

Stewartville Public Schools

1:1 Device (Laptop or iPad) Handbook For Parents and Students

*This document was originally created
beginning with the 2011-12 school year
revision effective 2022-23 school year.*

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Stewartville Schools 1:1 Program

The focus of the Stewartville Schools 1:1 Initiative is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future; and the learning tool for these twenty-first century students. Technology is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Technology encourages students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of a quality standards-based curriculum and highly effective instruction, but instead enhances the presentation of both and transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures and information within this document apply to all devices used at Stewartville Schools, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for technology use in their classroom.

1. RECEIVING YOUR DEVICE

1.1 Receiving Your Device

Laptops and iPads will be distributed each fall. Parents & students must sign and return all required documents and fees before the laptop can be issued to their child.

The annual technology fee, with mandatory insurance, is \$70.00 per student enrolled in the participating grade levels. Refer to Addendum (A) for more information regarding the fees.

Reduced fees: If the student qualifies for free or reduced-price meal benefits, the laptop fees will be \$45.00 for reduced status and \$20.00 for free status; based on your end-of-year status. In addition, families for which the laptop fee might be a hardship could make an application to the Superintendent to have the fees reduced. This application must be done in advance to allow processing time.

Devices will be collected at the end of each school year for maintenance and updating of software. Students will retain their original device each year while enrolled at SSD.

1.2 Device Check-in

Devices will be returned during the final week of school. If a student transfers out of the Stewartville School District during the school year, the device will be returned at that time.

Students who graduate early, are suspended or expelled, or withdraw enrollment at SSD for any other reason must return their individual school device on the date of withdrawal.

If your device has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during student device check-in or when checking out to transfer to another district.

If a student fails to return the device at the end of the school year or upon withdrawal of enrollment at SSD, that student will be subject to criminal prosecution or civil liability and for the replacement cost of the device. Failure to return the device or reimburse the district for its replacement cost will result in a theft report being filed with the Community Deputy from Olmsted County Sheriff's Office.

2. TAKING CARE OF YOUR DEVICE

Students are responsible for the general care of the device they have been issued by the school. Any device that is broken or fails to work properly must be taken to the technology department.

2.1 General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their laptops while the screen is open and must always carry their iPads in the provided protective case.
- To conserve battery life, laptops should be placed in sleep mode (by closing the cover) or shut down.
- All devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Stewartville School District.
- All devices are sensitive to temperature extremes. Don't leave them in an area where the sun will bake them (like a locked car). If your device gets cold, let it warm up to room temperature before operating.
- All devices must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.
- To not comply with the General Precautions may result in being required to check out and return the device each day from the designated area for a minimum of one week on the first offense, a minimum two weeks on the 2nd offense, and any additional offenses may result in the loss of laptop privileges as determined by the building principal.

2.2 Carrying Laptops

The district will no longer provide protective cases. Each grade level supply list will indicate the need for a protective case that has sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops must always be within the protective case when carried.
- The laptop must be turned off before placing it in the carrying case.

2.3 Screen Care

Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" device against lockers, walls, car doors, floors, etc as it will eventually break the screen

3. USING YOUR DEVICE AT SCHOOL

Your device is intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules may be accessed using your device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Devices Left at Home

If a student repeatedly leaves their device at home, they may be required to "check out" their device from

the technology office for one week. Additional offenses may result in the loss of device privileges as determined by the building principal.

3.2 Device Undergoing Repair

The technology office will make loaner devices available when a student device is dropped off for repair due to normal wear and tear or for warranty issues. A student may check out a loaner device for up to two weeks. If the repair is required due to a violation of General Precautions or malicious intent; the student will be required to check out and return the loaner each day from the technology office.

3.3 Charging Your Device's Battery

Your device must be brought to school each day in a fully charged condition. Students need to charge their device each evening. In the event that a student does not have a fully charged device or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their device during lunch or another time of non-use.

3.4 Device Settings

- Students may not change any settings from the original defaults.
- Inappropriate media may not be used as a screensaver or be saved on to the device.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures or any other material that is not school-appropriate will result in disciplinary actions.
- Passwords on laptop screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- NON-EDUCATIONAL Internet Games are not allowed on any device during school hours. NO games can be installed.
- Do not save any music, games, or programs to the device. All software must be district approved.

3.6 Home Internet Access

Students are allowed to set up home internet access on their device. The devices are capable of accessing wireless internet, but they will not support dial-up access.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving Documents with the Laptop

You should save important documents to your Google Drive and/or to a flash/USB drive.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Storage

The school will not provide a non-secure "common drive" where students can store and access files while at school. Files should be saved to the students Google Drive and/or on a flash drive.

4.3 Network Connectivity

The Stewartville School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON DEVICES

5.1 Originally Installed Software

The software originally installed by the Stewartville School District must remain on the device in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the device at the completion of the course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Virus Protection

The laptop has antivirus protection and/or other programs that help protect the laptop software. If a virus is found upon scanning, the student should bring the laptop to the technology office for them to resolve the issue.

5.3 Additional Software

Students are not allowed to load extra software on to their device.

5.4 Inspection

All devices are the property of the school. The Administration and/or staff can request an inspection at any time. Random inspections may be held periodically.

5.5 Procedure for changing or re-loading software

If illegal software is discovered, the software or files will be subject for deletion, and could warrant that the hard drive be re-imaged. If technical difficulties occur, the hard drive may have to be re-imaged to solve the problem. In such cases, the school does not accept responsibility for the loss of any software deleted due to a re-imaging procedure.

5.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to check in their device for periodic updates.

6. ACCEPTABLE USE

The Stewartville School District is pleased to be able to offer access to the district 1:1 devices which provide the necessary programs required by classes and the district network which provides access to electronic mail (e-mail), student data storage, and the Internet. To gain access to these resources, students and parents must sign and return this form to the school.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Many responsibilities result from the use of these technologies in the educational setting.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- It is the parents' responsibility to supervise all use of the Internet while their child is using a school supplied device at home.
- CIPA Regulations (Child Information Protection Act): It is important to point out that the school district may or may not provide a web filter for off campus use. The student could be subject to controversial web content without proper monitoring. It should also be noted that if your child attempts to put any harmful or illegal content on the school issued device, both the student and parent/guardian will take full responsibility.
- Any use of the device outside of the school day still falls within the guidelines of the Acceptable Use Policy adopted by the school district. All students will abide by this policy while they are using their device either at or away from school.

6.2 School Responsibilities

- Provide Internet and Email access to its students while at school.
- Provide Internet Blocking of inappropriate materials while at school.
- Provide cloud based data storage areas. School-provided data storage areas will be treated similar to school lockers. The Stewartville School District reserves the right to review, monitor, and restrict information stored on or transmitted via Stewartville School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students Responsibilities

- Use the school issued device in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to technology use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. "Damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Stewartville School District's designated Internet System is at your own risk. Stewartville School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. To help Stewartville Schools protect our computer system, students are advised to contact an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always log off of their device after they are done working to protect their accounts and files. If a student does not log off, any email or Internet activity under their name will be considered their responsibility.
- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to alert either the main office or the technology office.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates the district Acceptable Use Policy or any other existing Board policy or public law
- Access or use of any other email program or account other than the one issued by the school (Google account) – Examples: Hotmail, Yahoo Mail, MSN Mail
- Use of sites selling term papers, book reports and other forms of student work

- Messaging, chatting and social networking services - Ex: Twitter, Snapchat, Instagram, Facebook, etc.
- Non-educational internet/computer games
- Use of any software not already installed on the device without prior approval from the school
- Changing of device settings
- Downloading and executing files
- Spamming - Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Password sharing
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information except in an instructional context or in the performance of Stewartville School District business and with permission of the school district.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

6.5 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of district and school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school district.

6.6 Student Discipline

Laptops and iPads are owned by the Stewartville School District and are first and foremost for educational purposes. This does not preclude the use of the device at home for other purposes, but priority is given to the student and their use for school. While in use at home or at school, a student who violates any part of this handbook or the Districts' Acceptable Use Policy, shall be subject to the consequences outlined in that document.

6.7 Cyberbullying

Students using these devices are reminded of the districts policies regarding bullying and harassment, including cyberbullying, as described in district policies #413 (Harassment and Violence), #514 (Bullying Prohibition) and #524 (Internet Acceptable Use and Safety).

7. PROTECTING & STORING YOUR DEVICE

7.1 Laptop and iPad Identification

Student devices will be labeled in the manner specified by the school. This labeling will not be removed for any reason. If a device loses its labeling, the student will immediately turn in the device for relabeling. The district will maintain an inventory of all devices with label identification, student assignment and serial numbers.

7.2 Password Protection

Student devices will be password protected. This password will be assigned by the district and cannot be changed. Students will keep that password confidential. If a student fails to keep this confidentiality agreement and if any part of this policy has not been followed, appropriate disciplinary steps will be followed.

7.3 Storing Your Device

When students are not using their device, it is the student's responsibility to keep it secure. Nothing should be placed on top of the device when it is stored in the locker. Students are encouraged to take their device home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home.

7.4 Laptops and iPads Left Unattended

Under no circumstances should a device be left unattended. Any device left unattended is in danger of being stolen. If a device is found unattended, it will be taken to the technology or MS/HS office. A student will be charged \$5.00 to retrieve their device that has been turned into the technology or MS/HS office due to not being supervised.

8. REPAIRING OR REPLACING YOUR DEVICE

8.1 Warranty

This coverage is purchased by the Stewartville School District as part of the purchase price of the equipment. This coverage warrants the device from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the device or device replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all problems to the technology office.

8.2 School/Student Responsibilities

Students will be held responsible for maintaining their individual school issued device and keeping them in good working order. See section 2.1, "General Precautions", for information and expectations for taking care of the device. Any device that malfunctions or is damaged must be reported to the technology office.

The school district will be responsible for repairing:

- Devices that malfunction due to manufacturing or software defects.
- Devices that suffer damage from normal use.
- Any issue covered under warranty

The student/family without insurance coverage will be responsible for:

- Repair cost due to accidental damage.
- Full cost if replacement is necessary.
- Students will be entirely responsible for the cost of repairs to devices that are intentionally damaged.

Devices that are stolen must be reported immediately to the Administrative Office and the police department. A police report will be required by the district to prove the claim of loss.

8.3 Claims

If a family has insurance coverage, all insurance claims must be reported to the Technology Operations Director. If a device is stolen or damaged by fire, students or parents must file a police or fire report and

bring a copy of the report to the administrator's office before a device can be replaced. The District will work with the Stewartville Community Deputy to alert the sheriff's department to be aware of this District-owned equipment.

9. LAPTOP & IPAD TECHNICAL SUPPORT

The Technology Operations Director coordinates the repair work for all devices. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops

Addendum (A)

1:1 Handbook Payment and Refund Information

If enrolling at Stewartville Public Schools

1:1 payment is based on food service status

<u>Enrollment date range</u>	<u>Payment is:</u>
Beginning of the Year through 1st Qtr.	100%
2nd Quarter	75%
3rd Quarter	50%
4th Quarter	25%

If withdrawing/transferring from Stewartville Public Schools and not expected to return

Refund is based on the amount paid at enrollment *

<u>Withdrawal date range</u>	<u>Refund is: *</u>
During the 1st Quarter	75%
2nd Quarter	50%
3rd Quarter	25%
4th Quarter	0%

*** Subject to condition of school issued device. Any outstanding repair fees will be deducted.**

Our 1:1 program fees are based on your EOY lunch status from the prior school year. The cost breakdown for parents is as follows: *Note: Fee is pro-rated quarterly upon enrollment*

- Parents that do not qualify for free or reduced lunch; the fee is \$70.00.
- Parents that qualify for reduced lunch; the fee is \$45.00.
- Parents that qualify for free lunch; the fee is \$20.00.

Return this completed form and payment to your child's school office or the Technology Dept. at the MS/HS site.

1:1 PLEDGE FORM and INSURANCE INFORMATION

Student Pledge for Laptop or iPad Use:

1. I will follow all of the policies and regulations included in the 1:1 Handbook while at school as well as outside of the school day.
2. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
3. I agree to return my school issued device and power cords in good working condition.

Parent Pledge:

I recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the school issued device. I also will take full responsibility for any damage that occurs to the device while it is in my child's possession. I hereby give permission to allow my child to check out a device for the current school year.

I agree to the stipulations set forth in the above documents including the 1:1 Policy, Procedures, and Information; the Acceptable Use Policy; the Student Pledge for Laptop Use and Web Page Publications

Student Name (Please Print): _____ Grade _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school laptops and accessories must be returned to the SSD technology department at the end of each school year. Students who graduate early, are suspended or expelled, or withdraw enrollment at SSD for any other reason, must return their individual school device and power cords on the date of termination.

Insurance Information: The insurance fee of \$20.00 is mandatory for repair coverage. Free and Reduced lunch status does not apply towards the insurance fee and this fee is not refundable.

- The school district will be responsible for the first \$50.00 of any repair.
- The parent will be responsible for any cost of repair between \$50.00 and \$100.00.
Maximum out of pocket cost to a parent for any repair will be \$50.00. (See examples)
- Must not be the result of willful mistreatment
- In the event that the damage needing repair is determined to be the result of willful mistreatment, the parent will be responsible for all repair costs.

Replacement Coverage:

- \$50 Deductible payment per replacement
- Replacement shall be the decision of the School District
- Damage – device must be returned to the School District
- Stolen – a police report must be presented
- No replacement coverage for a “lost” device or charger

1:1 Repair Coverage examples:

Example 1:

if a device is in need of repair and that repair cost is \$80.00, the district will pay for the cost of the first \$50.00 and the parent would be responsible for the remaining \$30.00.

Example 2:

if a device is in need of repair and that repair cost is \$180.00, the district will pay for the cost of the first \$50.00, the parent would be responsible for the remaining \$50.00, the district would be responsible for all cost above \$100.00 (in this case \$80.00)

Example 3:

if a device is in need of repair and that repair cost is \$50.00, the district will pay for the cost of the first \$50.00, the parent would be responsible for \$0.00 cost of the repair.

Limits:

- Coverage shall be limited to two claims per year, and three claims total over the total term of usage by the student.
- Coverage of claims in excess of the above shall be at the discretion of the school district.