

Family Name _____

Swanville Public Schools 1:1 Initiative Handbook

The following requirements and guidelines apply to all students. Students in Grades K-12 will receive an iPad/Chromebook/MacBook if they wish. The technology insurance fee is an option and highly recommended. If a device is broken, this fee will cover that. It is highly recommended that students use our devices as they are set up with the proper applications and configurations.

Student Pledge for iPad/Chromebook/MacBook Use

1. I will take good care of my iPad/Chromebook/Macbook.
2. I will never leave the iPad/Chromebook/Macbook unattended.
3. I will never loan out my iPad/Chromebook/Macbook to other individuals.
4. I will know where my iPad/Chromebook/Macbook is at all times.
5. I will charge my iPad/Chromebook/Macbook battery as needed.
6. I will keep food and beverages away from my iPad/Chromebook/Macbook since they may cause damage to the device.
7. I will not disassemble any part of my iPad/Chromebook/Macbook or attempt any repairs.
8. I will protect my iPad/Chromebook/Macbook by keeping it in its protective case.
9. I will use my iPad/Chromebook/Macbook in ways that are appropriate, meet School District expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad/Chromebook/Macbook. I will not deface the serial number.
11. I understand that my iPad/Chromebook/Macbook is subject to inspection at any time without notice and remains the property of the School District.
12. I will follow the policies outlined in the handbook while at school, as well as outside the school day.
13. I will report theft, vandalism, or accidental damage to the office or media center staff.
14. I will be responsible for all damage or loss caused by abuse.
15. I agree to return the iPad/Chromebook/Macbook and power cords in good working condition.
16. I will not utilize photos, video, and/or recordings of myself or any other person in an inappropriate manner.

1) Receiving your iPad/Chromebook/Macbook and iPad/Chromebook/Macbook Check-in

1.1 Receiving your iPad/Chromebook/Macbook

iPads, Chromebooks and Macbooks will be distributed at the discretion of administration upon confirmation that the Acceptable Use Policy and Student iPad/Chromebook/Macbook Handbook forms have been signed and the insurance fee paid. The insurance fee will be \$30. This is non-refundable.

1.2 iPad/Chromebook/Macbook Check-in

Students in grades K-12 will check in their device at the end of each school year at a date and time determined by Administration. Students who transfer, withdraw or are expelled will return the iPad/Chromebook/Macbook and accessories at the time of withdrawal.

2) Terms of iPad/Chromebook/Macbook Loan

- 2.1 Legal ownership of the iPads/Chromebooks/MacBook remains with the School District. The use of the iPad/Chromebook/MacBook is conditioned upon compliance with the requirements of this handbook, the School District's Acceptable Use Policy, and all other School District policies.

- 2.2 The School District reserves the right to repossess the iPad/Chromebook/MacBook and accessories at any time if the student does not fully comply with the terms of this handbook. The School District may also choose to limit and/or withdraw home use privileges for failure to comply.
- 2.3 School purchased apps will be managed by the School District, due to the need to comply with licensing agreements.
- 2.4 The iPads/Chromebooks/MacBooks will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using School District owned equipment or technology systems.
- 2.5 If technical difficulties arise with an iPad/Chromebook/MacBook, or non-conforming content is discovered, the iPad/Chromebook/MacBook will be restored by tech staff. If the tech staff needs to restore an iPad/Chromebook/MacBook, the School District is not responsible for the loss of any content put on the iPad/Chromebook/MacBook by the student.
- 2.6 Each iPad/Chromebook/MacBook has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the iPad/Chromebook/MacBook itself in any fashion.
- 2.7 Classroom teachers govern the use of the iPads/Chromebooks/MacBook during instructional time. Failure to follow the instructions of the teacher may result in disciplinary action.

3) Taking Care of Your iPad/Chromebook

3.1 General iPad/Chromebook/MacBook Care

- 3.1.1 Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the iPad/chromebook/MacBook. When disconnecting, remove the cable from the iPad/Chromebook/MacBook before pulling the cord from the wall outlet.
- 3.1.2 Students should never put weight on the iPads/Chromebooks/MacBook, stack items on top of them or wedge them tightly into a backpack or case.
- 3.1.3 Liquids, food and other debris can damage iPads/Chromebooks/MacBook.
iPads/Chromebooks/MacBooks should be kept away from food and liquids when students are eating.
- 3.1.4 iPads/Chromebooks/MacBooks should not be exposed to extreme temperatures. Students should not leave the iPad/Chromebook/MacBook in any location where the temperature falls below freezing or exceeds 95 degrees. If the iPad/Chromebook/MacBook is cold, it should be allowed to warm up to room temperature before use. An iPad/Chromebook/MacBook exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- 3.1.5 Battery life is shortened by using wi-fi, Bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.

3.2 Carrying iPads/Chromebooks

- 3.2.1 A protective case/cover for the iPad is required to help protect the iPad and provide a suitable means for carrying the device throughout the day.
- 3.2.2 Students have been provided a heavy-duty case. In order to prevent damage, the School District requires that these cases remain on the iPads at all times.

3.3 Screen Care

- 3.3.1 The iPad/Chromebook/MacBook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 3.3.2 Do not put unnecessary pressure on the top of the iPad/Chromebook/MacBook.
- 3.3.3 Do not "bump" the iPad/Chromebook/MacBook against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

3.3.4 iPad/Chromebook/MacBook screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the iPads/Chromebooks/MacBooks.

4) Using Your iPad/Chromebook/MacBook at School and Home

4.1 iPads/Chromebooks/MacBooks are intended for use at school each day.

In addition to teacher expectations for iPad/Chromebook/MacBook use, school messages, announcements, calendars, and schedules may be accessed using the iPad/Chromebook/MacBook. Students should bring their iPad/Chromebook/MacBook to all classes, unless specifically instructed not to do so by their teacher.

4.2 iPads/Chromebooks/MacBooks left at Home and Batteries not charged

Students are expected to have their iPad/Chromebook/MacBook in school **each day** with a **fully charged battery**. Forgetting an iPad/Chromebook/MacBook or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be throughout the school for students who may need a recharge during the school day or for students who might not be bringing their iPad/Chromebook/MacBook home. Repeated failure to bring the iPad/Chromebook/MacBook to school or failing to charge the battery may result in the loss of home privileges for the student.

4.3 iPads/Chromebooks/MacBooks Undergoing Repair

A limited number of loaners may be available on a first-come, first-served basis. Repairs due to student damage will not receive a loaner until additional insurance paperwork is completed.

4.4 Screensavers/Background Photos

Students may load photos on their School District-owned iPad/Chromebook/MacBook, as long as all content complies with the Acceptable Use Policy. The use of music on the iPad/Chromebook/MacBook during instructional time will be at the discretion of the classroom or resource room teacher. Students may set their own screensaver photos. The presence of inappropriate music or photos may result in the loss of the iPad/Chromebook/MacBook and/or other disciplinary actions. All photos, videos, and other student created content must be removed at the end of the school year.

4.5 Homework Materials

Students are responsible to download to the iPad/Chromebook/MacBook any necessary documents, assignments, and/or materials from their teachers. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.

4.6 Home Internet Access

Students are allowed to set up additional wireless networks on their iPads/Chromebooks. This will be necessary to use web-based services outside of the school setting.

4.7 Student Owned iPads/Chromebooks

Students are allowed to use their own personal device at school. However, it is their responsibility to acquire all **required** apps even if a cost is involved.

5) Acceptable Use

The iPad/Chromebook/MacBook is property of the School District and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad/Chromebook. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

5.1 Parent/Guardian Responsibilities

5.1.1 The student will be issued an iPad/Chromebook/MacBook only after the student and Parent have signed the Acceptable Use Policy and iPad/Chromebook/MacBook form at the end of this handbook.

5.1.2 Talk to your children about values and the standards that your children should follow as the user of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for device use outside of the school day.

5.1.3 The School District's technology will be filtered at school. Student devices may also be filtered off campus with fewer restrictions. For example, social media and streaming services are open off campus. However, the content filter does not catch everything. The School District asks for the parents' support in communicating with their children about the standards of appropriate content and actively monitoring the use of Chromebooks at home.

5.1.4 Parents are encouraged to become familiar with the iPad/Chromebook/MacBook and help ensure the use of the technology to track their child's progress. The iPad/Chromebook/MacBook allows parents and students to view teachers' assignment calendars and track homework. The Infinite Campus app will help monitor progress toward coursework completion.

5.1.5 Only apps approved by the School District will be allowed to be installed on the iPad/Chromebook/MacBook.

5.1.6 Parents should ensure only the student and immediate family members use the school assigned iPad/Chromebook/MacBook.

5.2 School Responsibilities

5.2.1 Provide Internet and email access to students.

5.2.2 Provide Internet filtering at school.

5.2.3 Provide staff guidance to aid students in doing research and learning.

5.3 Student Responsibilities

5.3.1 Students are expected to use the iPads/Chromebooks/MacBooks appropriately for educational purposes.

5.3.2 The School District will purchase apps necessary for curriculum. If non-conforming apps or software are discovered on School District-owned iPads/Chromebooks/MacBooks, the iPads/Chromebooks/MacBooks will be restored and disciplinary actions may be enacted. Tech staff are not responsible for saving, restoring or backing up documents, music or photos that students may be storing on the iPads/Chromebooks/MacBooks. The School District reserves the right to revoke an app from any student.

5.3.3 Students must leave any profiles installed by the School District on their iPad/Chromebook/MacBook at all times. If a profile is removed at any time disciplinary actions may be enacted.

5.3.4 Students are encouraged to store documents, worksheets, notes and other files on their iPad/Chromebook, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or use Google Docs.

5.3.5 Students will use their school email address and password provided by the Tech Department to login on the Chromebooks.

6) Protecting & Storing Your iPad/Chromebook/MacBook

6.1 iPad/Chromebook/MacBook Identification

Student iPads/Chromebooks will be labeled and identified based on a serial number and the School District's identification number.

6.2 Storing your iPad/Chromebook/MacBook

When students are not using their iPads/Chromebooks/MacBook, they should be stored in their locked locker. Nothing should be placed on top of the iPad/Chromebook/MacBook. Students are encouraged to take their iPads/Chromebooks/MacBooks home every day after school, regardless of whether or not they are needed. If a student needs a secure place to store their iPad/Chromebook/MacBook, they may check it

in for storage with either their teacher or the office. iPads/Chromebooks/MacBooks should not be stored in a student's vehicle at school or at home.

6.3 iPads/Chromebooks/MacBooks Left in Unsupervised Areas

Under no circumstances should iPads/Chromebooks/MacBooks be left in unsupervised areas. If an iPad/Chromebook/MacBook is found in an unsupervised area, it will be taken to the office. A student may have disciplinary consequences if their iPad/Chromebook/MacBook is found unattended.

7) Security and Theft Prevention

7.1 The iPad/Chromebook/MacBook may ONLY be used by the student to whom it was assigned or by other immediate family members of the student. The student may not loan it to another student.

7.2 The student is responsible for the security of the iPads/Chromebook/MacBook at all times. The iPad/Chromebook/MacBook should never be left unsecured. During after-school activities and/or away events, students are responsible for securing their device.

7.3 Students should keep personal information about themselves and others off the iPad/Chromebook/MacBook. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

8) Damage, Theft, Repair

The District is encouraging a \$30 non-refundable insurance fee per device, payable in advance of the student receiving the device. Theft, damage or hardware issues must be reported immediately to the appropriate school personnel.

8.1.1 Students are responsible for the costs of a replacement device if the device is lost or stolen.
Technology Fee Terms

- 1st Accidental Incident - 100% of the repair is covered
- 2nd Accidental Incident - 75% of the repair is covered
- 3rd Accidental Incident - 50% of the repair is covered
- 4th Accidental Incident - 0% of the repair is covered

8.1.2 The costs for an **iPad** are:
Replacement iPad = \$399
Case = \$99
iPad USB Cable = \$17
iPad Charging Block = \$20

The Costs for a **Chromebook** are:
Replacement Chromebook = prices vary by model
Charger = \$30

9) Personal Devices

9.1 Students/families who own iPads/Chromebooks/MacBook or other similar devices may use these in school in place of School District-owned devices subject to the following conditions:

9.1.1 The iPad/Chromebook/MacBook is available to the student for use everyday at school.

9.1.2 The student/family is willing to provide the same apps, including paid apps that are provided on the school iPads/Chromebooks/MacBook and required for the student's coursework. Licensing agreements for paid content prohibit the school from installing content purchased by the school account on devices not owned by the School District.

9.1.3 The School District is not responsible for and cannot provide technical support for personally owned devices.

9.2 The School District is not responsible for the loss, theft or damage of any personally-owned devices that are brought to school.

iPad/Chromebook/MacBook Procedures

I. Accidentally/Intentionally Damaged iPads/Chromebooks

- A. iPad/Chromebook/MacBook Damaged should be reported to the school office immediately.

II. General Consequences Inappropriate Use

- A. Students will receive the following consequences for inappropriate iPad/Chromebook/MacBook use.
 1. 1st Offense – Student will be put on a restricted filter policy for 2 weeks
 2. 2nd Offense – Student will be put on a restricted filter policy for 4 weeks
 3. 3rd Offense – Student will be put on a restricted filter policy for the remainder of the semester.

**The administration reserves the right to sanction students more severely based on the nature of the offense.

**A restricted filter policy will allow the student to only access the websites and apps required to complete their school work. All other content will be blocked. This includes games, social media, and streaming services.

Acceptance and Recognition of Responsibility for all Information Contained in this Handbook

I have read (or have had read to me) and understand the information contained in this handbook. I will take personal responsibility to follow the rules, regulations, expectations and policies as outlined in the handbook. I also will take personal responsibility to follow any other reasonable request or rule made by the school administration, teachers, paraprofessionals or other designated persons of the school district.

Student Name (Printed): _____ Graduation Year: _____

Student Signature: _____ Date: _____

Student Name (Printed): _____ Graduation Year: _____

Student Signature: _____ Date: _____

Student Name (Printed): _____ Graduation Year: _____

Student Signature: _____ Date: _____

Student Name (Printed): _____ Graduation Year: _____

Student Signature: _____ Date: _____

Student Name (Printed): _____ Graduation Year: _____

Student Signature: _____ Date: _____

Please choose ONE of the following options:

Parent/Guardian initial: _____ I agree to pay \$30 for the Technology Insurance fee to cover the cost of repair of the iPad or Chromebook/MacBook as outlined in this policy. **(This fee does not include cables, chargers and cases). I agree to pay the replacement cost of the device if lost or stolen.**

Or

Parent/Guardian initial: _____ I decline the School District Technology Insurance fee. I will take full responsibility for the full cost of loss/repairs of my students' devices.

Or

Parent/Guardian initial: _____ My student will not be using a Swanville School District provided device, they will be using their own. The student will be responsible for the maintenance and upkeep of their device and also will be responsible for accessing the content and curriculum provided by staff. All other Acceptable Internet Use Policies will still be followed.

Parent/Guardian Name **(Please Print)**: _____

Parent/Guardian Signature: _____ Date: _____

For Office Use Only

Paid: Cash _____ Check _____

Date _____ Initials _____