

# 2016-2017 Lakeview Community Schools Student/Parent Device Handbook

## SECTION 1 - Introduction

Lakeview Community Schools will provide 21st Century curriculum, instruction, and assessment, with an emphasis on accountability to academic achievement and instructional excellence. Voters in the Lakeview Community School District approved a bond request that will fundamentally change our approach to education, resulting in a new model for our schools and classrooms. We believe that all students should be prepared for a global workplace. Our students must be equipped with essential skills such as effective communication, creativity, collaboration, and critical thinking.

We believe that teaching and learning does not end when the final bell rings. Teacher created content will be available and accessible to students online, which necessitates a device that can be used for both consumption and production of content. We believe that devices we have chosen are appropriate for allowing students to become self-directed learners.

## SECTION 2 - Rationale

During the 2013-2014 school year, several “pilot” classrooms were using 1:1 technology as a tool for enhancing the educational process. After thoughtful consideration and investigation, we believe that the devices selected are the best instrument to give each student access to the technology they will need in their 21st century education. The device serves as a word processor, multimedia production and consumption tool, video editor, e-book reader, camera, and content creator, all at an affordable price. Computer labs will continue to be available when the need arises.

## SECTION 3 - What's in the "Box"?

- K-12 Students will receive a device selected by the district for use on a daily basis.
- Protective Case
- Charger and Cable
- Students will be required to provide their own headphones to use with the device.

## SECTION 4 - Included Applications

The device comes with the standard set of preloaded applications. In addition to these, we have included several paid and free applications that will be used for instruction. Modifying the settings of the district issued device or deleting district issued software applications may result in student discipline and/or the need for reformatting at a cost to the student. District issued software applications (apps) are needed for student learning and should not be deleted.

## SECTION 5 - Optional Insurance

We have provided a sturdy protective case which will be put on each device before they are given to students. **Your child is to keep the device in its school issued case, at all times, so that the risk of damage is minimized.** If your child takes good care of the device and leaves it in its protective case, the risk of accidental damage is minimal.

Families may opt to pay for an **annual** insurance policy, which will cost \$25 per device, with a family cap of \$75. This insurance policy provides our families affordable deductibles in case of accidental damage.

The following deductibles apply **per device (please note each device is subject to deductible schedule below)**:

- 1<sup>st</sup> Repair – \$30 deductible per device paid by parent/guardian /student
- 2<sup>nd</sup> Repair – \$40 deductible per device paid by parent/guardian/student
- 3<sup>rd</sup> Repair – 100% of repair or 100 % of replacement cost

**Please Note: The insurance/deductible does not cover lost/stolen devices or malicious destruction to the device. You will be responsible for 100% replacement of a lost/stolen device or maliciously destroyed devices.**

It is the parent/guardian/students responsibility to cover the cost of district issued accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. Cost for accessory replacement includes, but is not limited to:

Device Accessory	IPad	Chromebook
Device Charger	\$30	\$15
Device Cover	\$30	\$15
Device Replacement	\$380	\$280

**Families that choose NOT to purchase the insurance policy (\$25 fee per device with \$75 family cap) will be responsible for full replacement costs should any damage occur. Devices not covered by an insurance policy will not be permitted to leave school property.**

## SECTION 6 - Home Use

We expect that our 1:1 program will help students to learn and maintain good digital habits that will last a lifetime. Any rules that you have about computer use or Internet access should apply equally to your child's device use. In addition, we encourage you to discuss appropriate uses of technology with your child, and we will discuss approaches to this conversation as part of our device information sessions. A device that goes home must be treated as if it were still in school, and be used appropriately. It is expected that the student bring the device to school with them every day.

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## SECTION 7 - Handling, Care, and Transport

- When moving your device carry the device with two hands.
- Always make sure that the device screen cover is securely attached.
- Do not leave the device in a hot car or in direct sunlight.
- Do not leave the device in extremely cold temperatures.
- Avoid having any sharp objects near the device, and only use a finger or stylus pen to manipulate the screen.
- Be careful when transporting the device in a backpack or other bag.
- The device will come with a district provided Asset Tag sticker. An asset tag is how we keep track of who has what device. The asset tag sticker must remain on the device. **No other stickers or writing should be placed on the device or its cover.**
- Additionally, the device should stay in the district provided protective case at all times.

## SECTION 8 - Power Management

Your device's battery will last longest if the device is used in room temperature condition. For best battery results, be sure to go through at least one charge cycle per month (charging the battery to 100% and then running it down to between 5 and 10% of charge). Students will be responsible for having a charged device for class each day.

## SECTION 9 - Cleaning the Device

DO NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean your device. Simply wipe the device's screen with a soft, lint-free cloth to remove oil left by your hands. The ability of the screen's coating to repel oil will diminish over time with normal usage, and rubbing the screen with an abrasive material will further diminish its effect and may scratch your screen.

## SECTION 10 - Student Responsibilities

Use of the device is a privilege. The Lakeview Community School District owns the devices and will loan them to the students as a tool to support their learning experience. Students will be expected to bring the device to school fully charged each day and have them in class just as they would for any other required material.

- Students should notify an administrator if an inappropriate or threatening email or message is received.
- Never loan your device to someone else. You are responsible for the device at all times.
- Students will be required to return their device at the end of each school year by a predetermined date.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at LCS for any other reason must return their individual school device on the date of termination. If this is not done, then legal action will be taken to recover the device.

## SECTION 11- Email

All students will be provided with an email address for email and document sharing. Access to the *Gmail* account is limited. Student email addresses are restricted to comply with the CIPA Act.

## SECTION 12 - Student Activities Strictly Prohibited

1. The use of the device is a privilege, and with that privilege, all users have no expectation of privacy in email, data on the device or server, network communications, Internet use, video recording, and all other technologies available on or through the device. The School District is the owner of the device and therefore all users understand that their use of the device can and may be strictly monitored electronically or otherwise by School District personnel at any time.
2. Students/users shall not install ANY software on the device, or download any applications, without prior permission of the School District's Technology Department.
3. Use of the device for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. The School District upholds the copyright laws of the United States as they apply to computer programs or licenses owned or licensed by the School District. Such action is also governed by the School District policy.
4. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action affecting the device.
5. Users shall not attempt to obtain any other user's password(s) and shall not read, copy or alter other user's data without their permission. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the device.
6. Users shall not knowingly or intentionally allow other users to use their identity/password(s) to access School District technology resources and computer systems. All users shall maintain the security and confidentiality of their identity/password(s). Users shall not use a device that has been logged in under another user's name. Users
7. Users shall not utilize the device for purposes other than for School District related business. The device shall not be used for illegal activity, for profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass emailing, discriminating remarks, or obtaining or sending obscene or pornographic material.
8. Users shall not utilize the device to harass or intimidate.

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9. Users shall report any problems or malfunctions with the device to the main office within one school day of detection of the problem. The glass from a broken screen is very sharp and can be dangerous, left uncared for, it can also damage the inner workings of the device.
10. The School District may, at any time, make determinations that particular uses of the Internet and Technology Resources are not consistent with the goals or mission of the School District and prohibit such uses.
11. The School District in its sole discretion reserves the right to terminate the availability of the device at any time.
12. The School District reserves the right to:
  - a. Make determinations as to whether specific uses of the device are consistent with its goals, educational mission, policies and/or procedures;
  - b. Monitor and keep records of device and Internet use;
  - c. Terminate user's privileges to access and use the device and other School District technology resources to prevent unauthorized activity.
13. Failure to follow the policy, procedures, rules and regulations of the School District may result in termination of the user's privilege to access the device and other School District technology resources. In addition, the user may be subject to other disciplinary or legal action.
14. Parents or legal guardians of users, under the age of eighteen, have the right to revoke their student's use of the device.
15. Each user shall be responsible for any and all damages to the device resulting from their deliberate or willful acts.
16. All School District policies and procedures, including the Student Handbook, apply to the use of the device and Google account.
17. Administration has the discretion to prohibit, allow, and otherwise regulate the use of the device during the school day.
18. Each teacher has the discretion to allow and regulate the use by students of their device in the classroom and on specific projects.
19. In the classroom, students may use their device only for the purpose of accessing materials that are relevant to the classroom curriculum.
20. The school's network filters will be applied to the device's connection to the Internet and other Technology Resources.
21. Users are expected to charge their device prior to school and run their device on battery power while at school.
22. Users shall maintain their device in silent mode at all times when on school property, unless otherwise permitted by school staff.
23. Users shall not record, transmit or post images or video of a person or persons on campus during school activities and/or hours, unless provided with written authorization by a teacher or administrator in compliance with School District policies and procedures.
24. Use of the device is prohibited in the following areas/situations:
  - a. Locker rooms
  - b. Bathrooms
  - c. Any private areas used for the purpose of changing clothes
  - d. Any other areas as designated by administration
25. Students shall not use their device to cheat on assignments or tests.
26. Users shall not print from their device to School District printers without the prior authorization of school staff.

Disclaimer: The School District will make every effort to provide appropriate technology resources, however, the School District makes no warranties of any kind, whether expressed or implied, for the device or Google account. The School District shall not be responsible for any damages incurred by a user of the device, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. In no event shall the School District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the device, Google account, accuracy or correctness of information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

### SECTION 13 - Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Check to see that your student's device comes to school fully charged each day. Make sure that the device is used primarily by the student. **Parents should monitor all activity on their students device.**

### SECTION 14 - School Responsibilities

LCS will provide Internet and email access to its students while on school property and provide Internet filtering at all times. Through the use of Google Apps we will provide cloud-based data storage areas. These will be treated similar to school lockers. LCS reserves the right to review, monitor, and restrict information stored on or transmitted via LCS School District owned equipment and to investigate inappropriate use of resources. LCS will provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

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## Student Device - FAQs

**Should I put a passcode on my Device?** That's an individual choice. If you do, it's VERY important to remember the passcode. It's even more important that if you forget, you don't try what you think it is multiple times and lock up the device. As long as the Device stays on a wireless network the tech department can clear the passcode lock. If you try several times, and fail, the Device will shut itself off to wireless networks and the Device will have to be reset. You will lose any data that's on the device at that point.

**What if my son/daughter has his/her own Device?** The Lakeview Community School District provided Devices will have applications that are based on each grade's curricular needs so it is best each student uses their district provided Device for learning purposes. However, if your child has his/her own Device they can choose to use them, as long as they are compatible with the current devices being used by their school building.

**Do I need to have Wi-Fi at home for the Device to work?** No. Many applications do not need Internet access. For those applications that do need Internet access, students will need to wait until they have Internet access to utilize those applications.

**Will students get ear buds or head phones with their Device?** No, these will need to be purchased by the student if they need one and are looked at as a school supply.

**Will there be online textbooks?** The District will be evaluating online textbooks as they are available.

**What if we go on a trip, can we take the Device?** Yes, if you and the teacher are allowing your child to take the Device home, they can take it with them anywhere.

**As a parent, do I need to know how to use a Device?** No, but we encourage parents to become familiar with this technology.

**Will my son/daughter keep the Device over summer?** All students will need to turn in their Device at the end of the school year, so that they can be refreshed for the following school year. Each student will receive their same device from year to year, so we recommend that you encourage them to take excellent care of it.

**Does my student get to keep their Device if we move away from Lakeview Schools?** No. If a student withdraws from Lakeview Schools they must turn in the Device. Any Devices that are kept by students leaving will be treated as a theft and the District will contact the Police Department.

**Will the Device work at home if we don't have Internet?** The District's Internet is only available at school. Any applications on the Device that do not need Internet to function will function without wireless Internet when not on school grounds. If a student does not have Internet access when not at school, the teacher can work with that student to provide other means of completing those tasks that are not Device (and Internet) related. The Device is just one of the many tools in a teacher's tool belt and there are many options for students to perform the tasks needed for learning.

**Will the district provide Internet access to every student's home?** No, the District does not have the means to provide internet access to students homes.

**What if a parent does not allow their student to get a Device assigned to them?** Devices will be available for check out on a daily basis. Devices will be turned in at the end of each school day.

**Will the Devices for students have Internet filtered at home or will parents need to monitor students?** The Internet on District provided Devices for students is filtered at home. This means students are blocked at home from the same websites they are blocked from at school. The filtering will help ensure our students continue to use a safe Internet environment anywhere they use their device. That being said, parents should always be vigilant about the digital citizenship of their children.

**How do I clean my Device or laptop screen?** With a soft cloth. Do not use glass cleaner or any liquid to clean your student's Device.

**What happens if a Device is lost, stolen or damaged?** The Devices are quite durable, if cared for properly and kept in the District supplied case it is very unlikely they will become damaged. If loss or damage does occur, please contact the main office in your school. The most common repair is a broken screen, which costs approximately \$168 for an iPad repair and \$60 for the Chromebook repair. A full replacement of an iPad (including case) is \$410. Replacement cost for a Chromebook (including case) is approximately \$300. You will be responsible for 100% of replacement costs for a lost/stolen or maliciously destroyed device.

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For Device breakage, the plan is as follows:

- Report breakage to your teacher immediately, glass shards from a broken screen can be very dangerous, and left broken can damage more than just the screen.

### ***If you choose the optional \$25 per year insurance...***

- Fill out repair form, located in your school's main office, and turn in the form with the Device into your school office. You will be notified of the amount due, and should send the payment into your child's school office.
- The insurance covers 2 instances of breakage per year. After a 3<sup>rd</sup> incident the entire repair cost will fall upon the family.

### ***If you decline the optional \$25 per year insurance...***

- Fill out repair form, located in your school's main offices, and turn in the form with the Device into your school office. You will be notified of the amount due, and should send the payment into your child's school office.

\*Parents may opt out of allowing their child to take the Device home. Students will still be required complete all their school assignments.

**ACCIDENTAL DAMAGE COVERED UNDER THE INSURANCE PLAN:** Damage from liquid spills, power surges, drops, falls, collisions, theft (police report required), vandalism, flood, fire, smoke, wind, and earthquake to all parts of the Device including the screen and batteries.

**Items NOT COVERED UNDER THE INSURANCE PLAN:** Usage, wear and tear, loss and **negligence** which is a failure to exercise or an absence of such care and diligence as a person of ordinary care, precaution, and diligence would exercise under the same or similar circumstances: for example, carelessly dropping the Device. **Intentional abuse** is also not covered: for example, throwing the Device.

**Replacement Cost** is defined as the cost the district will pay to purchase new Device to replace the damaged Device.

**Can the system handle heavy Internet traffic?** Our internal networks are very robust and can handle the device traffic. Our Internet connection is large enough for all of our devices to be on the Internet and we do not expect to experience any issues. This was made possible on February 26, 2013 when the voters in our district supported a bond initiative that allowed a major upgrade to our cabling, infrastructure, servers and wireless access points. Staff will always have a backup plan as with anything, but we do not expect any down times for our Internet access.

### **COPPA AND VERIFIABLE PARENTAL CONSENT (CHILDREN UNDER THE AGE OF 13)**

In order for Lakeview Community Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Lakeview Community Schools utilizes several computer software applications and web-based services, operated not by Lakeview Community Schools but by third parties. These include Google Apps, Apple ID, Edmodo, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Lakeview Community Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

This form will constitute consent for Lakeview Community Schools to provide personal identifying information for your child consisting of first name, last name, email address and username to the following web-operators: Google, Apple, Edmodo, Schoology, and to the operators of any additional web-based educational programs and services which LCS may add during the academic year.

Please be advised that without receipt of this signed form, your device authorization will not be considered complete as Lakeview Community Schools will be unable to provide your student (s) with the resources, teaching and curriculum offered by our technology initiative.