

# Electronic Device\* Implementation Handbook

(keep this document for future reference)

## OVERVIEW

Nevis Public School is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21<sup>st</sup> century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making Electronic Device technology available to all Nevis Public School students as described below.

The following requirements and guidelines apply to the Electronic Devices Implementation initiative.

## Student Responsibilities

1. Students are expected to use the Electronic Devices appropriately for educational purposes.
2. Students are expected to have their Electronic Devices in school each day with a fully charged battery.
  - a) A limited number of loaners may be available on a first-come, first-serve basis. Students may not use a loaner more than three times a semester.
  - b) Forgetting an Electronic Device or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Repeated failure to bring the Electronic Device to school or failing to charge the battery may result in the loss of home privileges for the students.
  - c) Students are responsible for being informed of their assignments by subscribing to the calendars of their teachers.
  - d) Students are responsible to download to the Electronic Device any necessary documents and/or materials from the teachers' websites. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
  - e) Students may load music and photos on their District-owned Electronic Device, as long as all content complies with the Acceptable Use Policy. The use of music on the Electronic Device during instructional time will be at the discretion of the classroom teacher. Students may set their own screensaver photos. The presence of inappropriate music or photos may result in the loss of the Electronic Device and/or other disciplinary actions. Photos taken in a bathroom or locker room are prohibited and will result in school discipline.
  - f) Students may not install software, download apps or attempt to reconfigure the software of the Electronic Device. If non-conforming apps or software are discovered on District-owned Electronic Devices, the Electronic Devices will be restored to the school set of software, and disciplinary actions may be enacted. Technology staff is not responsible for saving, restoring or backing up documents, music or photos that students may be storing on the Electronic Devices.
  - g) Students are encouraged to store documents, worksheets, notes and other files on their Electronic Device, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup or use a Google Drive.
  - h) Student may not attempt to hack or jailbreak the Electronic Device.
  - i) Students are discouraged from printing and encouraged to use email and cloud-storage solutions. Earphones are not to be used in school unless specifically permitted by the classroom teacher.

\*Electronic Device refers to desk top computers, laptop computers and computer tablets.

## **Parent Expectations**

1. The District asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the Electronic Devices at home.
2. Parents are responsible for filling out and signing the Parent/Student Agreement form and the Electronic Device Protection Plan.
3. If necessary, parents are asked to assist their child when they fill out the forms needed to report theft or damage.
4. Parents are encouraged to become familiar with the Electronic Device and help ensure the use of the technology to track their child's progress. The Electronic Device allows parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.
5. Parents should help to ensure that only the student and parents use the school-assigned Electronic Device.

## **Terms of the Electronic Device Loan**

1. Electronic Devices will be distributed at the discretion of the District Administration upon confirmation that the Parent/Student Agreement form and Electronic Device Protection Plan have been signed. No student will receive an electronic device until both the Parent/Student Agreement form and Electronic Device Protection Plan have been signed and returned to the school.
2. Legal ownership of the Electronic Device remains with the District. The use of the Electronic Device is a privilege extended to students and its conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy, and all other District policies.
3. Students may take the device home once the District receives the Electronic Device Agreement Form and the Electronic Device Protection Plan.
4. Student Electronic Devices and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are suspended or expelled will return the Electronic Device and accessories (electronic device, case, clip, charging block and/or cable) at the time of withdrawal.
  - a) The District reserves the right to repossess the Electronic Device and accessories at any time if the student does not fully comply with the terms of this Handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
  - b) Failure to return the property in a timely fashion may result in the involvement of law enforcement.
  - c) Software and apps will be managed by the District, due to the need to comply with licensing agreements.
  - d) Students are not allowed to use their Apple ID on a school owned iPad.
  - e) The Electronic Devices will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using Nevis Public School's equipment or technology system.
  - f) If technical difficulties arise with an Electronic Device, or non-conforming content is discovered, the Electronic Device will be restored by technology staff. If the technology staff need to restore an Electronic Device, the District is not responsible for any content put on the Electronic Device by the student.
  - g) Each Electronic Device has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the Electronic Device itself in any fashion.
  - h) The use of the Electronic Devices during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

## **General Care Instructions**

1. Electronic Device screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the Electronic Devices.
2. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged in to the wall outlet before connecting the Electronic Device. When disconnecting, remove the cable from the Electronic Device before pulling the cord from the wall outlet.
3. Electronic Devices must be kept in the protective cases at all times.
4. Students should never put weight on the Electronic Devices, stack items on top of them or wedge them tightly into a backpack or case. The Electronic Device cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
5. Liquids, food and other debris can damage Electronic Devices. Electronic Devices should be closed in cases and away from food and liquids when students are eating.
6. Electronic Devices should not be exposed to temperature extremes. Students should not leave the Electronic Device in any location where the temperature falls below freezing or exceeds 95 degrees. If the Electronic Device is cold, it should be allowed to warm up to room temperature before use. An Electronic Device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
7. Battery life is shortened by using wi-fi, Bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.
8. Students are encouraged to refer to the Electronic Device Instruction Manual located on the Electronic Device for further information.

## **Protection Plan**

Families must choose one of the three protection plan options that are offered on the Protection Plan document. (see page 7)

## **Security and Theft Protection**

1. No device will be considered lost or stolen unless a report has been made to the school at the time of the loss.
2. Insurance payments are not transferrable or refundable (**unless** the \$399 refundable option is picked for insurance).
3. The Electronic Device may **ONLY** be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.
4. The student is responsible for the security of the electronic Device at all times. The Electronic Device should never be left unsecured. When not with the student, the Electronic Device should be secured or stored in a locked location out of view. During after school activities and/or away events, students are still responsible for securing the Electronic Device.
5. Students should keep personal information about themselves and others off the Electronic Device. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

## **Damage, Theft, Repair**

1. Damage caused by personal vandalism is not covered by insurance.
2. Unpaid fines carry over from year to year. Students will not be issued a table the following year unless all fines for loss or damage have been paid.

3. Damage or hardware issues must be reported immediately. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no more loaners available.
4. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the Electronic Device. Failure to pay for willful, negligent or intentional damage may result in legal consequences.
5. Theft must be reported immediately to the high school technology staff. Students/parents will be required to fill out a theft report through the Hubbard County Sheriff's Department.
6. The Electronic Devices contain software that can be activated to track and recover missing Electronic Devices. The District will coordinate with law enforcement to track missing or lost Electronic Devices.

### **Connecting to the District Network**

1. Students/families who own Electronic Devices may use these in school in place of a District-owned device, subject to the following conditions:
  - a) The Electronic Device is available to the students for use **every** day at school.
  - b) The student/family is willing to provide the same apps, including any paid apps that are provided on the District Electronic Devices and required for the student's coursework. Licensing agreements for paid content prohibit the District from installing content purchased by the District account on devices not owned by the District.
  - c) The District is not responsible for and cannot provide technical support for personally owned devices.
2. Any personally-owned Electronic Devices that are brought into the District must be registered with technology staff before they are allowed onto the District network. This is for network security purposes as well as to comply with federal legislation regarding Internet content filtering. All students opting to use personal devices will be required to follow District policy throughout the school day.
3. The District is not responsible for the loss, theft or damage of any personally-owned devices that are brought to school.

### **Sample Disciplinary Measures**

1. Repeated inappropriate use during class time; loss for one week.
2. Inappropriate music; loss for one week.
3. Porn of any type; loss for 30 days.
4. 'Jail breaking' or modifying the management software; loss for 30 days.
5. Vandalism; loss until repair bills have been paid.

## Electronic Device Loss / Theft / Damage Report

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Date of Incident

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

Incident:

\_\_\_\_\_  
Hardware Failure

\_\_\_\_\_  
Damage

\_\_\_\_\_  
Loss

\_\_\_\_\_  
Theft

If theft, was a police report filed:    \_\_\_\_ Yes    \_\_\_\_ No

Location of Incident: \_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_

Describe What Happened:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Submit to: Bud Kading, Technology Coordinator, Nevis Public School

## Electronic Device Loss / Theft / Damage Report

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Student Name (please print)

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Grade

### Student Agreement:

1. I will take good care of my assigned Electronic Device and accessories.
2. I will always leave my device in its secured case.
3. I will keep my Electronic Device secure at all times.
4. I will not loan it out to anyone.
5. I will bring it to school charged and ready for use each day.
6. I will not disassemble, repair, hack or subvert the security of the Electronic Device.
7. I will not install apps without permission of the technology department.
8. I have read and I understand the Nevis Public School Electronic Device procedures document.
9. I will agree to abide by all Nevis Public School policies governing the use of my Electronic Device, both in school and at home.
10. I understand that my Electronic Device is subject to inspection by Nevis Public School staff at any time and that it remains the property of Nevis Public School.
11. I understand that the District will use the cloud storage service Google Drive. This services requires registration with the host and allows for sharing of files.
12. I understand that I am responsible for any intentional or negligent damage to the Electronic Device.
13. In the event of loss or theft or willful damage, I will file a report with appropriate law enforcement within 24 hours.
14. I will immediately file a report with the technology department in the event of loss/damage/ equipment failure.
15. I will return the Electronic Device, case a cables in good working order as directed by technology staff. I understand that I am responsible for the full replacement cost of any unreturned tablets, or accessories (cases, keyboards, power cords and/or chargers). I understand that I am financially responsible for any personal vandalism to my tablet.
  - I will review the Electronic Device Procedures Handbook with my parent(s).
  - I agree to the stipulations set forth in this document as well as the Nevis Public School Electronic Device Procedures, the Acceptable Use Policy and the Nevis Public School Student/Parent Handbook.
  - Insurance payments will not be accepted without a signed insurance form (both student and parent).

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Student Signature

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Date

1. I have read and understand all terms of the Electronic Device Student Agreement and the Nevis Public School's Procedure Handbook and agree to let my child participate in the Electronic Device program.
2. I have discussed the Nevis Public School's Procedures Handbook with my child and will support the school in guiding my child in using the Electronic Device at home and as an educational tool.
3. I understand that I am responsible for monitoring and guiding my child's activity on any home internet access, if applicable.

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Parent Signature

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Date

## Electronic Device Protection Plan

Nevis Public School is committed to preparing our students to succeed in the changing societal landscape. It is essential that our District provide our students with the 21<sup>st</sup> century skills they need to be self-directed learners. Our instructional goals include high academic rigor, and 21<sup>st</sup> century skills. We believe that effective teaching and learning should reflect educational research recommendations and include the effective use of technology to best prepare each students for the world in which they will live.

Nevis Public School recognizes the need to protect the District's investment in the equipment purchased by the District, and to protect families from expenses from theft or damage of school equipment. Therefore, the District is offering families a choice of three protection plans. Parents must choose one of these three options for their student to participate in the use of an Electronic Device.

### Electronic Device Protection Options

#### **OPTION 1: School Protection Plan**

Families may purchase a \$30 per year non-refundable Electronic Device Protection Plan from the District. This will include coverage for hardware failure, theft, repair, accidental damage including screen repairs, and liquid damage to the original Electronic Device. It does not include deliberate or negligent damage to the Electronic Device. A third Electronic Device will only be provided upon receipt of a full deposit of \$399. Protection Plan Premiums for families with multiple children in the District will be capped at \$90.

#### **OPTION 2: Personal Insurance**

Families may agree to cover the Electronic Device under a personal insurance policy, such as homeowner's insurance. In the event of hardware failure, theft, repair, accidental damage including screen repairs, liquid damage, deliberate or negligent damage to the Electronic Device, or other damage to the electronic Device as determined by the District, parents are responsible to reimburse the District in the amount to be determined by the District. The policy must cover the Electronic Device in all locations. Most insurance companies require the serial number of the Electronic Device – please contact the District technology coordinator at [bkading@nevis308.org](mailto:bkading@nevis308.org). Proof of insurance coverage must be submitted to the District prior to the issuance of the Electronic Device.

#### **OPTION 3: Full Deposit**

Families may make a refundable deposit of \$399, representing the amount of the full value of the Electronic Device. This deposit will be returned with interest at the end of the school year if the Electronic Device is returned in good condition. A portion of this deposit may be withheld if the Electronic Device is returned with damage.

## Electronic Device Protection Plan

Return this form, when completed, and appropriate deposit to the District Office.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Grade

I am choosing the following option:

\_\_\_\_\_ Option 1      School Insurance \$30  
(\$90 cap for families with three or more children enrolled in  
Nevis School)

\_\_\_\_\_ Option 2      Home Insurance

\_\_\_\_\_ Option 3      \$399 Refundable Deposit

- If you are choosing Option 1 or 3, please submit payment by check made out to Nevis Public School.
- Payment is due before an Electronic Device will be issued to your child. Nevis Public School will determine the schedule for issuing an Electronic Device to students in grades 5-7.
- Proof of Insurance – If selecting Option 2, proof of insurance must be submitted before an Electronic Device will be issued to your child(ren).

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Payments will not be accepted without the AGREEMENT AND PROTECTION PLAN forms.

These must be signed by both students and parent.