District Device Handbook

1:1 Device Procedures and Information

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Acceptable, Safe, and Responsible Use of Technology Resources Policy 363.2

Devices will be distributed to students at the beginning of each year. Students must have a Parent Internet User Agreement and Equipment Form on file to maintain access to district devices, internet and electronic communications.

Failure to turn in forms may result in loss of device/internet privileges until a form is submitted.

Chromebooks

REPLACEMENT FEES FOR LOST/DAMAGED ITEMS

Students are provided a chromebook free of charge from the Altoona School District to use as an educational tool. Students in grades 6 - 12 will also be issued a case and allowed to bring their chromebooks home. Students in grades 2 -5 will have assigned a chromebook through their classroom. Students are responsible for keeping their assigned chromebook in working condition. If their chromebook or related chromebook materials become lost or broken, a replacement fee may be charged.

The Library and Technology Department will assess and charge repairs/damage to chromebooks throughout the school year. When Chromebooks are returned at the end of the school year, replacement fees may be charged for damages beyond "normal wear." Noted damages of misuse, accidental or intentional drops and spills, cracked screens, missing keys, missing charging cord or case, or damage that impedes the use of the Chromebook will be charged. All replacement fees assessed will be charged to your child's library account.

Chromebooks and Chromebook chargers are barcoded and checked out through the library system for students in grades 6 -12. Students must return the same chromebook and charger that was issued to them in September. The barcode numbers should match. Additionally, students should return their chromebooks with their case. The case should be in good condition and usable for the next school year. If another student uses your child's chromebook and it becomes lost or damaged, your child is still responsible for the damage.

Fees rolled over from previous school years will still be on your child's library account and need to be paid.

Average Cost of Chromebook Repair & Replacement Fees

Chromebook Screen	$50.00	Protective Case	$35.00
Chromebook Frame	$27.00	Hinge Repair	$20.00
Chromebook Plastic Top	$25.00	Keyboard Repair	$45.00
Chromebook Plastic Base	$30.00	Charging Cord	$35.00
Chromebook Ports	$10.00	Verizon Hotspots	$200.00

Replacement cost for Chromebooks that have been lost/not returned/or damaged beyond repair will be based upon the age of the device, approximately $250.

CHROMEBOOKS UNDER REPAIR:

When a student's Chromebook is in for repair, they will be issued a loaner Chromebook until their device is repaired. These Chromebooks may be checked out for home use. The same expectations apply to Chromebooks on loan during repair periods as for Chromebooks issued to students at the beginning of the year.

LOST OR STOLEN CHROMEBOOK

To replace a stolen Chromebook/Cords/Cases, a police report must be filed. The replacement will be provided at no cost.

RECEIVING YOUR CHROMEBOOK: GRADES 6 -12

The following items and accessories will be distributed and recorded by the student's teacher. Students are responsible for their Chromebook just as they are responsible for their textbooks:

- Chromebook with barcode affixed to device
- Charging cord with AC Adapter power cord
- Chromebook Carrying Case

RETURNING YOUR CHROMEBOOK:

All Chromebooks and accessories will be returned at the end of each school year or when a student withdraws from the district. If the Chromebook issued to the student is not returned, law enforcement will be notified and the Chromebook will be considered stolen property. <u>The same equipment with the correct barcode that was issued at the start of the year must be returned.</u>

TAKING CARE OF YOUR CHROMEBOOK:

Care of the Chromebook is the responsibility of the student. In the event that your Chromebook gets broken or fails to work properly, please immediately bring it to your school's library media center for repair. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

General Precautions:

- Do not use food or drink near your Chromebook.
- Do not leave the power cord plugged in while transporting your Chromebook.
- Do not carry your Chromebook by the screen or with the screen open or by the corner of the Chromebook.
- Do not write or draw on your Chromebook. Do not place additional stickers or other adhesives to your Chromebook or any other accessories.
- Keep the Chromebook secured at all times.
- When a Chromebook won't be used for a period of time, students should log out of their account for security purposes.
- Do not leave your Chromebook in an area that could become very warm or very cold.
- To protect against theft or damage, do not leave the Chromebook in an area that is not supervised. If an unsupervised Chromebook is found, turn it in to the office or the LMC immediately. Unsupervised Chromebooks will be collected by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- When students are not using their Chromebook, they should store them in their locked locker or in a secure classroom designated by a teacher.
- Chromebooks will have Altoona School District identification. It should not be removed or altered.

Carrying Chromebooks:

- Please be very careful with your Chromebook!
- Do not use the screen to lift your Chromebook or use the corners of the Chromebook to lift it. Always carry the Chromebook from the bottom with the screen closed using two hands.
- Due to the possibility of damage, do not put Chromebooks in backpacks.

Screen Care:

- Don't put pressure on the top of the Chromebook—even if the lid is closed. This includes pointing at items on the screen with a pen/pencil, leaning on a closed Chromebook with your elbow, and placing items on top of the Chromebook.
- Close the screen when storing your Chromebook.
- Do not store the Chromebook in a case or backpack with items that will put pressure on the screen.
- Do not touch the screen with anything that might put a mark or scratch on it.
- Keep everything off the keyboard when closing the lid.
- There will be cleaning stations and supplies available at school. To prevent damage, cleaning of screens should only be done at school with the provided cleaning solution.

USING YOUR CHROMEBOOK AT SCHOOL:

- It is expected that Chromebooks will be fully charged every day.
- Because Chromebooks are district owned machines to be used for educational purposes, they can be monitored at school or at home.
- If the student's Chromebook is missing or in repair, they will be issued a used Chromebook from the LMC if they are available. These extra Chromebooks will not be allowed to be taken home. They will be required to be returned to the building LMC each day.

BACKGROUNDS AND PASSWORD:

- All screensavers and backgrounds must be school appropriate. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols or pictures will result in disciplinary action.
- Students must keep their passwords confidential.

ACCOUNT ACCESS:

In order to gain access to the district network, students should log in with their Altoona School District account. Students should only use their account. **Use of another student's account is prohibited under the District Acceptable Use Policy.**

SOUND:

Students should keep their sound muted unless a teacher gives permission for it to be on for instructional purposes. **Students will be expected to have headphones or earbuds to use when sound is necessary for instructional purposes.**

PRINTING:

Limited printing will be allowed from Chromebooks. Students are highly encouraged to send documents electronically to their teachers to avoid unnecessary printing.

SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK:

- Students need to save all files to the Google account in the cloud instead of locally on the device to ensure they will have access and that the files are not deleted if the Chromebook is in need of repair.
- If a student will be graduating or leaving the district and would like to transfer saved documents to another account, contact the LMC.

Vendor Warranty: The equipment vendor has a one year hardware warranty on the Chromebook. The vendor warrants the Chromebooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

CHROMEBOOK TECHNICAL SUPPORT:
All initial technical support will start at the high school LMC. If the chromebook can't not be fixed or repaired at that time, it will be sent to the District Technology Department. A loaner chromebook will be issued to the student while their chromebook is being repaired. All repairs on district-owned Chromebooks must be performed at the district by district staff.

CHROMEBOOK FAQ's

Q: What is a Chromebook?

A: A Chromebook is like a laptop but instead of having Windows or iOS operating systems, they run off Google Chrome. Through Chrome, students can type documents, use spreadsheets, create presentations and more. They can access all of their work from any computer that connects to the Internet.

Q: Do you need Internet access to use a Chromebook?
A: Some offline functions are able to be used with a Chromebook, but it works the best if you have a WiFi signal.

Q: Do Chromebooks come with Internet Filtering Software?

A: Yes. Chromebooks will be filtered through the district's internet filter at all times.

Q: Do Chromebooks need virus protection?

A: No! Because of how they are designed, no virus protection is needed.

Q: What is the expected battery life?

A: Chromebooks have a rated battery life of 13 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Q: Can I opt my student out of receiving a Chromebook?
A: Chromebooks are tools used in our instruction Altoona Schools. Students cannot opt out of a district-issued Chromebook because they will be required to use it for class during the day in order to access and create educational materials.

Q: Will students be allowed to take their Chromebooks home?
A: As of now, only high school students will be allowed to take Chromebooks home.

IPADS AND TOUCH CHROMEBOOKS

DEVICE PROCEDURES

Students in Kindergarten and first grade may be provided a device free of charge from the Altoona School District to use as an educational tool. Devices will be assigned through classroom teachers. Students are responsible for keeping their assigned device in working condition. If their device becomes lost or broken, a replacement fee may be charged.

The Library and Technology Department will assess and charge repairs/damage to devices throughout the school year. When devices are returned at the end of the school year, replacement fees may be charged for damages beyond "normal wear." Noted damages of misuse, accidental or intentional drops and spills, cracked screens, missing keys, missing charging cord or case, or damage that impedes the use of the Chromebook will be charged. All replacement fees assessed will be charged to your child's library account.

REPLACEMENT FEES FOR LOST/DAMAGED ITEMS

iPad screen replacement	$160.00	Touch Chromebooks Screen	$140.00
IPad Case	$15.00	Misc. Touch Chromebook Parts	See Page. 1

Replacement cost for iPads and touch chromebooks that have been lost/not returned/or damaged beyond repair will be based upon the age of the device, approximately $400.

IDEVICES UNDER REPAIR

When a student's device is in for repair, they will be issued a loaner until their device is repaired. The same expectations apply to devices on loan during repair periods as for devices issued to students at the beginning of the year.

LOST OR STOLEN IPAD

To replace a stolen iPad, a police report must be filed. The replacement will be provided at no cost.

TAKING CARE OF YOUR IPAD

The following is the school board approved policy related to technology usage associated with educational practices:

ACCEPTABLE, SAFE AND RESPONSIBLE USE OF TECHNOLOGY RESOURCES

Policy 363.2 (Replaces IIBG)

The purpose of this policy is to provide guidelines for access to the School District of Altoona 's technologies, use of personal and district-owned devices within the District, use of the District's network and the acceptable and safe use of the Internet, including electronic communications.

The School District of Altoona considers its own stated mission, goals, and objectives in making decisions regarding student, employee, parent and community access to the School District of Altoona technology system, resources, and the Internet. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district technology system and to the Internet enables students and employees to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. The School District of Altoona expects that staff will blend thoughtful, applicable, and motivational use of the school district technology system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

The school district technology system is the property of the School District of Altoona. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access. The purpose of this system is more specific than providing students and employees with general access to the Internet. The school district technology system is for educational purposes and to conduct the business of the District only. Users are expected to use the technology system and the Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose
network.

The use of the School District of Altoona system and access to use of the Internet is a privilege, not a right. Internet access can be used—inadvertently or, in some cases, purposefully—to facilitate inappropriate, harmful, deceptive, and even illegal activities and communications. Further, notwithstanding reasonable efforts at prevention, there is still a risk that a student may, at some time, be exposed to particular content or participate in particular activities or communications that the District would consider harmful, deceptive, or otherwise inappropriate, or that a parent or guardian may find objectionable.

Consistent with applicable federal laws, the School Board believes that the best approach to student Internet safety involves a combination of technology protection measures, monitoring, and instruction. The District's comprehensive approach to student internet safety shall take into account the differing ages and instructional levels of the students

in the District.

It shall be the responsibility of the District's technology director and building principal in consultation with such designees as they deem appropriate to:

- Ensure that the District's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to visual depictions that are: (a) obscene; (b) pornograp hic; or (c) otherwise harmful to minors. Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access materials or communications, other than visual depictions, that are inappropriate for students.

- Develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using District-provided equipment or District-provided network access or Internet access. Such monitoring may sometimes take the form of direct supervision of students' and minors' online activity by school personnel. School personnel has the right to randomly search District-provided equipment. To the extent consistent with applicable law, other examples of such monitoring activities may include the use of applications, services, equipment, or other methods by which school personnel can:

    - track and review users' Internet histories; online communications; other online activities, uploaded, downloaded, saved or deleted data, files, applications, programs or other content; or other online activities;

    - track and log network access and use by any person or under any account; or

    - monitor file server space utilization by District users by, for example, file size, file type, file content and / or file function.

- Develop and implement appropriate instruction to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including (a) safety and security issues that arise in connection with various forms of electronic communication; (b) information about interacting with other individuals on social networking sites and in chat rooms; and (c) cyberbullying awareness and response. Such technology safety instruction shall vary by the instructional level of the students and shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's specific rules regarding student's acceptable and responsible use of technology while at school.

Building principals and their designees shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources.

Legal Reference: Wisconsin State Statute Sections: 120.12, 120.13, 120.18, 943.70, 947.0125
Federal Laws and Regulations: Children's Internet Protection Act (CIPA), Protecting Children in the 21st Century Acc ADOPTED: 10/02/95 AMENDED: 07/26/16