



# Avery ISD

## Student Device 1:1 Program

### Handbook

#### **Goals**

The goal of the program is to provide equipment and resources to increase the depth of student learning and expand learning opportunities beyond the classroom.

#### **Device Care**

Devices should remain in the district provided cases at all times. Devices should never be left in a hot vehicle and all liquids should be kept clear to avoid an accidental spill on the device. **Lost or damaged cases will be replaced at a cost of \$25 each.**

#### **Inspection**

Devices are the property of Avery ISD and are subject to inspection at any time. Reasons for inspections may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the device. Devices will be inspected each nine weeks and students will be responsible for paying for any damages found at that time.

#### **Device Management**

Devices should only be used by the assigned student. AISD devices are managed by AISD. Any attempt to remove management tools will result in immediate action, including but not limited to, confiscation of the device.

#### **Damage and Repair**

Devices that are broken or fail to work properly must be taken promptly to the campus technology coordinator for repair. Devices may need to be restored to the original state. Student information that is not backed up will be lost. The technology staff is not responsible for backing up student data. If the device must be sent off for repair, a temporary replacement may be provided if available.

Students and their parents may be held financially responsible up to the full cost of the Lenovo Chromebook if it is damaged due to neglect.

#### **Device Insurance**

The district purchased insurance for each device. **Students will be responsible for paying a \$25 repair fee each time their laptop is accidently damaged and requires repairs.**

#### **Coverage**

Repair/Replacement of school issued device when accidental damage has occurred: All damage incidents will be investigated. If the damage is the result of neglect or intentional harm (ex: punching the laptop or leaving it on the floor), the student will be responsible for the full cost of the repair or replacement.

## Coverage Exclusions

- Dishonest, Fraudulent, Intentional, or Criminal Acts: Coverage is not provided if damage occurs in conjunction with a dishonest, fraudulent, intentional, negligent, or criminal act.
  - Removing Protected Case: Coverage is not provided if damage or loss occurs if the school-provided or District approved case has been removed. Removing the school-provided or District approved case is prohibited.
  - Unapproved Use: Damage caused by use of or installation of non-approved applications, non-approved software, and non-approved accessories which alters the manufacturer's warranty.
  - Abuse and Neglect: Damage caused by abuse, misuse, neglect, or by operating the device outside the permitted or intended use described in the Parent/Student Information Guide.
  - Charger and Case: Insurance does not cover the charging cable(s), charging adapter, or cover
  - Pet: Damage as a result of a Pet.
  - Unauthorized User: Damage caused by anyone who is not a representative of AISD or an Authorized Service Provider or by loaning the device or charger to another student.
- \*Lost laptops and equipment are not covered by insurance.

## **Loss or Theft**

It is imperative that the school is notified immediately if the device is missing.

As soon as the device is lost or stolen:

1. Report it immediately to the high school office.
2. Complete a missing device form and return with a parent's signature within 48 hours.
3. Technology staff will attempt to locate the device electronically.
4. If the device is not recovered within 24 hours, a police report will be made by campus personnel.
5. Once a police report is on file with the campus and the missing device form is completed, the campus will provide a replacement device if one is available. The student and/or parent may decline the replacement device.
6. Multiple replacement devices will not be issued.
7. Please note that when the original device is found, it will be returned to the student. The replacement device will be collected by the campus administrator.

## **Device Check-In and Check-Out**

Devices will be assigned to one student and should not be used by any other person. If a parent does not want their student to be issued a device, he/she should note that on the device check-out form. The Lenovo Chromebook, charger, and case must be returned at the time of withdrawal from AISD. Failure to return all items will be reported to the police.

## **Charging the Battery**

1. Devices must be fully charged each night whether left on campus or taken home.
2. Devices may get warm during charging. It is best to power down the device and keep objects away from it while charging.
3. **Lost or damaged chargers will be replaced at a cost of \$25 each.**

## **Screen Care**

The Lenovo Chromebook has a touch screen. Do not push against the screen with anything other than a finger or stylus. Clean the screen with a soft cloth. If desired, you may lightly spray the cloth with a mild cleanser or water before cleaning. NEVER spray anything directly on the device.

## **School Use**

1. Devices are intended to enhance learning opportunities. In addition to teacher expectations for use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for having their device at all times during the school day, unless specifically instructed not to do so.
2. Students who leave their device at home are responsible for completing all course work assigned before returning to school the next day.
3. Students who regularly do not bring their devices to school will be disciplined accordingly.
4. Students assigned to ISS or AEP, may lose access to their device during that time.

## **Media, Sound, and Games**

All media on devices that violates the acceptable use policy will result in disciplinary action and may also result in loss of device privileges. Use of media, sound, and games must be in accordance with classroom procedures.

## **Printing**

You will be able to print in black and white at school. To print in color, you will email the document to your teacher, and the teacher will print it if it is for an educational purpose.

## **Home Internet Access**

Students are allowed to set up access to home wireless networks on their devices. If you have trouble connecting your device to your home network, contact your internet provider.

## **Operating System and General Updates**

Devices will update based on a schedule set by the technology staff.

## **Saving Information**

Student work will be saved by the student in Google Drive. Students are not to save music, videos, photos, or other media on the device that is not directly used for schoolwork. The district reserves the right to delete any files that it deems are in excess and causing performance issues.

## **Network Connectivity**

AISD is not responsible for any lost or missing data due to network activity. Students should always backup important documents.

## **Web Filter**

All district devices use a web filter to block objectionable content while using the internet, both at home and at school. Any attempt to remove this filtering device or avoid the filter by use of VPNs and other avenues is a direct violation of the acceptable use policy and students will be disciplined.

## **Parent/Guardian Responsibilities**

Please talk to your child about the standards that your child should follow when using the Internet. Be an active participant in your child's digital life. Be aware of what your child is working on and the sites he/she is accessing. The following resources will assist in promoting positive conversations between you and your child regarding digital citizenship:

NetSmartz - <http://www.netsmartz.org/Parents>

Common Sense Media - <http://commonsensemedia.org/blog/digital-citizenship>

## **Acceptable Use Policy**

The district's Acceptable Use Policy is distributed and signed during registration. Students may not checkout a device until the Acceptable Use Policy is signed by a parent/guardian and returned to the school. The Student Handbook and Student Code of Conduct also provide district expectations for students using technology. Students and parents should review these expectations.

## **Fees**

The district purchased insurance for the laptops. Students will be responsible for a \$25 repair fee if the laptop is accidentally damaged. Students will be responsible for the full cost of repairs or replacement if the laptop is damaged due to neglect or an intentional act or if the laptop is lost. Laptop chargers and cases are not covered by the insurance.

Laptop Replacement (due to loss or damage not covered by insurance) - \$372.52

Charger - \$25

Case - \$25