

1:1 Technology Program School Device Handbook



**Agua Fria Union High School
District, 2018-2019**



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The School Device Handbook is to better inform students and parents/guardians in regards to the 1:1 Technology Program guidelines and procedures.

1:1 Technology Program Policy Overview

The Agua Fria Union High School District will loan a device to the student under the following conditions:

- The parent and student understand that a device is being loaned to the student and it remains the property of the Agua Fria Union High School District.
- The device will be returned to the campus the student attends 1) prior to the end of the school year, 2) in the event of withdrawal or transfer, or 3) at the request of Agua Fria Union High School District.
- **All students will be issued a school device.** Personal devices can not be used during the school day for class work.
- **Students are expected to have a school device daily. The device is to be working and fully charged.**
- It is the expectation that students will have the same device each year.

The following guidelines are required to access the District's Electronic Information Services (EIS):

- The use of EIS shall be in support of education, research, and the educational goals of the District. Anyone who misuses, abuses, or chooses not to follow District guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.
- A content filtering program or similar technology shall be used on the networked EIS, as well as any standalone computers capable of District authorized access to internet.
- Filtering, monitoring, and access controls shall be established to limit access by minors to inappropriate matter, monitor their safety and security, and monitor unauthorized access and other unlawful activities on the Internet and World Wide Web.
- The use of any school-issued account, device, or network protocols are subject to filtering, monitoring, and disciplinary actions on public, private, and personal networks.

Parent/Guardian Responsibilities

A strong partnership between school and home will help students be successful in 1:1 Technology Program. Parent/Guardian responsibilities are to:

- Review all of the information in the handbook.
- Pay for Device Protection Plan offered by the District by August 31 or assume full financial responsibility for damage, loss, or theft.
- Monitor student use away from school.
- Ensure the device is properly cared for outside of school, and the student is expediting the necessary steps to receive technical assistance when needed.

Acceptable Use (Governing Board Policy IJNDB-R)

Students must use the EIS in accordance with Governing Board Policy. Violation of this policy will result in loss of privileges and disciplinary action. Each user of the District's Electronic Information Services (EIS) shall:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the school district.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware that interferes with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary actions up to and including expulsion for students.

Unacceptable Use

Unacceptable use includes, but is not limited to:

- Using the EIS for non-school related purposes.
- Sharing usernames and passwords, or using another's username and password to access their account.
- Using an unreasonably high level of internet bandwidth.
- Violating copyright laws.

Do not allow any unauthorized user to access your account or school device. Do not share your username, password, and other identifiers. Students are accountable for any activity that occurs on the students account and school device.

Receiving School Devices

To receive a school device, the parent and student must acknowledge understanding of the *School Device Handbook* and responsibilities related to the device. All Technology fees from the previous school year must be paid before the device can be issued for another school year.

Maintaining School Devices

Whether at school or home, proper care of the school device and power cord is important. Please adhere to these guidelines:

- Each device and power cord has a barcode label. **Know the barcode numbers for your device and power cord, and keep track of them at all times.** Do not leave the device or power cord unattended, or loan either to friends and classmates, as they are your responsibility.
- **Protect the device and power cord from food and drink, and extreme temperatures** (don't leave in a vehicle or outside).
- **Do not use the device to charge your phone or any other personal device, as it affects the device's battery.**
- Do not place items on the device or put too much pressure on the device while in your backpack.
- **Charge the device every night.** Students are expected to arrive at school with a fully charged battery daily. It is possible to sustain the charge all day if used properly.
- When charging your device, do so in a manner that does not create a hazard for people and the device.
- **Report any lost or stolen device to the Library staff as soon as possible.**

Device Care

- Use a soft, dry microfiber or lint-free cloth to clean the screen. When necessary, rubbing alcohol may also be used to remove surface level grime.
- **Do not remove the barcode/school identification sticker from your device or power cord.** If the barcode label is fading or peeling off, it is the student's responsibility to bring the device and/or power cord to the Library to be relabeled before the label is lost or illegible, which can result in a fee. Any device or power cord returned without a legible barcode label is not guaranteed to be associated with the student's account and may result in a fee for lost technology.
- Any defacing or intentional damage of the device or power cord, which includes but is not limited to stickers, graffiti, marker, and gouges, can result in a referral. Students can be charged a cleaning cost of \$15 for turning in a device that requires extensive cleaning.
- Students can use only masking tape or painters tape to label the device and power cord.
- Do not attempt to remove device screws, disassemble or repair device.
- **Report any issues with your device promptly** to the Campus Technician. A **School Device Repair Request** must be completed; the link is available on the school's website.

Device Support

The Campus Technician's office is located in the Library. The technician is responsible for assessing and repairing school devices. They will work with the Library and Bookstore staff when fees are imposed and replacement devices are needed.

- **Students can receive support during non-class time:** before and after school, during lunch, Power Hour, Extended Time.
- Devices that are damaged will be repaired and returned as soon as possible. The technician will determine if a temporary or replacement device needs to be issued while repairs are being made.
- **Payment for repair must be made at the Bookstore before the device is returned to the student. Replacement costs are also due before another device is issued.** Please bring receipt to the Library when picking up the device.
- **Students will not be issued a device if they forget to bring a device to school.** It is the teacher's discretion whether the student will have extra time or if full points can be earned for late assignments.

Returning School Devices

The device must be returned to the school:

- At the end of the school year, or
- Upon withdrawal or transfer to another school, in or out of the Agua Fria Union High School District, or
- At the request of the school.

The device must be returned in working order with all parts and accessories, or appropriate fees will be assessed for damage. Failure to return the device and power cord at the end of the school year or upon request will result in the student's account being charged \$200 for the device and \$30 for the power cord, and deactivation of the device. If the device is returned, the charges will be reversed, however a \$50 overdue fee will be assessed. The device must be evaluated by the campus technician and any damage will be assessed a fee.

Device Protection Plan

There is no cost associated with 1:1 Technology Program. Parents/Guardians have the opportunity to purchase a protection plan through the district. The plan will cost **\$30 per device each school year**, which includes an initial repair (additional repairs if needed will be \$20 per incident), and limits the fee for replacement. **Parents/Guardians who choose not to purchase the Device Protection Plan are 100% responsible for all repair and replacement costs.**

School Device Handbook for 2018-2019

It is recommended parents purchase the Device Protection Plan to minimize any costs that may arise during the school year. **Payment for the Device Protection Plan must be made by Friday, August 31 to be active for the 2018-2019 school year.** Payment can be made at the Bookstore or online through the Webstore. Students who enroll after August 31 will have 2 weeks to pay for and activate the Device Protection Plan; payment must be made at the Bookstore.

What Is Covered

- Accidental damage
- Malfunctioning parts or device
- Reduced replacement cost for lost or stolen device. If the device is stolen, a police report must be filed and a copy of the report must be given to the school.

What Is Not Covered

- Intentional damage
- Failure to return the device and power cord upon withdrawal or at the request of the school
- **Damage from components not provided by the District.** Replacement components, including the device and power cord, must be purchased by the District. Any component purchased from an outside source will not be accepted as a replacement and damage cause by these components will not be covered.

	Cost <u>With</u> Device Protection Plan	Cost <u>Without</u> Device Protection Plan
Lost or stolen device / Device damaged beyond repair, reuse / Not economical to repair	\$100	\$200
Lost or damaged power cord	\$15	\$30
Battery	First repair is covered under the Device Protection Plan. <u>Any</u> additional repair will be \$20 <u>per incident</u> .	\$50
Bezel		\$30
Bottom Cover		\$35
Front Panel		\$60
Keyboard		\$40
Screen		\$40
Touchpad		\$30

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- All repairs must be made by an Agua Fria Union High School District certified technician.
- Additional costs can be assessed for repairs/parts not listed, but are needed to maintain the school device.
- An email will be sent to the student, and parent if an email address is available, notifying them of any costs.
- Payment for repair must be made at the Bookstore before the device is returned to the student. Please bring receipt to the Library.
- The Device Protection Plan becomes void if repair and replacement costs are deemed excessive.

Paying for Device Protection Online

You have the option of purchasing the Device Protection Plan

- The plan costs \$30 per device each school year.
- Payment for the Device Protection Plan must be made by **Friday, August 31** to be active for the 2018-2019 school year.
- Payment for Device Protection Plan can be made at the Bookstore or online.
[Instructions to pay for Device Protection Plan Online](#)
- **Students who enroll after August 31 will have 2 weeks to pay for and activate the Device Protection Plan; payment must be made at the Bookstore.**