

DEVICE CARE & HANDLING

Home Use

Students will be bringing their devices home for learning purposes. Some tips for home use:

- The device should never be left unattended in a public place or in a car.
- Parents are encouraged to work with their student to set up home guidelines for the use of the device.
- Students are allowed to connect to wireless networks at home on their devices.
- Devices should not be exposed to extreme heat or cold.



Device Handling

Devices can be damaged if subjected to rough treatment.

- Do not lean on top of the device.
- Refrain from having liquids near the device.
- Always transport your device in a protective case or backpack.
- Do not bump the device against lockers, walls, car doors, floors, etc.
- Do not drop or toss backpacks or bags containing the device.

Storing the device

When students are not using their devices, they should store them in their locked hallway locker. Nothing should be placed on top of the device when stored in the locker. All students are expected to take their devices home every day after school. Devices should not be stored in a vehicle.

Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, restrooms and hallways. Any device left in these areas is in danger of being stolen. If an device is found in an unsupervised area, it will be taken to the technology office. Do not leave the device on the floor where it can be stepped on.



Lost or Stolen devices

Device loss, damage or breakage due to student misuse or neglect will be managed on a case-by-case basis. Students may be responsible for some or all of the cost of a device. Students who lose, break or are the victim of theft of their school-owned device will be given a temporary device until the matter can be resolved. If an device is lost or stolen, it will be disabled immediately; no one will be able to use the device until it is recovered and reset by district technology staff.

If a device is lost or stolen:

- the student or parent/guardian is required to notify a school administrator as soon as possible.
- file a report with your local police department, i.e. West St. Paul, Mendota Heights or Eagan Police Department.

Damaged devices

Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to your school's Technology Department as soon as possible. You may be issued a temporary device or other materials until your device is working properly or replaced. If the device is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to have it fixed.

Charging and Maintaining the Battery

The majority of today's devices use lithium-ion batteries. Here are a two recommendations for keeping your battery healthy.

- Perform shallow discharges — Run the battery down to something like 40-70% before recharging it. Try to never let your battery go below 20% except in rare circumstances.
- Avoid extreme heat / cold. Use the device on a hard surface to prevent overheating.

Reminder:

- Like a device, chargers are the responsibility of the student/family.
- Students are expected to bring a fully charged device to school every day.
- A limited number of charging stations are available at school.



Safety Guidelines

Don't sleep with or place the device or power adapter under a blanket, pillow or your body when it's plugged into a power source. It's important to keep the device and its power adapter in a well-ventilated area when it is being used or charged. Also, when using headphones or earbuds, turn on the audio and check the volume before putting them on. Listening to sound at high volumes may damage hearing.

Safety Resources

Open DNS Free Web Filter

Google Safety Center

Cyberbullying - stopbullying.gov

Common Sense Media

All resources available on our website:

www.isd197.org/empowered → Web Links