

Tuscola CUSD #301

1:1 Policy, Procedures, and Information for Students and Parents

1. Receiving your school issued device

a. Parent/Guardian

All parents/guardians are required to read and sign the policy, procedures, and information guide, as well as the district's acceptable use policy before a device can be issued.

b. Distribution

All students will receive their school issued device and accessories during registration week or during the first week of school. Students and parents/guardians must sign the policy, procedures, and information guide as well as the district's acceptable use policy before receiving their device.

c. Transfer/New Student Distribution

All transfers/new students will be able to pick up their device after the policy, procedures, and information guide as well as the district's acceptable use policies are signed by the student and a parent/guardian. Any student moving in during the school year will be able to pick up their device from the district technology office or the School Office after an orientation and signing of the district acceptable use policy.

2. Returning Your Device

a. End of Year

At the end of the school year, students will turn in their school issued device and accessories. Failure to turn in the device will result in the student being charged the full replacement cost. Unpaid fines and fees of students may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from the Tuscola School District must turn in their school issued device and accessories to the School Office or District Technology Office on their last day of attendance. Failure to turn in the device will result in the student being charged the full replacement cost. Unpaid fines and fees of students may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

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3. Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be reported to the School Office or District Technology Office as soon as possible so that they can be taken care of properly. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their device unattended.

a. General Precautions

- No food or drink should be next to the device.
- Cords, cables, and removable storage devices must be inserted carefully into the device. ● Devices should not be used or stored near pets.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of the device.

b. Cases/Sleeves

- All students will be issued a school approved case for their device.
- Although the case is designed to help protect the device, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Device

- Always transport the device with care and in the school provided case. Failure to do so may result in disciplinary action.
- Never lift the device by the screen.
- Never carry the device with the screen open.

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d. Screen Care

The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of the device when it is closed.
- Do not store the device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All devices will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of the device for tampering with a District asset tag or turning in a device without a District asset tag.

4. Using Your Device at School

Students are expected to bring a fully charged device to school every day and bring their device to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her device to school

- A student must pick up a loaner device from the School Office before the start of the school day.
- A student borrowing a device must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The School Office will document the number of times a loaner is issued to each student for not having his/her own device at school and may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the School Office. If the loaner is not turned in by 3:30 p.m., families will be notified.

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b. Devices being repaired

- Loaner devices may be issued to students when they leave their school-issued device for repair in the School Office.
- A student borrowing a device must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Any Devices on loan to students having their devices repaired may be taken home.
- The School Office will contact students when their devices are repaired and available to be picked up.

c. Charging Devices

- Devices must be brought to school each day with a full charge. Failure to do so may result in disciplinary action.
- Students should charge their device at home every evening.
- There will be a limited number of unsupervised charging stations available to students on a first-come-first-served basis.

d. Backgrounds and Themes

- Inappropriate media may not be used as device backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the school building.
- Unauthorized or excessive printing may result in the student being charged a fee per page.

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g. Logging into the device

- Students will log in to their device using their school issued Google Apps for Education account.
- Students should never share their account passwords with others unless requested by an administrator.

h. Managing and Saving Your Digital Work With the device

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

5. Using Your Device Outside of School

Students are encouraged to use their device at home and other locations outside of school. A WiFi Internet connection will be required for the majority of the device's uses, however, some applications can be used while not connected to the Internet. Students are bound by the district acceptable use policy and all other building policies as outlined in the student handbook wherever they use their school issued device.

6. Operating System and Security

The type and version of operating system for each student issued device will be monitored and managed by the district. Students may not use or install any operating system without direct approval from the District Technology Office.

a. Updates

- All device updates will be monitored and managed by the district.

b. Virus Protection

- All antivirus protection for the school issued device will be monitored and managed by the district.

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7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices will have all Internet activity protected and monitored by the district while joined to the school's WiFi and/or network. While the device is connected to other locations WiFi and/or network the device may be monitored, but will only be filtered based on the current location's content filtering policy.

8. Software

a. Google Apps for Education

- All devices will integrate seamlessly with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, and Forms.

9. Device Identification

a. Records

- The district will maintain a log of all devices that includes the device serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

- Each student will be assigned the same device each year.

10. Repairing/Replacing Your Device

a. District Technology Office

- All devices in need of repair must be brought to the School Office as soon as possible.

- The District Technology Office will analyze and fix the problems they can and escalate the issues they cannot fix to the manufacturer and/or insurance company.

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b. Vendor Warranty

- Each device will include a hardware warranty from the vendor that also includes accidental damage protection.
- The vendor warranties the device from defects in materials and workmanship.
- Accidental Damage Protection includes:
 - Accidental Damage
 - Drops/cracked screens/liquid spills
 - Liquid submersion
 - Theft
 - Fire/Flood Damage
 - Vandalism
 - Natural Disasters
 - Power surge due to lightning.

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student device use at any time for any reason related to the operation of the District. By using a device or network, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

- Teachers, school administrators, and the District technology department staff may use monitoring software that allows them to view the screens and activity on student devices.

12. Appropriate Use

School-issued devices should be used for educational purposes and students are to adhere to the District Acceptable Use Policy and all of its corresponding administrative procedures at all times.

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By signing below, the student and their parent/guardian agree to follow and accept:

- All policy and procedures as identified in the student handbook and acceptable use policy.
- The 1:1 policy, procedures, and information guide.
- That Tuscola CUSD #301 owns the Chromebook, software, and issued peripherals
- If the student ceases to be enrolled in the Tuscola CUSD #301, the student/parents will return the Chromebook in good working order or pay the full \$300.00 replacement cost of the device.
- The student will immediately report any problems or damage to the Chromebook to the office.
- In no event shall the Tuscola CUSD #301 be held liable for any claim of damage, negligence, or breach of duty.

Print Student Name _____

Student Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

I plan on using my own device and decline the use of the school device.