

Pearl City CUSD 200



1:1 Electronic Device Student Handbook

2018-2019

Philosophy of 1:1 Electronic Device Program

Pearl City CUSD 200 focuses on helping all students learn and excel in the 21st century. The 1:1 initiative empowers teachers and students to engage in learning through conventional and digital materials. 1:1 devices allow our students and teachers to have access to a variety of resources at all achievement levels, participate in differentiated learning activities based upon the skills and concepts, and develop exclusive learning projects that demonstrate understanding of educational objectives.

Pearl City CUSD 200 offer our students electronic devices for use at school and at home. The 1:1 Electronic Device Program, which provides mobile computing and wireless technology to Pearl City CUSD 200 Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an Electronic Device.

- Students will receive instruction from school staff on the proper use of the Electronic Device.
- **High School** Students will be able to take the Electronic Device home during the school year.
- Students are expected to treat the Electronic Device as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Electronic Device unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the Electronic Device; for example do not leave the Electronic Device where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The Electronic Device comes with preloaded apps. Students may not load additional apps onto the machine without the express permission of the school administration.
- Students are to use the Electronic Device to access only educationally appropriate materials and websites. There is a filter in place to help ensure safety and security.
- Students must not use the Electronic Device to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the Electronic Device.)
- Students are to use the Electronic Device in accordance with the Pearl City CUSD 200 Acceptable Use Regulations and to maintain the Electronic Device in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- Electronic Devices are the property of Pearl City CUSD 200 and must be returned at the end of the academic year, upon withdrawal from Pearl City CUSD 200, or at the request of a teacher or administrator. Request for summer use must be made in written form, prior to the end of school. Approvals will be made by administration. Willful failure to return the Electronic Device in accordance with the stated conditions will result in criminal prosecution.
- Since the Electronic Devices are the property of Pearl City CUSD 200, officials of the school have the right to review all material stored on or accessed by any Electronic Device. School officials may revoke a student's Electronic Device use privileges for misuse or violation of policies.

Table of Contents

1. [Receiving and Returning your Electronic Device](#)
 - 1.1 [Receiving Your Electronic Device](#)
 - 1.2 [Electronic Device Check-In](#)
2. [Taking Care of Your Electronic Device](#)
 - 2.1 [General Precautions](#)
 - 2.2 [Carrying Electronic Devices](#)
 - 2.3 [Screen Care](#)
3. [Using Your Electronic Device at School](#)
 - 3.1 [Electronic Devices Left at Home](#)
 - 3.2 [Electronic Device Undergoing Repair](#)
 - 3.3 [Charging Your Electronic Device's Battery](#)
 - 3.4 [Screensavers and Backgrounds](#)
 - 3.5 [Sound, Music, Games or Programs](#)
 - 3.6 [Printing](#)
 - 3.7 [Home Internet Access](#)
4. [Managing Your Files & Saving Your Work](#)
 - 4.1 [Saving Your Work](#)
 - 4.2 [Network Connectivity](#)
5. [Software on Electronic Devices](#)
 - 5.1 [Originally Installed Software](#)
 - 5.2 [Additional Software](#)
 - 5.3 [Inspection](#)
 - 5.4 [Procedure for Re-loading Software](#)
 - 5.5 [Software Upgrades](#)
6. [Acceptable Use](#)
 - 6.1 [Parent/Guardian Responsibilities](#)
 - 6.2 [School Responsibilities](#)
 - 6.3 [Student Responsibilities](#)
 - 6.4 [Student Activities Strictly Prohibited](#)
 - 6.5 [Electronic Device Care](#)
 - 6.6 [Legal Propriety](#)
 - 6.7 [Student Discipline](#)
7. [Protecting & Storing Your Electronic Device](#)
 - 7.1 [Electronic Device Identification](#)
 - 7.2 [Storing Your Electronic Device](#)
 - 7.3 [Electronic Devices Left in Unsupervised Areas](#)
 - 7.4 [Extra-Curricular Events](#)
8. [Repairing or Replacing Your Electronic Device Computer](#)
 - 8.1 [Accidental Damage Annual Repair Structure](#)
 - 8.2 [Damage / Repair Details](#)

[8.3 Exclusions](#)

[8.4 Determination of Damage / Repair](#)

1. Receiving and Returning your Electronic Device

1.1 Receiving Your Electronic Device

Electronic Devices will be distributed each fall during an Electronic Device Orientation. Parents and students required attend a yearly Information Session. An information session will be scheduled before school starts for parents and students interested in learning more about the program. Before receiving an Electronic Device, students and parents must sign and return copies of the following documents:

- Student Pledge for Electronic Device use - End of this document
- Acceptable Use Policy (AUP) - Part of Jr/Sr High School Student Handbook

1.2 Electronic Device Check-In

Electronic Devices and accessories must be returned to Pearl City CUSD 200 at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Pearl City CUSD 200 for any other reason must return their Electronic Device on the date of termination. If a student fails to return the Electronic Device at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the Electronic Device, or if applicable, any insurance deductible. Failure to return the Electronic Device will result in a theft report being filed with the Stephenson County Sheriff Department.

The student will be responsible for any damage to the Electronic Device and must return the Electronic Device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Electronic Device.

2. Taking Care of Your Electronic Device

Students are responsible for the general care of the Electronic Device they have been issued by the school. Electronic Devices that are broken or fail to work properly must be taken to a Jr. High teacher for Jr. High students and the Main office for High School students for an evaluation of the equipment.

2.1 General Precautions

- The Electronic Device is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Keep food and liquids away from the Electronic Device.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Electronic Device to prevent damage.
- Electronic Device and case must remain free of any writing, drawing, stickers, or labels that are not the property of Pearl City CUSD 200.

- Electronic Devices must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their Electronic Device's battery charged for school each day. Failure to do so could result in a disciplinary action.
- Students must keep their Electronic Device in the protective case, provided by the school, at all times. Only the provided charger should be stored in the bag with the device to prevent accidental damage to the screen from pressure.

2.2 Carrying Electronic Devices

The protective case provided with the Electronic Devices has sufficient padding to protect the Electronic Device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Electronic Devices must always be within the protective case unless instructed by the teacher to do differently.
- Limit the number of items carried within a backpack with the Electronic Device to limit the amount of pressure applied to the Electronic Device screen.
- Avoid bumping the Electronic Device against any surface.

2.3 Screen Care

The Electronic Device screens 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 the top of the Electronic Device when it is open or closed.
- Do not place anything near the Electronic Device that could put pressure on the screen
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals will damage the screen.
- Do not "bump" the Electronic Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not touch the screen with fingers.

3. Using Your Electronic Device at School

Electronic Devices are intended for use at school each day. In addition to teacher expectations for Electronic Device use, school messages, announcements, calendars, and schedules may be accessed using the Electronic Device. Students must be responsible to bring their Electronic Device to all classes, unless specifically instructed not to do so by their teacher. The Electronic Device is the property of Pearl City CUSD 200. Therefore, school staff and administration have the right to check any material stored on a student's Electronic Device at any time.

3.1 Electronic Devices Left at Home

If students leave their electronic devices at home, they will receive an office referral and will be issued a loaner computer for the remainder of the school day. Repeat violations of this policy

will result in disciplinary action.

3.2 Electronic Device Undergoing Repair

Loaner Electronic Devices may be issued to students when they leave their Electronic Devices for repair in the office. There may be a delay in getting an Electronic Device should the school not have enough to loan.

3.3 Charging Your Electronic Device's Battery

Electronic Devices must be brought to school each day in a fully charged condition. Students need to charge their Electronic Devices each evening. Only charge your Electronic Device with the provided charger.

3.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of weapons, sexually explicit material, inappropriate language, alcohol, drugs, tobacco, and/or gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Electronic Device at the discretion of the teacher.
- Internet games are not allowed on the Electronic Devices. If game apps are installed, it will be with Pearl City CUSD 200 staff approval.
- All software/apps must be district provided. Data storage will be through Google Drive or G-suite apps.

3.6 Printing

Personal printers at home will not be able to be added to the Electronic devices. Printing should be kept to a minimum as teaching strategies will facilitate digital copies of homework.

3.7 Home Internet Access

Students are allowed to connect to wireless networks on the Electronic Devices. This will assist them with Electronic Device use while at home.

4. Managing Your Files & Saving Your Work

4.1 Saving Your Work

Students may save work to the home directory on the Electronic Device on a limited basis. Students should save their work to their Google Drive storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Electronic Device malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

Pearl City CUSD 200 makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

5. Software on Electronic Devices

5.1 Originally Installed Software

The software/apps originally installed by Pearl City CUSD 200 must remain on the Electronic Device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Electronic Devices at the completion of the course. Periodic checks of Electronic Devices will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their Electronic Devices. Pearl City CUSD 200 will synchronize the Electronic Devices so that they contain the necessary apps for school work. Students will not synchronize Electronic Devices or add apps to their assigned Electronic Device to include home syncing accounts.

5.3 Inspection

Students may be selected at random to provide their Electronic Device for inspection. These inspections may include an inspection of all material saved on the Electronic Device.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Pearl City CUSD 200 installed apps are discovered, the Electronic Device will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their Electronic Devices for periodic updates and syncing.

6. Acceptable Use

The use of Pearl City CUSD 200's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the Pearl City CUSD 200. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy,

privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Pearl City CUSD 200's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities

- School will provide Internet access at school and email access to students
- School will provide content filtering of inappropriate material on the internet as able.
- School will provide network data storage areas. These will be treated similar to school lockers. Pearl City CUSD 200 reserves the right to review, monitor, and restrict information stored on or transmitted via Pearl City CUSD 200 owned equipment and to investigate inappropriate use of resources.
- School will provide training on how to use the Electronic device
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

- Students will use Electronic Device in a responsible and ethical manner
- Students will obey general school rules concerning behavior and communication that apply to Electronic Device/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Pearl City CUSD 200's designated Internet system is at your own risk. Pearl City CUSD 200 specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Pearl City CUSD 200 protect its computer system /devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s) at school and home.
- Students should always turn off and secure their Electronic Device after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she may be asked to print a copy and forward it to

the administration.

- Students will return their Electronic Device to the office at the end of each school year. Students will retain their original electronic devices each year while enrolled at Pearl City. Students who withdraw, are suspended or expelled, or terminate enrollment at Pearl City CUSD 200 for any other reason must return their individual school Electronic Device on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.)
- Internet/computer games
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Electronic Device setting (exceptions include personal setting such as font size, brightness, etc.)
- Downloading apps.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism, (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Attempting to bypass the Pearl City CUSD 200 web filter or the remote client filter in any way.
- Use of the Electronic Device camera to take and/or distribute inappropriate or unethical material.

6.5 Electronic Device Care

Students will be held responsible for maintaining their individual Electronic Device and keeping them in good working order. Students will be responsible for damages to their Electronic Devices.

- Electronic Device batteries must be charged and ready for school each day.
- Only labels or stickers applied by Pearl City CUSD 200 may be applied to the Electronic Device.
- Electronic Device cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Electronic Devices that malfunction or are damaged must be reported to the office. The school district will be responsible for repairing Electronic Devices that malfunction. Electronic Devices that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to Electronic Devices that are damaged intentionally or be responsible for full replacement cost.
- Electronic Devices that are stolen or lost must be reported immediately to the office and the Stephenson County Sheriff Department.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is viewed as a form of cheating and is a violation of the Pearl City Public School Student Handbook. 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.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Pearl City CUSD 200 Student Handbook.

7. Protecting & Storing Your Electronic Device

7.1 Electronic Device Identification

Student Electronic Devices will be labeled in the manner specified by the school. Electronic Devices can be identified in the following ways:

- Record of serial numbers and correlated asset tag
- Pearl City CUSD 200 Carrying Case

7.2 Storing Your Electronic Device

When students are not using their Electronic Devices, they should be stored in their locker or kept with the student. Nothing should be placed on top of the Electronic Device when stored in student lockers. Students are encouraged to take their Electronic Devices home everyday after school, regardless of whether or not they are needed. Electronic Devices should not be stored in a student's vehicle at school or at home.

Do NOT leave your Electronic Device in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

7.3 Electronic Devices Left in Unsupervised Areas

Under no circumstances should Electronic Devices be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, library, unlocked classrooms and lockers, dressing rooms, busses, Commons and hallways. Any Electronic Device left in these areas is in danger of being stolen or damaged. If an Electronic Device is found in an unsupervised area, it will be taken to the office. Violations may result in loss of Electronic Device privileges and/or other privileges.

7.4 Extra-Curricular Events

Students are not permitted to bring their Electronic devices computers along with them to extra-curricular events unless other arrangements are made. Electronic devices must be stored in locked hallway school lockers. Students will be given access into the school to retrieve their Electronic devices computers after such events

8. Repairing or Replacing Your Electronic Device

Students will be responsible for damages to their Electronic Devices including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, the Pearl City CUSD 200 District Plan would be used to determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

8.1 Accidental Damage Annual Repair Structure

- Damage/Repair
 - First Claim: \$0
 - Second Claim: \$30
 - Subsequent Claims: Full cost of repair

- Lost/Stolen
 - First Claim: \$100
 - Subsequent Claims: Full cost of replacement

* The repair claim is structured annually. Claims from a previous school year are not used in determining the deductible for the current year.

Effective Coverage Date and Expiration

Effective coverage date begins when student receives their electronic device at the beginning of each school year. Expiration coverage date is the official last day of each school year, when student turns in their device at the end of the year, or when student un-enrolls from the district (whichever comes first).

8.2 Damage/Repair Details

Accidental damage: Damages caused by drops (in the provided case), spills, and any other unintentional event.

Theft: Loss or damages due to theft. In the event of theft, the claim requires a police report to be filed and attempt to recover cost via home-owner's insurance.

Fire: Loss or damages caused by fire. In the event of a fire, the claim must contain an official file report from authorities.

Electrical: Damages caused by electrical surges.

Natural Disaster: Loss or damages in the event of a natural disaster.

Normal wear and tear and manufacture defects will be covered by the device's warranty or the school district if device is out of warranty.

8.3 Exclusions

Dishonest, Fraudulent, Intentional, Negligent, or Criminal Acts: Repairs will not be provided if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent, or criminal act.

Jailbreaking: Repairs will not be provided if any "jailbreaking" or installation of any prohibited software alters the manufacturer's warranty.

Charger: Insurance does not cover the charging cable and charging adapter.

8.4 Determination of Damage / Repair

Determination to the extent of incurred damage will be made by administration and Director of Technology.

Student Pledge for Electronic Device Use 2018-2019

- I will use my Electronic Device in ways that are appropriate, meet Pearl City School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my Electronic Device is subject to inspection at any time without notice and remains the property of Pearl City CUSD 200.
- I will follow the policies outlined in the Electronic Device Handbook and the Acceptable User Policy while at school, as well as outside of the school day.
- I will take good care of my Electronic Device.
- I will never leave my Electronic Device unattended.
- I will never loan out my Electronic Device to other individuals.
- I will know where my Electronic Device is at all times.
- I will charge my Electronic Device's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my Electronic Device since they may cause damage to the device.
- I will not use the Electronic Device camera to take and/or distribute inappropriate or unethical material
- I will not disassemble any part of my Electronic Device or attempt any repairs
- I will protect my Electronic Device by only carrying it while in the case provided.
- I will not place decorations (such as stickers, markers, etc.) on my Electronic Device or provided case.
- I will not deface the serial number Electronic Device sticker on any Electronic Device.
- I will file a police report in case of theft, vandalism and report it to the administration of Pearl City CUSD 200.
- I will be responsible for all damages or loss caused by neglect or abuse according to the guidelines in the 1:1 Electronic Device Student Handbook.
- I agree to return the Electronic Device, case, and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the 1:1 Policies and Procedures, the Acceptable Use Policy and the Student Pledge for Electronic Device Use.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____