

# Monroe-Gregg School District

## Device Usage Guidelines and Procedures

The Monroe-Gregg School District (MGSD) is issuing take-home devices to students to further our mission and vision. Our vision is to prepare digital citizens to create, collaborate, communicate, and critically think.

All students in grades K-12 will be entrusted with a school-issued device (Lenovo Chromebook), a charger, and a Brenthaven carrying case with shoulder strap. The device will be the primary educational instrument through which students will access educational content, so device use is mandatory. The school-issued device remains the property of MGSD at all times.

### Device Care:

- I will return the device and Brenthaven case immediately to MGSD upon request by IT staff or administration.
- I will bring the device to class charged and operable.
- I will be responsible for my own device keeping it secure at all times.
- I will store and carry the Lenovo Chromebook and charging cord in the Brenthaven case.
- I will not put additional items in the main compartment of the Brenthaven case.
- I will not pick up the device by holding onto the screen and not supporting the base
- I will never leave or store the device with the screen exposed.
- I will not alter the device or Brenthaven case with stickers, decals, writing, stitching, etc. or attempt to remove identifying numbers and labels.
- I will close the device when not in use (not only will this protect screens but will also reset password requirements so another user cannot utilize the device).
- I will not swap or lend my own device (I am responsible for my assigned device).
- I will avoid having food, drinks, or liquids near my device.
- I will not place heavy objects on top of my device.
- I will insert and remove cords, cables, USB devices, etc. carefully.
- I will avoid exposing my device to moisture, drops, impacts, pressure, weights, dirt, sand, cleaning solvents, sharp objects, and temperature extremes.
- I will not leave my device in a car or bus (extreme temperatures will damage the battery).
- I will never have the device out of the case in a bathroom or locker room.
- I will not take pictures, video, or audio of other people without their permission.
- I will follow the guidelines of the Responsible Use Policy at all times.

Once issued to a student, parents/guardians will assume financial responsibility for loss or damage to the device. If students violate usage guidelines, students may also face disciplinary action, in addition, to repair and/or replacement fees. Similarly, if a student causes intentional damage to another student's device the offending student and parents/guardians will be responsible for full repair or replacement fees and disciplinary action. Late fees and court costs may apply for lost, damaged, or stolen items not paid.

**Asset Codes:** All devices and charging cords will be labeled with an MGSD asset tag number. These asset tag numbers may NOT be modified or tampered with in any way.

**Distribution and collection:** Student devices will be distributed to all registered and enrolled students in grades K-12. Student devices will be collected on or before the day of school. Failure to return the device upon withdrawing from school or the last day of school will result in a theft report being filed with the Morgan County Sheriff's Department. Students not at school the last day to

return the device, must notify the school on or before the last student day and arrange a day within 5 business days to return the device, or it will be reported stolen.

### **New/Transfer/Withdrawal Policies**

When students leave MGSD, buildings have policies for collecting assets (books and other school-owned materials). Student devices will be part of that process. When a student withdraws from MGSD, building secretaries will contact the technology department and then collect the device before a withdrawal is complete. Likewise, secretaries shall contact the technology department upon new student enrollment, and a device will be prepared and distributed in a timely manner.

**Device Repair Costs and Procedures:** Students are responsible for damage, loss, and theft of devices, but the MGSD damage waiver process can help mitigate risk. The annual \$20 waiver fee will enter students into the program. The waiver program only covers accidental damages. Loss and intentional damage will be charged in full to a student's account. Students or others acting on their behalf must not attempt to remove or change the physical structure of the device including keys, screens, casing, etc. or make any repairs to the device. All fixes and repairs must go through MGSD. If a device is repaired by an outside vendor without authorization from MGSD, the student's parent/guardian will be held responsible for the costs of restoring the device to original specifications up to the replacement cost of the device.

Instructional time and experiences are valuable, so our goal is to make problems as least disruptive as possible when damage or loss of functionality occurs students should:

- Obtain a pass from a teacher and bring the device to the building library.
- Librarians go through basic troubleshooting.
- If basic troubleshooting does not resolve the problem, the librarian will put in a ticket to the technology department.
- Librarians could issue a loaner device (when available).
- If physical damage is present, the student will meet with an administrator for a follow-up conversation based on the nature of the device malfunction or damage. (Parents will be notified in this situation).
- Pay applicable charges for device repairs according to the waiver agreement through One2One Risk Solutions.
- When notified, return the loaner device and pick up a repaired device. (If damage occurs to a loaner device while in a student's possession, the student is responsible for claims and repairs on the loaner device as well.)

**Repair Fees:** As a convenience to parents MGSD has initiated a damage waiver process for students, which will incur the graduated payment schedule listed in the chart below. The device waiver program is mandatory for students taking home a device. An annual \$20 enrollment fee will be charged. The repair schedule is renewed annually when devices are reissued in August, except only 1 Total Loss claim is allowed per year per device, and a Total Loss claim may not be made two consecutive years per student. A Total Loss claim is necessary when damage is to the degree that the device cannot be repaired and the device must be replaced. A Total Loss claim requires the damaged device to be returned to the district.

When devices are collected at the end of the school year, all devices will be repaired as needed and charged according to the schedule for that school year.

Replacement cases are not included in the damage waiver process and will be charged equal to the cost of the new case.

<b>Accidental damage:</b>
1st repair: \$40
2nd repair: \$60
3rd and additional repairs: Full Cost of device
Total loss: \$275 (Device must be returned to district)

**The waiver program only covers accidental damages. Intentional or negligent damage (not abiding by usage guidelines) will be charged at full repair or replacement cost. Lost or stolen devices will be charged full replacement costs.**

**Login:** Students will only be able to login to their devices using their school-issued username and password. Students should never share account passwords with others unless requested by an administrator. Students should not change passwords unless requested by IT staff or administration. If a password is changed, the student must inform the Technology Department immediately.

**Privacy:** There is no expectation of privacy on school-issued devices or networks. Students should have no expectation of confidentiality or privacy with respect to any usage of a school-issued device or network other than as specifically provided by law. MGSD may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a school-issued device at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may run usage reports as deemed necessary. Parents and guardians should continue to monitor their student's device usage at home.

**Content storage:** The devices utilize cloud-based storage through Google Drive. There is also some offline and download storage on the device. "Offline" mode gives users the ability to open and edit offline Google files while not connected to the internet. Updates will be made to Google Drive cloud storage once the device reconnects to the internet. Students may also view downloaded videos and files when not connected to the internet. Students may choose to use USB devices as a backup for their Google Drive. All accessed and stored content on the device and in cloud storage must be school appropriate and follow responsible use guidelines.

**Printing:** Students are encouraged to digitally publish and share their work with teachers and peers when possible.

**Filtering:** School-issued device use will go through the MGSD web content filter whether students are utilizing the MGSD network or any other internet access (including home internet). Online access will, therefore, operate according to the rules within that filter at all times when the school-issued device is being operated. For example, if a student cannot access a social media site like Facebook at school, they will not be able to access it at home either through the school-issued device.

**Responsible use and digital citizenship:** School-issued devices should be used for educational purposes, and students are to adhere to the Responsible Use Policy (RUP) and all of its corresponding administrative procedures at all times. Consequences of inappropriate content created, accessed, stored, or distributed on or through a student device will be handled on an individual basis. Based on the severity of the content and the number of offenses, the consequence level will be determined. Parents/guardians will be notified.

**Possession of device:** Students who do not bring their device to school may be issued a "loaner" device when available. The student will sign an agreement upon checkout. Loaner devices must be

returned to the tech office within five minutes of the day-end dismissal bell. Repeated instances of not bringing a device to school will result in disciplinary action.

**Discipline:** For a specific listing of disciplinary procedures and consequences refer to the discipline ladder. Discipline will be determined based on severity and number or pattern of offenses. Parents/guardians will be notified. The Administration reserves the right to administer discipline consistent with the school handbook. Penalties include loss of privileges, leveled student access, or other penalties as appropriate to the offense.

Behaviors and discipline related to student digital device use:

Technology-related behavior/violation	Equivalent "traditional" classroom violation
Failure to bring the device to class or failure to have a device charged.	Coming to class without a textbook, paper, pencil.
Off-task behavior during class (playing a game, visiting the unrelated websites, sending email unrelated to course work).	Writing/passing a note, reading a book or magazine, doing homework for another class during class if the behavior persists could be insubordination.
Damaging, defacing, putting stickers, etc. on the device.	Writing on a school desk, chair, etc. vandalism of school property.
Using account belonging to another student or staff member.	Breaking into someone's locker or teacher's desk/ computer.
Accessing, creating, storing, distributing inappropriate material.	Bringing inappropriate print material to school, drawing inappropriate pictures, distributing inappropriate print/electronic material.
Cyberbullying.	Bullying/harassment.
Sending/forwarding assignment to another student to copy or use as own.	Cheating, copying assignments, plagiarism.
Mistreating device, not carrying the device in a bag.	Mistreating school property, i.e. mistreating a computer in the lab, mistreating desks, chairs, lab equipment in the science room, etc.

**Defamation of device:** This includes hitting or throwing device or other intentional misuses, or writing, drawing, adding stickers, etc. on the device. The damage costs will be paid by the student as this is viewed as vandalism of school property. Discipline will follow policies for the vandalism of school property.

**Screensavers/background photos:** As with all content on a school-issued device, screen saver and background photos must be appropriate. Inappropriate media including but not limited to the presence of weapons, pornographic material, inappropriate language, alcohol, drugs, gang symbols/pictures, or sexually explicit or suggestive content will result in disciplinary actions.

**Off-task:** Device use during class must be consistent with learning objectives and teacher expectations. Students not participating in teacher-directed learning activities are considered insubordinate.