



Perry County Schools
Raising the Standards for 21st
Century Learning

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Rules/Regulations/Distribution

<p>Although tablets /Devices will be assigned to students, they are all the property of Perry County Schools. Perry County Schools reserves the right to collect and/or inspect your device at any time and to delete any material or applications deemed inappropriate.</p>
<p>Users must abide by the school's Acceptable Use Policy and device policies at all times--inside and outside of school hours.</p>
<p>Network administrators may review your files and communications to ensure you are using the device appropriately. Because the device belongs to Perry County Schools, users should have no expectation of privacy.</p>
<p>Users must abide by the school's Acceptable Use Policy and tablet Policies at all times inside and outside of school hours. Honor the school's/district's restrictions of access to sites and apps that are not allowed at school. You are responsible for the appropriateness of all files, data, and internet history on your device. If you inadvertently access inappropriate material while online, notify your teacher right away.</p>
<p>All applications, games, and music on your tablet must be legitimately purchased and licensed. It is the responsibility of the user to back any all content on the device.</p>
<p>You may not take photos or videos of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Any material or content deemed inappropriate by administrators is strictly prohibited. Disciplinary action will be taken for any user breaking this part of the policy according to the AUP.</p>
<p>You may not access another individual's materials, information, or files without permission.</p>
<p>Never share your password. You are responsible for your tablet's security.</p>
<p>Never give out personal information on any website or social media app.</p>
<p>Secure your device at all times. To prevent the risk of theft, never leave your device in an unsupervised area such as the lunchroom, computer lab, locker room, library, restrooms or hallways. Never leave it unattended.</p>

Rules/Regulations/Distribution

In order to receive your device, you and a parent/guardian must read the Usage Handbook and sign the Student Pledge document. An enrollment form, a protection plan, **other paperwork**, and fees must be submitted before the device can leave school property.

You are required to enroll in the device Protection Plan before you can take the device home. If you choose not to purchase the protection plan, you will be considered a day user. This means you must check your tablet out from the Help Desk at the beginning of each school day and return it to the help desk before leaving school for the day.

Before receiving your device, you will login to your new Microsoft Office 365 account and test your mail. This can be completed at school or home.

Completion of your Digital Driver's License will be required for network and device privileges. The school will instruct you as to how this will be completed. Some schools may choose to do this as a group and other allow individual users to complete this on their own.

Should your device require repair, do not attempt to repair it yourself. Repairs will be organized by the school through the student help desk (Buckhorn and PCC) and through the school technology coordinator (all elementary schools).

You are responsible for backing up personal data on your device. The school accepts no responsibility for lost data.

If necessary, your device may need to be reset by a school technician or the help desk. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state. **Backing up your device to a USB key or to other online storage areas regularly will allow the user to restore all data.**

If your enrollment in the Perry County School District is terminated for any reason (i.e. transfer, etc.), you must return the tablet and its accessories on the date of termination.

At the end of each school year, your device, case/keyboard, and AC power adapter must be returned in good condition. The next school year, you will receive the same device upon submission of enrollment forms, payment of required fees, and completion of policy documents.

(Note: you may purchase your own case for the device, but the original school case must be returned with the tablet.)

Care of Surface Device

The Surface touchscreen has been coated to make it easier to clean. You don't need to rub hard to remove fingerprints or oily spots. To avoid scratches, use a soft, lint-free cloth to gently wipe the screen. You can dampen the cloth with water or an eyeglass cleaner, but don't apply liquids directly to the tablet. Also, never use window cleaner or other chemical cleaners on your tablet.

Do not leave your device in direct sunlight for an extended period of time. Ultraviolet light and excessive heat can damage the display.

The Touch Cover and the Type Cover require minimum care to function well. To clean the keyboard, wipe with a lint-free cloth dampened in mild soap and water. (Don't apply liquids directly to the cover.) Do this often to keep your Touch Cover or Type Cover looking great.

If the spine or magnetic connections of your cover get dirty or stained, apply a small amount of isopropyl alcohol (also called rubbing alcohol) to a soft, lint-free cloth to clean.

Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Perry County School District.

Keep your device away from food and/or drinks at all times.

Avoid leaving your tablet in a vehicle or any other unsecured place.

Device Case and Protection

Users will be required to provide a protective backpack or padded case in which to transport the device. These will not be provided for you.

While transporting your tablet, you must protect your screen with the cover/keyboard provided.

Damage/Loss

If you experience any technical problems, notify your teacher and/or take your device to the student help desk.

If your device is kept for repair, you will be issued a temporary loaner tablet--as available. All device policy agreements remain in effect for the loaner tablet.

If your device is stolen or damaged, complete an accident report immediately. Your claim will be investigated by school administration and/or the police.

Any intentional damage will not be covered under the device protection plan; therefore, users will be liable for the cost of the device.

Personalization

You may personalize your home screen with appropriate media. However, per school/district policies, any media that represents guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and/or gang-related symbols or pictures is not permitted.

You are required to create a passcode to protect your device and to provide this passcode to the Help Desk.

You may install apps as long as all legal license agreements are followed.

Loading music from your personal collection is permitted in accordance with the legal license agreements.

If illegal software/apps are discovered, the tablet will be restored or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.

Your school email account will be added to your device during the initial setup. You may also access a personal email account, but this is prohibited during school hours.

You can add a custom cover and personalize the covers with stickers, etc., but no stickers or adhesive materials may be placed on the tablets.

Instructional Use

You are required to bring your device to school every day and to have it with you during your classes. If you do not have your device, you are still required to complete the assigned work. Loaner devices will not be provided for students who did not bring their own.

Make sure your device is fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school. If the tablet has a full charge, it will last all day.

While at school, your device is intended for instructional use.

Students will only use appropriate technology at their teachers' discretions.

To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise.

Plagiarism is a violation of the Perry County Schools Code of Conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text.

Printing: The device gives you the opportunity to send any item digitally. In the rare case you need to print a document, email the document to a staff member and they can print it for you. Office 365 and google apps for education will be used for sending and sharing of documents/information between users.

RESPONSIBILITY AGREEMENT/PLEDGE

Perry County Schools is offering students from grade 8 through 12 the opportunity to use a Windows 8 Surface Tablet. In order to have this privilege, each student, as well as his or her parent/guardian, must read and sign the following pledge:

STUDENT

As a student in the Perry County School District, I agree to all the terms and conditions of the student device handbook. I accept responsibility for using this device as an educational tool. I pledge that I will care for the device as directed. I understand that personnel from Perry County Schools can access this device at any time. I also understand that it is my responsibility to back up my files to an external source (e.g., OneDrive, Google Drive, USB flash drive). If the device has technical difficulties or is damaged, I am responsible for taking appropriate steps to see that the device is returned to working order. I also agree that this applies to any loaner device(s) I am given.

Student Name: _____

Student Signature: _____

Serial #: _____

Asset #: _____

PARENT/GUARDIAN

As the parent/guardian of _____, I support my child's pledge above and agree to accept responsibility for the device.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Name of school: _____

Grade Level: _____

Witnessed by: _____

Protection Plan

Starting in the 2015-16 school year the protection plan will be in the form of a user fee between the students/parents and the Perry County Board of Education. The students will be pay a \$40.00 user fee and the tablet will be repaired for the student upon failure. If students abuse the device and district technicians see that the failure is an act of vandalism then the student/parent will be held liable for damages. When the devices are passed out to the students will be required to pay the fee in full or the student will become a day user until the payment is made.