

Richland-Bean Blossom Community School Corporation (RBBCSC) Device Policy Handbook

(BOARD APPROVED 6/15/2015)



The policies, procedures, and information within this document apply to all devices used at Richland-Bean Blossom Community School Corporation 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 classroom.

Receiving Your Device:

Devices will be distributed each fall during the first week of school. Parents and/or students must sign and return the Device Policy Sign-off and Student Pledge document before the device can be issued to the student. This document will need to be signed during student registration or during new student enrollment.

Training:

Students will be trained on how to use the device by their homeroom teacher. Training documents will be available online for students to refer to when needed.

Return:

Student devices and accessories (charger and case) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original device and case each year while enrolled at RBBCSC for the lifecycle of the device.

Any student who transfers out of RBBCSC will be required to return their device and accessories. If a device and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Device:

Students are responsible for the general care of the device which they have been issued by the school. Devices that are broken or fail to work properly must be reported using the form which can be found at the following links: (EJHS) tinyurl.com/ejhsipadhelp or (EHS) tinyurl.com/ehsipadhelp. If a loaner device is needed, one will be issued to the student until their device can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- 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 as this may break the screen.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature 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. Carrying the device in the school

issued case is required when not in use. Protective cases are the property of RBBCSC and may not be personalized, altered or customized in any way (including but not limited to; stickers, embroidery, markers, paint, ink etc...).

Screen Care:

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- 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. These are very convenient and relatively inexpensive.

Using Your Device

At School:

The device is intended for use at school each and every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the device. Students must be responsible for bringing their working device to all classes, unless specifically advised not to do so by their teacher.

At Home:

All students are required to take their device home each night throughout the school year for charging. Devices ***must be brought to school each day in a fully charged condition***. Students need to charge their devices each evening and bring them ready for use daily. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. (Students are encouraged to bring earbuds or headphones.)

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of assignments.

State Standardized Assessments:

Devices will be used for the administration of state standardized assessments. It is the expectation that students are prepared by fully charging their device the night before assessment days. It is the responsibility of the student to inform the Technology Management Services of devices not functioning properly. Failure to comply with these expectations may result in disciplinary action at the discretion of the building administration.

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive, or they may save to an external memory device such as a mini SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Device:

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Richland-Bean Blossom Community School Corporation. Spot checks for compliance will be done by administration or RBBCSC Technicians at any time.

Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow the Richland-Bean Blossom Community School Corporation acceptable use policy.

Software on Devices:

Originally Installed Software:

Device software for Chromebooks is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the device must remain on the device in usable condition and easily accessible at all times.

All devices 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 shutdown and restarted.

From time to time the school may add software applications 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 school as well.

Virus Protection:

Virus protection is unnecessary on the device due to the unique nature of its design.

Additional Software:

Students are unable to install additional software on their device other than what has been approved by RBBCSC.

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.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the device will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring IOS will restore the device to the state in which the user originally received it. All student created files saved to the Cloud or Google Drive will be intact after the operating system is restored. All files saved on the device that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Device:**Device Identification:**

Devices will be labeled in the manner specified by the school.

Devices can be identified in the following ways:

- Record of serial number and RBBCSC asset tag
- Individual’s Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Device:

When students are not monitoring their device, they should be stored in their lockers *with the lock securely fastened.* Nothing should be placed on top of the device when stored in the locker.

Students need to take their device home with them every night. The device should be charged fully each night at the student’s home. Devices should *never* be stored in an unattended vehicle.

Storing Devices at Extracurricular Events:

Students are responsible for securely storing their device during extracurricular events.

Devices Left in Unsupervised / Unsecured Areas:

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, dressing 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 will 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 when they leave their device for repair at their school's assigned Tech Office.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner device.
- Repaired devices will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for device damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor and may be charged for the current market value of a device that has also been damaged due to intentional misuse or abuse.

Device Technical Support:

It is the responsibility of each student to request technical support if their device is not working properly. Each building provides technical support on designated days during lunch (see building schedule). Students may also fill out the device help form available at the following links: (EJHS) tinyurl.com/ejhsipadhelp or (EHS) tinyurl.com/ehsipadhelp

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner devices
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring device to factory default
- System software updates

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 RBBCSC. 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 RBBCSC.
- Access to the RBBCSC technology resources is a **privilege** and not a right. Each employee, student, and/or parent will be required to follow the rules of the Corporation's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the corporation's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment 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 is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the school discipline policy.
- All users of the corporation's technology resources and/or school network must sign the corporation's Acceptable Use Policy and abide by the rules defined in the corporation's Acceptable Use Policy. This is in addition to the rules and policies that this document (RBBCSC Device Policy) contains.

Privacy and Safety:

- Do not go into any social networking streams 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 passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. Corporation Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the Corporation's Acceptable Use Policy.

- 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 merely a request. It is a responsibility.

Legal Propriety:

- 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.
- Plagiarism is a violation of the RBBCSC 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:

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the corporation. This email access will be through a Google Gmail system managed by the RBBCSC. The interface is heavily monitored by corporation network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other RBBCSC students and faculty.

Consequences:

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Device Policy Handbook or the Corporation's Acceptable Use Policy will result in disciplinary action as outlined by the student handbook and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, 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 Corporation cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

Richland-Bean Blossom Community School Corporation

Device Policy Handbook

Sign-Off and Student Pledge



- I will take good care of my device and know that I will 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.
- I will charge my device's battery to full capacity each night.
- 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.
- 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 Richland-Bean Blossom Community School Corporation.
- I will follow the policies outlined in the Device Policy Handbook and the Corporation Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my device, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the device and power cord/charger, in good working condition at the end of each school year.

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

Richland-Bean Blossom Community School Corporation

Device RENTAL AGREEMENT

Richland-Bean Blossom Community School Corporation
Student/Parent Device Use Agreement 2015-2016

In this agreement, "Device" means all its components, software, battery, and power cord/charger.

Parent and Student please initial each section:

P: S:	<p>TERMS:</p> <ul style="list-style-type: none"> You will comply at all times with the Richland- Bean Blossom Community School Corporation's Device Policy Handbook and its guidelines as well as the RBBCSC Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effective immediately and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.
P: S:	<p>TITLE:</p> <ul style="list-style-type: none"> Legal title to the device is in the School Corporation and it shall remain in the School Corporation. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Device Policy Handbook.
P: S:	<p>LOSS OR DAMAGE:</p> <ul style="list-style-type: none"> If the property is accidentally damaged or incurs loss due to an act of nature, RBBCSC will assess the device damage and may repair or replace the device if it is found to not be the fault of the student and was classified as an accidental loss. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School Corporation by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
P: S:	<p>REPOSSESSION:</p> <ul style="list-style-type: none"> Students not complying with all terms of this Agreement and the Device Policy Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the device to take possession.
P: S:	<p>TERM OF AGREEMENT:</p> <ul style="list-style-type: none"> Your right to usage and possession of the property terminates no later than the last day of classes during the school year unless terminated earlier by the School Corporation or upon student withdrawal from the RBBCSC.
P: S:	<p>APPROPRIATION:</p> <ul style="list-style-type: none"> Your failure to return the property on time, and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

STUDENT/PARENT Device SIGNATURE PAGE

Richland-Bean Blossom Community School Corporation

Student Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Parent Information

Last Name _____ First Name _____

Address _____

Home Phone _____ Cell Phone _____

Technology Acceptable Use Agreement

Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the RBBCSC Acceptable Use Policy Guidelines as stated in this document.

Student Signature: _____ Date: _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the RBBCSC technology and computer resources, I hereby release the RBBCSC and its agents from any and all claims of any nature arising from my student's use or inability to use the RBBCSC technology and computer resources.

Parent Signature: _____ Date: _____