

School Issued Device Policy Handbook

***Please read this form in its entirety, sign and
return this sheet to the office.***

I agree to the stipulations set forth in the above documents including the Student Personal Device Handbook, the Acceptable Use Policy, and Student Pledge for Use of Personal Device.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

School device and accessories must be returned to the Dickinson Public Schools in the original condition at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Dickinson Public Schools for any other reason must return their individual school device and accessories on the date of termination.

DICKINSON PUBLIC SCHOOLS 1:1 CHROMEBOOK PROGRAM

- The focus of the 1:1 program within Dickinson Public Schools is to meet the needs of 21st Century Learners and increase student achievement by using technology as a tool to transform teaching strategies and engage students in their learning. Issuing students, a Chromebook gives them the tools to have instant access to the world of information and also to become producers, as well as consumers of information. Students in grades 2-12 will be issued a laptop device to use for the school year. Grades 6-12 are allowed to take the device home upon agreement to the policies herein, while grades 2-5 primarily will leave the devices at school.
- Chromebooks are intended for use at school each day. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.
- Student Chromebooks and all accessories are checked out for student use and are property of Dickinson Public Schools District. The use of technology resources is a privilege, not a right.
- The policies, procedures, and information within this document apply to any technology device used within Dickinson Public Schools. Teachers may set additional requirements for use in their classrooms.

RECEIVING YOUR PERSONAL DEVICE

Checkout

- Personal devices will be distributed each fall. Students entering grades 2-12 will be provided a Chromebook. **Parents & students must sign and return copies of the Student Pledge and Acceptable Use Policy documents before the device can be issued to their child.**

Check-in

- Devices and accessories will be returned during the final week of school. If a student graduates early, withdraws, is expelled, or terminates enrollment at Dickinson Public Schools during the school year, the individual must return their device and accessories in their original condition on the day of departure from the district. If a student fails to return the device and accessories at the end of the school year or upon termination of enrollment at Dickinson Public Schools, the student will pay the replacement cost of the device and accessories; otherwise, the item is considered stolen and that student will be subject to criminal prosecution or civil liability.

TAKING CARE OF YOUR DEVICE

- The device and accessories issued are school property and students are responsible for their general care.

General Precautions Laptop

- Do NOT attempt to remove or change the physical structure of the Chromebook. Examples include removing the keys, interfering with the charging port, careless use of the head phone port, and damage to the cover or plastic casing.
- The Chromebook must remain free of stickers. The case surrounding the Chromebook is yours to decorate. Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Keep the equipment clean. For example, don't eat or drink while using the Chromebook.
- Do NOT leave the Chromebook in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter).
- Turn off and secure your Chromebook after you are done working to protect your work and information.

- Chromebook screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures. Never use cleaning products with acetone or ammonia. Screens are expensive to replace, so it is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the district technology office.
- Do not grab and squeeze the Chromebook screen as this can damage the screen and other components.
- Avoid extreme pressure on the laptop as it can cause permanent damage to the screen and other components.
- Laptops must not be left in unsupervised areas (unlocked locker, unlocked vehicle, hallway, lunchroom, locker room, etc.). Any device left in these areas is in danger of being stolen.
- To avoid leaving laptop in an unsupervised location, devices can be left in a secure classroom or locked in student assigned locker.

Device Homeroom (Grades K to 5 only)

- Any student not allowed to take the device home is required to leave the device in a Home Room.
- The Device Home Room will be assigned by grade level.

Fees and Damage

- If damage to the device or device accessory occurs, **all repair or replacement costs will be the responsibility of the student.** The district will cover only failures not due to negligent use. The district will have the damage repaired or replaced and bill the student for the costs if necessary. Families are welcome to check with their personal insurance company about coverage.
- Examples of damage include but are not limited to: cracked screens, broken or lost cases, broken or lost keyboards, stripped or lost cords.
- Reports of damage must be reported immediately. Students must fill out a damage form that can be found on the website or in the office. Return this form to the Building Tech. If the student carries personal insurance, he/she must complete all insurance claims independently of the school district.
- iPad screen damage will result in a full unit replacement.
- All repairs for devices will be done by Dickinson Public Schools.
- All repairs or replacements must be completed by the end of the school year prior to device check-in.
- Estimated Cost of Repairs for standard repairs
 - Chromebook Key - \$5
 - Chromebook Keyboard - \$60
 - Chromebook Screen - \$60
 - Full Unit Replacement - \$300
 - iPad Full unit replacement - \$300

Devices Left at Home

- It is imperative that students bring their device to school each day for their learning. If a student leaves their device at home, they are responsible for getting the course work completed.

Devices Undergoing Repair

- Loaner Chromebooks may be issued to students when they turn in their devices for repair to the Technology Department. There may be a delay in getting a loaner should the school not have enough to loan.

Charging your Device's Battery

- Students are responsible for having their devices charged for school each day.
- Ensure your device has air circulation while charging. In cases where use of laptop has caused batteries to become discharged, students may be able to connect their devices to a power outlet in class.

Printing

- Laptop users will have access to a printer in their building.

Home Internet Access

- Students are allowed to set up wireless networks on their devices.
- The school filtering solution that is hosted on the school network will filter content accessed through school wireless. The district makes no guarantee that their network will be up and running 100% of the time; therefore, parents are still expected to monitor the student's activity in addition to the filter being provided.

MANAGING YOUR FILES & SAVING YOUR WORK

- **Saving to the Device** Students are solely responsible for any data stored on the device. It is the sole responsibility of the student to backup such data as necessary. Storage space will be available on the devices, BUT devices will NOT be backed up in case of restoring or reimaging. Students are encouraged to use cloud-based storage services. Students are provided with two secure cloud-based storage areas: Google Applications for Education and the Office 365. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

*****Device malfunctions are not an acceptable excuse for not submitting work. *****

Network Connectivity

- Dickinson Public Schools 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.

SOFTWARE ON DEVICES

- **Originally Installed Software** The software/apps originally installed by Dickinson Public Schools must remain on the device in usable condition and be easily accessible at all times. During the school year, our district may add software applications for use in a particular course. Periodic checks of devices will be made to ensure that students have not removed required software/apps.

STUDENT DISCIPLINE

- Any student who violates the rules and expectations relative to this handbook and technology use will be subject to disciplinary action. Consequences may include: a letter or a phone call to parents or guardians, detention, or suspension depending on the violation or degree of misuse. Students who violate the rules may also lose access to the device for a period of time or have their devices restored to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked.