



New Hanover County Schools  
2021-2022

# ONE-TO-ONE DEVICE HANDBOOK



## Overview

### **New Hanover County Schools Mission Statement**

The mission of New Hanover County Schools, in collaboration with our parents and the community, is to strive to provide children with an opportunity for a superior education in a safe and positive learning environment where they are prepared with the skills to succeed.

### **Technology Vision Statement**

New Hanover County Schools students will graduate with a firm foundation in critical thinking, collaboration, communication and creativity so they can be future-ready and globally competitive.

### **Goals of the One-to-One Implementation Plan**

Based on the vision of the role of technology in teaching and learning in New Hanover County Schools, the following goals have been established:

- Provide equitable access to technology for all students
- Develop and promote digitally responsible citizens
- Establish uniform, effective communication among stakeholders
- Integrate technology into the curriculum to increase academic opportunities

The School District of New Hanover County is committed to providing students with an innovative learning experience to prepare them for the future. Technology is an essential tool that provides our students and staff opportunities to communicate, collaborate and create content. As part of the New Hanover County Schools District One-to-One Device initiative, students are being provided with a device, cover, and charger to use for educational purposes both at school and at home.

#### **Please complete the following prior to device pick up:**

- Parents/guardians and students read the One-to-One Handbook
- Parents/guardians sign and return the Device Loan Agreement. Completing this step confirms that the parents/guardians have reviewed the One-to-One Handbook with their children

## Benefits of a One-to-One Environment

A One-to-One environment provides technology to foster creative options for teachers and students, maintains equity of access among students, and enhances student learning. Devices will not replace teachers. Teachers will be supported through ongoing professional learning. Below are some of the aspects that will be enhanced through a One-to-One environment:

- Equal Access to Technology
- Collaboration
- Online Research
- Personalized Learning
- Student Portfolios
- Creation Tools



## Devices and Accessories

Students will receive a:

- New Hanover County Schools laptop or iPad
- charging cord with AC adapter power block
- protective cover

***Note: Any equipment checked out to students will always remain the property of New Hanover County Schools.***

A covered device and charger will be provided to the student when the following steps are completed:

Students	Parents/Guardians
<ul style="list-style-type: none"><li>● Read the One-to-One Parent/Student Handbook</li><li>● Sign the Device Loan Agreement</li></ul>	<ul style="list-style-type: none"><li>● Read the One-to- One Parent/Student Handbook</li><li>● Sign the Device Loan Agreement</li></ul>

## Parent/Guardian Responsibilities

Students will be issued a device to improve and personalize their education. It is essential that you review the following guidelines with your child and ensure they complete the required online digital citizenship training within the **first 30 days of receiving their device.**

### Student Responsibilities

- 1) Complete the required online digital citizenship training within the first 30 days of receiving the device.
- 2) Students should do the following:
  - bring a fully charged device with charger to school daily
  - keep the protective cover on the device at all times
  - close the laptop and carry with two hands when transporting the device
  - use clean hands while using the device
  - keep food and drink away from the device
  - insert and remove all cords, cables, and accessories carefully
  - avoid applying pressure against the screen while open or closed
  - avoid leaving devices in an area of extreme temperatures such as a car
  - backup any necessary files to a secondary location
  - maintain possession of their laptop at all times
  - avoid placing heavy objects on laptop
  - ensure there is nothing inside the laptop before closing
  - abide by the [Technology Responsible Use](#) Board policy

## Repairing the Device

In the event the device is not functioning, students should follow the school procedure for reporting repairs. Do not attempt any repairs. **Do not take district owned devices to an outside computer service for any type of repairs or maintenance.**

When a student's device is being repaired, they will be issued a loaner device. Students are to adhere to the same responsibilities for a loaner device as their issued device.

The district covers the cost of device repair or replacement due to manufacturing defect, accidental damage, device malfunction or normal wear and tear for students enrolled in the district.

**Accidental Damage Protection (ADP)** covers accidental damages, including most spills, drops, and breaks. If damage is deemed intentional, the district may require the family to cover the repair costs. Examples can be found below.

✓ COVERED BY ADP ✓	
Non-intentional spills, drops, collisions, or electrical surges	Major part replacement such as motherboard, screen, memory
Damaged or broken LCD impairing the use of the device	
✗ NOT COVERED BY ADP ✗	
Theft, fraud, or disappearance of laptop	Damage due to flood, fire or bio-hazard material
Damage caused by misuse, abuse, or willful act	Alterations to the laptop or repair done by unauthorized technician
Normal wear and tear that does not affect the operation of the unit	Lost accessories such as charger or case

## **Stolen Device**

If a device is stolen, a police report must be made by the family and a copy of the incident report provided to New Hanover County Schools.

## **Returning the Device**

At the end of the school year or upon withdrawal from school, the device and all accessories should be returned to the district in the same condition they were originally provided, except for normal wear and tear, as determined by the district. In addition, the school may request the device be returned at any time.

Students who return the following year will be issued the same device and accessories.

If the device and accessories are not returned, the Parent/Guardian will be billed for the current value of the device, charger, and cover.

## **Software/ Networking**

- The student may not install or use any software other than software owned and approved by the district and made available to the student in accordance with this receipt and agreement.
- The student will not be able to add printers or other accessories to the device.
- The student will not change the default network settings (Wireless password, SSID) on the device. (This will not prohibit them from connecting to their home Wi-Fi environment.)
- The student understands that the New Hanover County School District will not provide individual technical assistance with home Wi-Fi connections.

## **Content Filtering**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices, regardless of physical location (in or out of school), will have all internet activity protected. If a website is blocked in school, then it will be blocked out of school.

Attempting to reset the device or bypass the content filter in any way is considered hacking. The student will be referred to the office for disciplinary action.

## **Device Care**

The student is responsible for the general care of the device and all associated equipment. The device is to be treated as a valuable learning tool and should be cared for accordingly.

## Cleaning

Only use a clean, soft cloth to clean the device. Spray isopropyl alcohol on the cloth and wipe the screen and other areas of the device gently. **DO NOT SPRAY ANYTHING DIRECTLY ON THE DEVICE!**

## Battery Conservation Tips

- Close applications that are not in use
- Adjust screen brightness

## Appearance

- Devices must remain free of writing, drawing, stickers, or labels that are not the property of the school.
- Each device has a unique identification number and at no time should the numbers or labels be modified or removed.

## 2021-2022 DEVICE LOAN AGREEMENT

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A district device will be loaned to the student named below under the following conditions:

- The student and the student's parent/guardian must sign this laptop loan agreement. The school will keep this agreement on file.
- The laptop may only be used for educational purposes and the student is required to bring the laptop to school daily. Any other use may result in the loss of laptop loan privileges.
- The laptop may not be used for any inappropriate, unethical, or illegal purposes. Students must adhere to the Technology Responsible Use Policy.
- The laptop hardware and district-installed software may not be modified in any way. No software can be copied from the laptop, nor can any unapproved software be installed on the laptop.
- The student's parent/guardian accepts financial responsibility for any intentional damage to the laptop or damage due to gross negligence. More information regarding the care of the laptop and instructional materials can be found in the student handbook.
- The district will provide a laptop cover for each student laptop. The cover will stay on the laptop at all times.
- The laptop is the property of the New Hanover County Schools District. The laptop must be returned to the student's school prior to the end of the 2021-2022 school year during laptop collection, or if the student withdraws from school or changes schools midyear.
- The student will promptly report to school officials if the laptop is lost, stolen, or damaged.
- Students will be required to complete an online digital citizenship training within the first 30 days of receiving their laptop.
- The student and the parent/guardian have read both the:
  - Technology Responsible Use Board policy
  - One-to-One Device Handbook

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By signing this One-to-One Device Loan Agreement, I understand that the assigned device, charger and case are now under my supervision and I agree to take full responsibility for the safety and upkeep of this equipment until it is returned to New Hanover County Schools.

Student Name (print) \_\_\_\_\_ ID Number \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Phone Number \_\_\_\_\_ Grade Level \_\_\_\_\_

School Name \_\_\_\_\_