

# **Caro High School**



## **1:1 Device Policy Handbook**

**2021-2022**

# Caro High School 1:1 Device Policy Handbook

## Receiving Your Device:

Devices will be distributed each fall. ***Parents & Students must sign and return the 1:1 Device Student/Parent Agreement Checklist, and Acceptable Use Policy before a device can be issued to their child.***

## Care of Property

Students will need to follow the district's Acceptable Use Policy and 1:1 Device Policy Handbook. These devices will allow us to personalize your education and help you continue your learning outside the school walls. It is important that you take good care of your device as you will have the same one throughout your school career and you need to keep it in good working order. We trust you will treat this device with respect.

## Using Your Device:

### At School:

Students at Caro Community Schools are expected to be respectful, responsible, and ready to learn. Consequently, students must bring materials and supplies to school and their classrooms on a daily basis. This device, like textbooks, is intended for use at school each and every day. In order to meet learning expectations and access information and materials, students **must be responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher.** Repeated failure to be ready for class could result in student discipline.

### At Home:

All students are required to take their device home each night throughout the school year for charging. ***Devices must be brought to school each day in a fully charged condition.*** Students need to charge their devices each evening. If students leave their device or other school materials at home, the teacher will attempt to provide a replacement or assign consequences as appropriate. Failure to be "ready to learn" on a repeated basis will result in referral to administration and possible disciplinary action. Students will be discouraged from calling home to ask a parent/guardian to bring in a forgotten device. If fully charged at home, the battery will last throughout the day.

## **Printing:**

*At School:* Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework. One of the advantages of having a device is the ability to share documents thereby reducing costs associated with printing. *At Home:* The device will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>. An alternate way of printing at home is to use a home computer to log into your Google account and print as necessary.

## **Search and Inspection of device:**

Board Policy allows for the search and seizure of district owned materials, which will include their 1:1 Device. For a complete copy of this policy, please review the parent student handbook or visit Neola policies located on the District webpage. Searches may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## **Internet Use & Filtering of Your device:**

A Wi-Fi Internet connection will be required for the majority of device use; however, some applications can be used while not connected to the Internet. While in district devices will use the School's Wi-Fi to access the internet which is filtered and following the CIPA rules. Off campus filtering will be performed by GoGuardian Admin. Students are bound by the Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their device.

## **Caro Community Schools G-Suite for Education Procedures**

Under FERPA and corresponding Michigan law, a student's education records are protected from disclosure to third parties. With regards to COPPA, student educational records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. This does not include any student demographic or grade information stored in our Skyward Student Information system.

Student use of Google Apps for Education is governed by the Caro Community Schools

Student Acceptable Use of Technology Policy and 1:1 Device Handbook.

Students will have access (projects, documents, files, username and password) to G-Suite for Education and email.

Student email accounts may be used to sign up for online sites under the instruction of a teacher, to access additional classroom documents, discussions, content, etc.

## **Caro High School**

### **Student Technology Device 1:1 Program**

#### **Terms and Use Conditions**

##### **Introduction**

The District has embarked on a 1:1 Digital Program that provides students Grades 9-12 with District owned technology devices for use at school and at home. Students should bring their devices with them every day charged and ready to go. Students should be treating these devices with the utmost respect and care. Parents should be ensuring proper use and treatment while at home.

##### **General Terms & Conditions**

District guidelines are provided here so that students and parents are aware of the responsibilities they accept when they use District owned computer devices, digital systems, and technology resources. In addition to following these guidelines, students are required to follow the Technology Acceptable Use Procedures (AUP) and all applicable District rules. Each student in the 1:1 program must have a signed Acceptable Use Policy and 1:1 Handbook signature page before any devices can be assigned.

Students are also expected to use common sense and good judgment to protect their technology device both on and off campus. Failure to follow these terms and conditions may result in disciplinary action, loss of technology device privileges, and/or financial responsibility for loss or damage.

**It is strongly recommended that parents/guardians purchase District provided insurance to reduce financial liability in the event of loss or damage to the device.**

##### **Termination of Agreement and Return of Device:**

Your right to use and possess the device terminates on the last day of the school year, unless terminated earlier by the principal, District, or upon student withdrawal from school. You are required to return the device to the school upon termination of this agreement. Failure to return the device could result in police/legal action.

# 1:1 Technology Student Expectations

## As a learner, I will...

1. Look after my device very carefully all of the time.
  - a. Devices will never be left unattended
  - b. Devices must be situated securely on the working surface
  - c. Make sure the device is not subject to careless or malicious damage (i.e. as a result of horseplay)
  - d. Take care when the device is transported that it is as secure as possible. Device **MUST** be carried with two hands when possible when transporting. The device should remain in the provided protective case at all times.
  - e. Carry my device in the closed position with two hands in the classroom.
  - f. Carry my device home in my device case in my backpack/book bag.
2. Ensure that my device is charged every evening and ready for use the next day (i.e. plugging it in at home or making sure it is plugged into the charging cart in my homeroom).
3. **LOCK** my device in my locker (on the top shelf) when not in use (i.e. lunch, phys ed, etc.).
4. Print only after teacher gives permission or on my own if granted previous permission.
5. Not decorate the device or carrying case and not allow it to be subject to graffiti.
6. Not install or download additional software without the permission of the IT department or teacher.
7. Be on the task assigned by my teacher at all times. Device will **ONLY** be used for educational purposes as directed by Caro Community Schools staff members.
8. Only use web tools such as blogs, wikis, podcasts, social-bookmarking, multi-user role-playing environments, video games, and social networking authorized by my teacher.
9. Agree that all written and posted material is appropriate and non-defamatory.
10. Follow the school's Acceptable Use Policy for technology.
11. Never have food or drink by a device.
12. Not use the computer to bring harm to anyone else.
13. Not type profanity or otherwise offensive language.
14. Report to my teacher, school counselor, or administrator if I ever feel uncomfortable about an experience online including but not limited to receiving harassing messages or accidentally view any offensive or pornographic content or being asked to meet someone I have met online without parental approval. I understand that my teacher is willing to help me and will not punish me as long as the rules are followed.
15. Use the Internet to search only areas appropriate to the school curriculum.
16. Only save material in my personal folders or to my device appropriate for educational use.
17. Not plagiarize from the internet.
18. Not share my passwords (my school network account, my e-mail account, etc.) with anyone else except my parents, teachers, school counselors, or administrators.
19. Not use a proxy or otherwise attempt to access Web sites or other forms of Internet content and communications technology that have been blocked from my school network.

20. Be prepared to be held accountable for my actions and for the loss of computer and/or device privileges if these expectations are violated.

## **Terms and Conditions**

1. The technology device is property of the District. The District may recall the device, or place additional restrictions on the use or possession of the device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any District teacher or administrator, the student or the student's parent/guardian will immediately surrender the device.
2. Under no circumstances will the student use the technology device, or permit the technology device to be used, to access any networks, websites, or online resources that have not been approved by the District.
3. Under no circumstances will the technology device be used for instant messaging ("IM") or visiting chat rooms or non-school social networking websites such as Facebook, Twitter, or Myspace unless access has been specifically approved by the District.
4. The student and the student's parent/guardian acknowledge that they are responsible for ensuring that the student's use of the technology device to access the Internet meets the following requirements:
  - a. The District cannot guarantee the security of the asset when it is not on the District network. Use of the device to access other networks (home network, public Wi-Fi, etc.) may result in unwanted exposure to material that is not appropriate for students. Students should be supervised by a parent or guardian when using the system outside of the District network.
  - b. The student and student's parent/guardian will hold the District and its employees harmless for any harm that may come to the student or any other person as a result of the student's off-campus activities or use of this device.
  - c. The District employs Internet filtering and other forms of device management to minimize each student's exposure to inappropriate content or applications as covered by the Child Internet Protection Act (CIPA). It is the student's and parent's responsibility to comply with the AUP regarding Internet use.
5. Should the student inadvertently gain access through the technology device to any confidential information about other students or District staff members, including but not limited to course work or grade information, the student will immediately report the incident to the school administrator or the District IT department.
6. Students may seek assistance of their parents/guardians, siblings, and friends in the use of the technology device. Otherwise, the student will not share the device with any other person including family and friends unless expressly authorized to do so by a District teacher or administrator. The student will not loan the technology device to any other person, including another District student.

## **Technology Device Care and Maintenance**

## **General Care:**

1. Do not attempt to modify or repair your technology device, its operating system or installed software in any way.
2. Do not “decorate” or write on your device in any way (e.g. stickers, markers, or paint).
3. Do not peel or remove the ID labels on the device or charger.
4. Do not open the device housing, as doing so may void the warranty.

## **Carrying the Device:**

1. Always close the lid before moving your technology device.
2. Closing the lid sends the technology device into standby.
3. For prolonged periods of inactivity, you may want to shut down completely before closing the lid. This will help to conserve battery life.
4. Cases for the device (When provided.) should not be removed. You must use it for transporting the technology device. Do not overfill your bag or put items in it that may scratch or otherwise damage the technology device.
5. Always place your technology device gently on surfaces (table, floor, ground, etc.).
6. Protective cases must remain in place at all times (for transport or normal use).
7. Do not place ANYTHING between the lid and the screen before closing the device/case. Doing so will result in one or multiple parts of the device being damaged.

## **Taking Care of the Screen:**

1. Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. In particular avoid grasping the technology device by the screen with any force especially the top of the screen.
2. You may clean the screen as you would a camera lens or a good pair of glasses. In particular, you may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes.
3. Do not use glass cleaners, sprays, soaps, or anything else to clean your screen. Proper cleaning of the screen is just warm water on a lint-free (scratch-free) cloth. Moisten cloth, wipe down screen, then dry screen with a lint-free (scratch-free) cloth.
4. Never sit on your technology device. Technology device screens are easy to break and do not bend.
5. For non-touch screen devices, do not touch the screen with your fingers or hard objects.

## **Maintaining your Battery:**

1. For students authorized to take home a District 1:1 computer device, you are expected to come to school with a fully charged battery. Each night when you go to sleep, so does your technology device. Plug it in for a full charge at night. Keep in mind that there are limited number of charging ports available at school and it is your responsibility to arrive each day with a fully charged battery.
2. To conserve battery life and protect hardware, technology devices should not be used for non-academic reasons.
3. If you must plug your technology device in at school, be mindful not to cause a tripping hazard.

**4. Do not connect other electronic devices such as cell phones to the USB ports of your device to charge them. It is not designed for that purpose and you may inadvertently upload personal photos or data.**

### **Daily Logistics:**

1. Make sure your device is charged and ready to go every day (your charger should stay at home).
2. At school, the technology device should be in your immediate vicinity, locked securely in your locker, or securely locked in a classroom or other secure location with a teacher's or administrator's expressed permission.
3. You remain responsible for the security of your technology device during after-school activities. Keep it with you or safely locked up.
4. Avoid using your technology device in areas which may lead to damage or theft.
5. Never leave your technology device in a public space.
6. Do not leave your technology device in an unlocked and unoccupied vehicle.
7. Do not leave your technology device in a vehicle overnight.
8. Do not leave your technology device in direct sun or in temperatures of 90 degrees Fahrenheit or above.
9. Do not place your technology device on the floor or in sitting areas such as couches or chairs.
10. Do not leave your technology device near any water source, such as a sink, bathtub, or pool.
11. Do not use the technology device while at potential hazardous locations including the cafeteria, gym, or sports field.
12. Do not leave your Chromebook ANYWHERE where it can be stepped on. IE: In front of your locker, under a table at lunch, on the floor of the classroom/hallway where other students walk.

*For the technology device 1:1 program to be a success, we all need to be aware of our surroundings. If you see an "unattended" technology device, be a good citizen and take it to main office or nearby classroom. Avoid rough-housing as this may lead to someone's technology device being damaged.*

### **General Technology Rules & Guidelines:**

1. Your G-Suite data is stored in the cloud and backed up automatically while connected to the Internet. If necessary, you may back-up your data to a USB drive. Data may be saved to the device when off-line and then "synced" when back online.
2. You may receive email updates applicable to all technology device users. These are important. Read them and follow up on them.
3. Do not share passwords or attempt to discover others' passwords.
4. Do not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs installed on the device by Caro Community Schools.
5. Do not tamper with computer hardware or software, attempt to override or bypass Internet filters, change network profiles or configurations, or "hack" or otherwise obtain unauthorized access to any networks, computers, files, or programs.
6. Do not use your technology device for any illegal purpose or in violation of the District AUP.



## **Expectations:**

1. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
2. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
3. Systems provided for student use are provided as-is. The District cannot be held responsible for lost productivity or data loss that may occur if the system is improperly used or if the software or hardware malfunctions.

## **Technology device Repairs/Troubleshooting:**

The district has a system in place to handle repairs of the student technology devices. In grades 9-12, the student should take their device to the Media Center in their building and the Media Center personnel will perform basic troubleshooting to attempt to repair the device and return it to the student at that time. If they are unsuccessful, they will log a ticket for the device and the IT Department will pick it up and perform the repair. When the repair is completed, the device will be returned to the Media Center and Media Center personnel will return it to the student. In grades K-8, the student should report a device issue that needs repair to his/her teacher who will in turn submit a web ticket and the IT Department will pick it up, perform the repair and then return it. **(Students and parents/guardians are not authorized to repair or reconfigure the technology device.)**

## **Turn-In Policy:**

Students will be required to turn in their assigned technology devices no later than the last day of school. The Principal will establish the student device turn-in date each year. Technology devices may be re-imaged during the summer. Students should be aware any data on the device will be removed and cannot be recovered. Any data a student wishes to save must be saved to their G-Suite for Education account. All District technology items provided to students, including but not limited to the technology device (typically a device computer or touch screen tablet), carrying cases, carrying straps, power cords, etc. will be required to be returned in the same condition as it was when received. **Exceptions to this may include a pandemic or other unforeseen disruptions to the scheduled school year or other situations deemed necessary or beneficial to student learning.**

## **Lost, Stolen or Damaged Devices:**

Students should report immediately to their school teacher or administrator when their assigned technology device becomes damaged, lost or stolen. The student's parent or guardian will be responsible to refund the District the net value of the device or the cost of the repair the device (as applicable). Schools will be responsible to recoup payment for lost, stolen or damaged technology devices that are provided to students assigned to their school. Failure of payment for a device or accessory may result in loss of activities in the district. If a student is assigned to

multiple schools, the primary school of instruction will be responsible to recoup any or all technology device payment (if applicable).

**Student Device Insurance Terms and Conditions:**

The School District will offer Parents/Guardians an affordable insurance option for student device damage expenses. This self-insured model places the financial burden on the District to replace devices and to repair damaged devices (when practical). The Student Device Insurance premium will cover one school year, is non-refundable and will not be prorated.

**The Student Device Insurance terms and conditions are listed below:**

\$20.00 annually per Chromebook for insurance.

Students with insurance who experience damage to their mobile device will be charged the applicable deductible as opposed to the full repair or replacement costs listed below.

<p><b>Annual Cost:</b> \$20/year per student.</p> <p><b>Protection Deductibles:</b> 1st Claim: \$10 2nd Claim: \$20 3rd Claim: \$40 4th Claim: Full cost of repair</p>	<p><b>Estimated repair costs are as follows:</b> Full Replacement: \$250.00 Screen: \$120.00 Keyboard \$40.00 Charger \$35.00 Carrying case \$25.00</p> <p><i>Other costs: To be determined through appropriate assessment up to the full coverage of the student device.</i></p>
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Parents/Guardians will pay the full amount if any malicious damage occurs to the device, or to replace a lost device or accessory.

The insurance coverage is for accidental damage such as drops, falls, liquid spills, and also theft. All theft claims must be accompanied by a police report, and are limited to 1 claim.

In the event of any claim, the student must report the incident to the school within 3 school days. The student must also provide a detailed description of the events including how, where, and when the damage occurred.

In the event of theft, a copy of the police report is required. The report must include the make, model and serial number of the stolen computer. You must also inform the school immediately as the device may be tracked and disabled.

All replacement accessories must be purchased through the school to ensure quality.

**PARENT/STUDENT ACKNOWLEDGEMENT OF 1:1 STUDENT HANDBOOK**

**(THIS PAGE MUST BE RETURNED BEFORE A DEVICE WILL BE ISSUED.)**

We have received and read the 1:1 Student Handbook and all related policies contained within. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date