, then the student must leave their cell phone with the PCTA Technology Team until the device is returned by the end of the school day. The cell phone will be labeled, stored in a zip lock bag, and locked in the Library office desk.