

1:1 Technology Program Student Device Handbook



**Agua Fria Union High School District
2017-2018**



1:1 Technology Program Student Device Handbook 2017-2018

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The device is to be working and fully charged. Cell phones and tablets are not acceptable devices.*

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The Student 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.
- It is the expectation that students will have the same device each year.

The student may use a personal device (Device Requirements for Personal Devices, page 6). Whether using a District device or a personal device, 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.
- 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.
- 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.

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.
- Complete the *Student Device Agreement Form*,
 - acknowledging the information presented in this handbook so the student can receive a school device or have a personal device connected to the District's wireless network.
 - selecting the Device Protection Plan (page 4,5) offered by the District or assume 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 (Device Support, page 6)

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Receiving and Returning School Devices

To receive a school device or connect a personal device to the District's Electronic Information Services, the parent and student must acknowledge understanding of the Student 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.

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 (Device Protection Plan, page 4,5). Failure to return the chromebook and power cord at the end of the school year or upon request of the school is not covered by the Device Protection Plan. The student's account is automatically charged \$200 for the device and \$30 for the power cord, and the device will be deactivated. 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 tech and any damage will be assessed a fee.

It is the intent for students to use the same device every year, but not a guarantee.

Maintaining School Devices

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

- **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 will ruin 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, and therefore unnecessary to bring your power cord to school.
- 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.**

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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 is coming off or fading, bring the device or power cord to the Library to have the barcode replaced.
- Do not deface the device.
- Do not attach stickers. The only acceptable method for labeling your device and charger is using masking tape.
- Do not attempt to remove device screws, disassemble or repair device.
- Report any issues with your device promptly (Device Support, page 6)

Device Protection Plan

There is no cost associated with 1:1 Technology Program, however students are 100% responsible for damage, loss, or theft of the device.

Parents have the opportunity IF USING A SCHOOL DEVICE 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.

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, September 1 to be active for the 2017-2018 school year.

What Is Covered

- Accidental damage
- Battery replacement (if it is determined the battery is malfunctioning)
- Damaged power cord. Lost power cords/chargers are not covered and replacement cost is \$30.
- 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.

Intentional damage, or failure to return the chromebook and power cord upon withdrawal or at the request of the school is not covered under the Device Protection Plan.

Parents/Guardians who choose not to purchase the Device Protection Plan are 100% responsible for all repair and replacement costs.

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	Cost <u>With</u> Device Protection Plan	Cost <u>Without</u> Device Protection Plan
Lost or stolen device / Device damaged beyond repair / Not economical to repair	\$100	\$200
Battery replacement	First repair is covered under the Device Protection Plan. Any additional repair will be \$20 <u>per incident</u>.	\$20
Charger / Power cord damage		\$30
Keyboard replacement		\$40
Motherboard replacement		\$75
Screen replacement		\$50

- All repairs must be made by an Agua Fria Union High School District certified technician.
- An Incident Report will be completed for any loss or damage. The completed Incident Report will be emailed to the student and parent if an email address is available.
- Payment for repair must be made at the Bookstore before the device is returned to the student.
Please bring receipt to the Library.

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 not interfere 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.

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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.

Device Support

Each campus has a Campus Technician. The Technology 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.
- Issues that arise when school is not in session or during class time can be reported using a Help Request. The Help Request, along with troubleshooting information is located on the school's website, Student Chromebook Help under the Quick Links section
- 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.
- Payment for repair must be made at the Bookstore before the device is returned to the student. 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.

Support is limited for students using their own device to accessing the EIS. Damage to any personal device can not be repaired by the Campus Technician.

Device Requirements for Personal Devices

Because our provided Chromebooks use the Chrome operating system and many of our classes will be using applications that run in the Chrome browser, the student provided device must be able to run the full (not mobile app) version of the Google Chrome Browser. The laptop also needs to be able to connect to an advanced enterprise wireless system (WPA2 Enterprise/802.1X). Android or Apple IOS based tablets may not be used as the student's classroom device.

Personal device must have an active anti-virus software.

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