Drexel R-IV School District
Device Policy Handbook

The policies, procedures, and information within this document apply to all Devices used at Drexel R-IV School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Device use in their classrooms.

Receiving Your Device

Students in grades 3-6 will keep their Chromebooks at school with their teachers. Students K-2 will have iPads available to check out for classroom use**. Students who currently have outstanding balances, fines, or fees will not be issued a Device until the debts have been resolved. Parents and Students must digitally accepted Device Policy Sign-off and Student Pledge document before the Device can be issued to their child through online registration.**

Training:

Students will be trained on how to use the Device by their teachers. Students are also encouraged to practice appropriate skills at home to maximize use of the device.

Taking Care of Your Device

Students are responsible for the general care of the Device issued by the school.
Devices that are broken or fail to work properly must be taken to the Tech Office. If a loaner Device is needed, one *may* be issued to the student until their Device can be repaired or replaced.

General Precautions:

- Food or drink is not recommended near your Device
- Cords, cables, and removable storage devices must be inserted carefully into Device case.
- Students should never carry their Device while the screen is open.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a book bag or desk as this may break the screen.
- Do not expose your Device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Device.
- Always bring your Device to room temperatures prior to turning it on.

Carrying the Device:

The protective shell of the Device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.

Screen Care:

The Device screen can be damaged if subjected to rough treatment. *The screens are particularly sensitive to damage from excessive pressure.*

- o Do not lean on top of the Device.
- o Do not place anything near the Device that could put pressure on the screen.
- o Do not place anything in the carrying case that will press against the cover.
- o Do not poke and press the screen.
- o Do not place anything on the keyboard before closing the lid.
- o Clean the screen with a soft, dry anti- static or micro-fiber cloth. Do NOT use window cleaner or any type of liquid or water on the Device. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen.

Sound:

Sounds must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to a clean external memory device such as a mini SD or USB Flash drives. Saving to Google Drive will make the file accessible from any computer or device with internet access. It will be the responsibility of the student to maintain the integrity of their files and to keep proper backups. Students will be trained on proper file management procedures.

Originally Installed Software:

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Device must remain on the Device in usable conditions and be easily accessible at all times.

From time to time the school may add software or apps for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the end of the school year as well.

Additional Software:

Students are prohibited from installing additional software on their Device, unless instructed by their teacher or administration.

Inspection:

Students may be selected at random to provide their Device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school. Inappropriate use or content will be subject to disciplinary action.

Procedure for Restoring Chrome OS:

If technical difficulties occur, the device may be restored to the factory settings. All data saved and synced on Google Drive will be intact after the factory reset.

Devices must remain free of any decorative writing, drawings, stickers, paint, tape, or labels that are not property of the Drexel R-IV School District. Spot checks for compliance will be done by the administrator team or Drexel R-IV faculty at any time.

Students may add appropriate music, photos, and videos to their Device with permission from the teachers. Personalized media are subject to inspection and must follow the Drexel R-IV School District Acceptable Use Policy.

Under no circumstance should a Device be stored in unsupervised areas. Unsupervised areas include: the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Devices will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Device in an unsupervised location.

Repairing or Replacing Your Device:

Devices Undergoing Repair:

- Loaner Devices _may_ be issued to students who have paid the cost of the repair when they leave their Device for repair at the Library Media Center.
- If repair is needed due to malicious damage, the school will refuse to provide a loaner Device, unless full replacement cost has been rendered prior.
- Repaired Devices will end up with the original factory images as first received. It is important that students keep their school data synced to the cloud drive so documents and data will not be lost.
- Students and parents will be charged for Device damage that is a result of misuse or abusive handling.

<u>Lost or Intentionally Damaged Device and Accessories:</u>

A Device or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of the property. It will be the discretion of Drexel-RIV administration to determine fault. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

<u>Estimated Costs of Repairs: (Subject to Change)</u>

<u>Chromebook</u>
- Replacement of the Device ($235 for devices purchased by Drexel R-IV)
- AC Adapter & Power Cord- $30
- Battery- $98
- Protection Case- $20
- Screen Replacement- $50
- Top Cover- $23
- Screen Bezel- $29
- Keyboard- $40
- Bottom Case- $27
- Power Ports- $12
  LCD Video Cable- $27

<u>iPad</u>
- Replacement of the iPad ($200 for devices purchased by Drexel R-IV)
- iPad Case- $15
- iPad Screen- $30

Device Technical Support:

The Tech Office will be the point of contact for repair of the Devices.

- Password ID
- User Account Support
- Coordination of warranty repair
- Distribution of loaner Devices
- Operating System or software support
- Restoring Device to factory default
- System software updates
- Hardware maintenance and repair

Technology Acceptable Use:

General Guidelines:

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Drexel R-IV School District. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Drexel R-IV School District.
- Access to the Drexel R-IV School District technology is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary actions defined by the Drexel R-IV Acceptable Use Policy, Plan of Discipline, or other set policies.
- Recognizing that it is impossible to define every instances of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt alter data, the configuration of a computer, or the files of another user, without the consent of the of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Drexel R-IV School District Device Policy) contains.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or other people's passwords.
- Remember that networks storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.

- o If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not a request, but a responsibility.
- o Parents are encouraged to monitor their child's internet activity and internet usage periodically.

Legal Propriety:

- o All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- o Plagiarism is a violation of the Drexel R-IV School District discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email:

- o Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through Google Gmail system managed by the Drexel R-IV School District. The interfaced is heavily monitored by the district network administrators and is subject to filtering of inappropriate content.
- o Always use appropriate language.
- o Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- o Do not send mass emails, chain letters, or spam.
- o Do not use email or any other electronic messaging system to engage in harassment or cyberbullying.
- o No private chatting during class without permission is allowed.
- o Email is subject to inspection at any time by school administration.

Consequences:

- o Students will be responsible for accounts and/or computer hardware issued to them. Non-compliance with the policies of the Device Policy Handbook or the Drexel R-IV Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.
- o Email, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Drexel R-IV School District Device Policy Handbook and Student Pledge

- I will take good care of my Device and know that I may be issued the same Device each year.
- I will never leave my Device unattended in an unsecured or unsupervised location.
- I will never loan out my Device to other individuals.
- I will know where my Device is at all times when in my possession.
- I will keep food and beverages away from my Device since they may cause damage to the device.
- I will not disassemble any part of my Device or attempt any repairs without a teacher present and given permission.
- I will protect my Device by always carrying it in a secure manner to avoid damage.
- I will use my Device in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Device.
- I understand that the Device I am issued is subject to inspection at any time without notice and remains the property of Drexel R-IV School District.
- I have read and will follow the policies outlined in the Device Policy Handbook and the District Acceptable Use Policy while at school and outside of school as well.
- I will file a police report in case of theft or damaged cause by fire.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Device, power cord/charger, and bag & ID tag in the event that any of these items are lost or intentionally damaged.
- I agree to return the Device, power cord/charger, ID tag and carrying bag in good working condition at the end of each school year or class period.

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Technology Acceptable Use Policy

Device Policy Pledge and Student Agreement

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