

LELAND SCHOOL DISTRICT

1:1 Technology Handbook



Table of Contents

Device Usage.....	3
Device Policy.....	3
Damaged Devices.....	4
Fees for Device Use.....	4
Handling and Care of Devices.....	5
Power Management	5
Transport.....	6
Monitoring and Supervision	6
Student Device User Agreement.....	7
Student/Parent Technology Agreement.....	8
Student Device Acceptance Form.....	9

Device Usage

The Leland School District (LSD) may provide users with laptops, tablets, hotspots or other devices to promote learning outside of the classroom. Users, whether district employees or students, should abide by the same Acceptable Use Policy when using school devices off the school network as on the school network. Users are expected to treat the devices with extreme care and caution; these are expensive devices that the District is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff. Users will be financially accountable for any damage resulting from negligence, misuse, or loss. Use of District-issued devices off the LSD network will be monitored.

Device Policy

Terms

Users will comply at all times with the LSD 1:1 Technology Policy Handbook. Any failure to comply may result in termination of user rights of possession effective immediately and the LSD may repossess the device. Any lost, stolen and damaged devices must be reported to school authorities immediately.

Title

LSD has legal title to the property at all times. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, the LSD 1:1 Technology Policy Handbook, and all LSD policies and procedures.

Loss, Theft or Full Damage

If a device is damaged, lost, or stolen, the student or parent/guardian shall immediately notify the school administration. If a device is lost, or damaged as a result of irresponsible behavior, the parent/guardian will be responsible for the full replacement cost of device.

In the event that a device is damaged the user will be assessed a fee based on the chart listing replacement cost attached to this document. If damage is not listed then the cost of repair will be based on the total cost of the parts to repair.

In the event of a lost or stolen device, the parent/guardian will be advised to file a police report. Once a police report is filed, then LSD, in conjunction and with police or sheriff, will deploy location software which may aid authorities in recovering the device. It is imperative that a lost or stolen device must be reported immediately. If a lost device is not recovered the parent/guardian will be responsible for full market value of its replacement cost.

Students who leave the District during the school year must return the device, along with any other issued accessories, at the time they leave the District. The device and all accessories should be returned to the school administrator. Any fees collected as a part of this initiative will not be refunded.

Repossession

If the user does not fully comply with all terms of this Agreement and the LSD Acceptable Use Policy, including the timely return of the property, LSD shall be entitled to declare the user in default and go to the user's place of residence, or other location of the property, to take possession of the property.

Terms of Agreement

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by LSD or upon withdrawal from LSD.

Unlawful Appropriation

Failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Fees for Device Use

Use and Maintenance Fees

- Parents/guardians may pay a non-refundable annual fee of \$25 plus deductibles per damage incident.
- The premium is by device and covers electrical surges, drops or falls, liquid spills, and part damage.
- The deductible is by incident (i.e. 1st damage, 2nd damage) AND by incident type (i.e. cracked glass, broken LCD, bent frame, etc.).
- If the device is lost, stolen, or totally damaged as a result of irresponsible behavior, the parent will be responsible for the replacement cost. A police/sheriff report will be required for all stolen devices.
- District may disable the device remotely to protect the device and/or data on the device.

Seniors must clear all records and pay all fees before they shall be allowed to participate in commencement exercises.

Damaged Devices

Any damage must be reported to school authorities immediately. Power adapters and sleeve must be returned or paid in full.

Deductibles

- Student will be able to check out a replacement device from the library or another designated area each week and return the device each Friday upon payment of the deductible, until repaired device is returned to student.
- The replacement device will be checked in and out daily during the school day.
- If total cost to repair device exceeds the fair market value then the total replacement fee will be assessed and take home of device privileges will be removed.

LOSS, DELIBERATE DAMAGE OR NEGLECT	ESTIMATED REPAIR/REPLACEMENT
Broken Screen	\$30.00
Broken Keyboard	\$30.00
Power Adapter + Cord	\$20.00
District Assigned Device Sleeve	\$10.00
Liquid damage to device	\$150.00
District Assigned Case	\$10.00

Handling and Care of the Device

- Keep the device in the district-issued or approved sleeve and case.
- Keep devices and sleeve free of any writing, drawing, stickers, or labels that are not applied by LSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

Power Management

- It is the user's responsibility to recharge the device's battery so it is fully charged by the start of the next school day.
- Devices with no battery life must be charged in the classroom. The student forfeits use of the device for the entire time it takes to charge the device
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.

Transport

- Transport device in its protective case and sleeve.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Do not leave the device in visible sight when left in a vehicle.

Monitoring and Supervision

- Do not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the device to a classmate, friend, or family member.
- Any attempt to "jailbreak" or remove the LSD profile could result in disciplinary action.
- Students are responsible for the safety and security of the device and any activity on the device.

Student Device User Agreement

As a borrower of a LSD device:

- I have signed and will follow the policies established in the LSD Student Technology Handbook.
- I will follow the guidelines listed below for proper care of the device.
- I will report to school authorities any problems/issues I discover while using the device.
- I understand that resetting the device to factory settings may occur as a result of any repairs, or modifications on the device, and this reset may result in the loss of data.
- I understand that it is my responsibility to turn in my device for periodic updates throughout the school year.
- I understand that the primary use of the device is as an instructional tool.

Guidelines for Proper Care

1. I shall not loan the device to anyone.
2. I will not remove labels, stickers, or screen protectors already placed on the device by the technology department.
3. I will not write on or place any labels or stickers on the device.
4. I shall give proper and due care to the device at all times, including but not limited to the following:
 - a. Keeping food and drink away from the device.
 - b. Not exposing the device to extreme heat or cold.
 - c. Not attempting to repair a damaged or malfunctioning device.
 - d. Not upgrading the device operating system unless directed by District IT staff.
 - e. Using the appropriate device A/C adapter to charge the device.
5. I shall provide proper security for the device at all times including, but not limited to, the following:
 - a. Not leaving the device unattended in an unlocked classroom or extra-curricular activity.
 - b. Not leaving the device in an unlocked vehicle.

Device Management

1. I shall not sync the device to personal or school computers.
2. District purchased software will be installed on to student devices.
3. To protect the students and the district from loss of a device, all protection services must remain on at all times.

Leland School District

Student and Parent/Guardian Technology Agreement

Student Name: Last _____ First _____

Parent Name: Last _____ First _____

Address: _____

Parent Email Address: _____

Parent Phone Number: _____

The Leland School District's Acceptable Use Policy allows students to use technology inside and/or outside of the classroom. Leland School District may provide Internet access, desktop computers, mobile devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

I have reviewed the LSD Student Technology Handbook and understand the rules and guidelines for the following:

1. District Technology Goals
2. Responsible Use Policy
3. Financial Terms of Laptop Agreement* annual \$25.00 deposit is non-refundable

If a student receives a temporary Chromebook early in the day and loses or damages it, then parent must pay for the replacement parts for that device repair or full cost of the device if damaged beyond repair or lost.

Terms of Agreement

The student is responsible at all times for the care and appropriate use of technology. I understand if my child violates the guidelines agreed to in the LSD Student Technology Handbook, his/her privilege to use technology may be restricted or removed and s/he may be subject to disciplinary action.

I understand that I may be held responsible for reimbursement for loss, damage, or repair of my child's device, which may have occurred at school, at home, or while the device was being transported. The device remains the property of Leland School District. At the end of the school year or upon transfer from the District, parents and students agree to return the device to the District in the same condition it was issued to the student, less reasonable wear.

Signatures

Parent/Guardian Signature	Student Signature	Date
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School	Grade Level	Asset Number
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Leland School District - Student Device Acceptance Form

I understand that the laptop, tablet, hotspot, equipment, and/or accessories that LSD has provided to me are the property of the Leland School District. I agree to the terms and conditions in the LSD Student Device User Agreement and the LSD 1:1Technology Handbook.

I understand that I must immediately report any damage, loss, or theft of the laptop to LSD personnel immediately. In addition, I understand that my parent/guardian may be held responsible for reimbursement for loss, damage, or repair of the device issued to me, which may have occurred at school or at home, or while the device was being transported, in accordance with the policies outlined in the LSD One-to-One Technology Handbook. My parent/guardian will be held responsible for full reimbursement for lost laptop that is not reported immediately.

I will participate in a training session about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

I understand that a violation of the terms and conditions set out in the Student Device Agreement and the LSD One-to-One Technology Handbook will result in the restriction and/or termination of my use of a LSD device, equipment, and/or accessories.

ITEMS RECEIVED:

	<u>Asset Number</u>	<u>Serial Number</u>	Condition	
Lap Top	_____	_____	New	Used
Power Supply and Cable			New	Used
Lap Top Sleeve or			New	Used
Lap Top Case			New	Used

Student Signature:

Date:

Parent/Guardian Signature

Date