Flagler County Public Schools
Digital Learning Movement Handbook

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Introduction

Student learning is at the heart of all we do in Flagler County Public Schools. It is our belief that student learning is enhanced through the integration of technology with a strong curriculum, led by excellent teachers. Technology allows students and teachers to use an approach which is "hands on" and relevant to today's learning. By approving the Half Penny Sales Tax, the community has given Flagler County Public Schools the opportunity to provide our students with digital tools to help actively engage them in their learning.

Flagler County Public Schools Vision for Digital Learning

The District will leverage the full range of technology and digital resources to guarantee that students are immersed in personalized, rigorous and relevant learning experiences that foster 21st century skills across disciplines to ensure college and career readiness.

In an effort to provide our students with the tools they need for the future, Flagler County Public Schools has implemented a Digital Learning Movement. This handbook will serve as a resource for students and parents.

Eligibility for 1:1 Initiative

Enrolled Students

All students from kindergarten through 12th Grade who are enrolled at a Flagler County Public School are eligible to participate in the FCSB Digital Learning Movement Program.

Dual Enrollment

Students who are enrolled at Flagler County Public Schools and are taking courses at an approved college or university **ALSO** need to be enrolled in at least 3 courses at one of the Flagler County Public Schools to be eligible for the 1:1 | Take Home program.

Home School

Students need to be enrolled in at least 3 courses at one of the Flagler County Public Schools or be registered in iFlagler to be eligible for the 1:1 | Take Home program. These can be elective courses. *FLVS students are NOT eligible for the FCSB Digital Learning Movement Program.*

1:1 Program Eligibility Classification

- 1:1 | Take Home: All students from 4th Grade through 12th Grade who are enrolled at a Flagler County Public School or iFlagler kindergarten through 12th Grade students are eligible for the 1:1 | Take Home program. A take home Technology Usage Fee is required which reduces fines assessed if damage should occur. Fines are based on a three tiered fine fee schedule[1].
- DU | Day User: All students from 4th Grade through 12th Grade who are enrolled at a Flagler County Public School are eligible for the 1:1 program but opt NOT to participate. A device can be issued for daily use & returned at the end of each day. A take home usage fee is NOT required, BUT full fines are assessed if damage occurs to the device while in students possession. Fines are based on actual device repair cost.[2] Some parents opt to take advantage of the three tiered fine fee schedule and pay the 1:1 | Take Home Technology Usage Fee.
- DUP | Day User Penalty: All students who are enrolled at a Flagler County Public School from 4th Grade through 12th Grade and are ineligible for 1:1 Take Home due to one or more of the following reasons: devices that have not been turned in during collections[3], damage to a device(s), device lost, fines owed or at the discretion of the school's administration.[4]
- IC* | In Classroom ~~/ Virtual Learning~~: ~~IC |~~ All students from kindergarten to 3rd grade who are enrolled at a Flagler County Public School and would normally use a device in a classroom environment.

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[1] [Fine Fee Schedule](#)
[2] [Repair and Replacement Fee Schedule](#)
[3] A Day User Penalty will be removed at the end of the day, on the last day of the first semester.
[4] DU | Day User & DUP | Day User Penalty classifications will be classified as VL | Virtual Learning should state mandate in home remote learning to allow a device to be issued to a student to take home.

* VL | IF the state should mandate a virtual or remote option, all students who are enrolled at a Flagler County Public School from kindergarten to 12th who normally would **not use** a device allows them to take the device home with the understanding that they are responsible to keep the device in proper operational / working condition and they would have to pay for any damages based on the Repair and Replacement Fee Schedule.

Flagler County Public Schools has created our Digital Learning Movement to allow all students 24/7 access to the latest technology that will help prepare them for a technology-driven world. To have the greatest influence on our students' education, Flagler County Public Schools recommends that parents/guardians allow students to take their assigned device home by Selecting 1:1 | Take Home when presented with the option to do so.

The District also understands that some parents may not want their children to bring their assigned devices home. In this event, the student will be classified as a Day User and will use the device while on campus. When registering for the Digital Learning Movement, parents/guardians will select Day User when present with the option to do so. Day Users may NOT bring the assigned device home. The parent/guardian/student will be responsible for all damage or loss of the device. If a student takes the device off campus, as a day user, disciplinary action will be taken against the student and the device will be reported stolen.

Technology Usage Fee based on Program Eligibility Classification

- 1:1 | Take Home students must pay the annual, non-refundable Technology Usage Fee. [5]
- The coverage period for the annual 1:1 | Take Home Technology Usage Fee will be from the date of issuance of a device until the school collection date of the current school year.
- Student qualifying for Free or Reduced Lunch will have a reduced 1:1 | Take Home Technology Usage Fee as detailed on the [District Technology Digital Learning Movement](#) website. Students must [reapply annually](#).
- Unpaid fines and fees from previous years will stay with the student until paid.

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[5] Technology Usage Fee has been waived for 2022-2023 school year.

Signed Documentation

Each year, parents/guardians/students, no matter of grade will need to register for the Digital Learning Movement, review and accept the terms and conditions of the following Flagler County Public Schools' digital documents:
- ○ Digital Learning Movement Handbook (this document)
- ○ [Technology Repair and Replacement Fee Schedule](#)[6]
- ○ [Electronic Systems Responsible Use School Board Policy](#)

Distribution and Collection of Devices

Distribution

Once the eligibility requirements for the program have been met, the Digital Learning Movement Registration Form completed/electronically signed/submitted and the 1:1 Take Home Technology Usage Fee paid, students participating in the Digital Learning Movement will be issued a mobile device, charging cables, and a case. The device will be assigned to the individual student and the serial number recorded. This device will stay with the student for the remainder of the school year or until the student withdraws from school. Every attempt to give students the same device from year to year will be made (with the exception of elementary schools).

Devices and Chargers
- ● K-3: Once the parent/guardian has completed the annual online registration, a device and charger will be distributed during the school day and remain in the classroom.
- ● 4-6: Once the parent/guardian has completed the annual online registration and the 1:1 | Take Home technology usage fees paid, a device and charger will be distributed annually. Students will be able to take the device and charger home. **It is strongly recommended that the device be charged overnight and the chargers stay at home.***
- ● 7-12: Once the parent/guardian or student of legal age has completed the annual online registration and the 1:1 | Take Home technology usage fees paid, a device will be distributed annually. Chargers will be issued to new students entering a school and returned when the student leaves the school. **It is strongly recommended that the device be charged overnight and the chargers stay at home.***

*The school or the technology department is not responsible for a lost/stolen charger.

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[6] Document revised yearly due to depreciation, repair & replacement cost values, all which are out of the direct control of Flagler County Schools.

When are devices returned?

Transferring or Withdrawing Student

Please ensure the return of the device and all accessories in good working condition before the student transfers or before the student withdraws from school. Devices will be inspected by school/district technology specialists to determine if any fines will be assessed at this time.

If you are withdrawing, you will have **48 hours** to return the computer to its home school. If you do not timely and fully comply with the return of the Flagler County Public Schools property, the District shall be entitled to declare you in default and the District equipment will be reported to authorities as stolen and will be locked. Invoices for the full replacement cost of the device will be sent, and the account will be placed into collections.

Transferring students (in-county), within the same school year, will **not** have to re-register for a device or pay usage fees a second time. Transferring students will be reissued the transferred device at the new school. Previously completed usage agreements still apply. **Any fines will follow the student until paid.**

End of Year Collection

Prior to collections, students should ensure that all assigned devices and accessories are in good working condition when returned. Devices will be inspected by school/district technology specialists to determine if any fines will be assessed at this time. Students should bring their device to the school fully charged on the scheduled device collection date.

Any device which is not returned during the collection period, is considered stolen, and will be locked. Invoices for the full replacement cost of the device will be sent, and the account will be placed into collections.

All students are required to return any District devices annually on the day(s) of collections. Failure to do so will automatically result in the student becoming a Day User (DUP) for the first semester of the following year. - implemented 2019/2020 DLM Handbook

Students using laptops:
- Devices should be clean and free of any drawing or stickers.
- When returning the device, laptop skins/shells should be kept at home.
- Chargers will only be returned if a student is leaving the school. Non Apple chargers will not be accepted.

Students using ipads:
- Devices should be cleaned with a dry cloth.
- When returning the device, all pieces of the ipad should be returned. (iPad cases, covers)

Chargers and bricks must be returned to the school damage free. **Non Apple chargers will not be accepted.**

Summer Use Eligibility

A student that will need to use their District assigned device for any of the District approved summer programs[7], will need to be placed on the DO NOT LOCK/Summer Program Device Request list by the schools guidance counselors and/or the schools administration.

An FLVS course does not make a student eligible to keep their District assigned device for summer use.

Failure to have a device listed on the DO NOT LOCK list will result in the device becoming locked, considered stolen, fines for the full replacement cost of the device & account placed in collections. This will also automatically result in the student becoming a Day User (DUP | Day User Penalty) for the first semester of the following year.

District Responsibilities

Device Management

- The District uses a device management system to oversee all devices
- Students will have access to District approved software/applications
- Students required to login with secure username and password only on their district issued device

Provide Safe Internet Access on Campus

As required by the [Children Internet Protection Act](#) (CIPA), an Internet filter is maintained by the school district for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate materials of all kinds. Flagler County Public Schools cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the Internet.

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[7] For the list of the District approved summer programs, please contact the school's guidance counselors and/or the schools administration.

Students will be allowed access to the Internet at their school through the District's network and every attempt will be made to supervise and filter content students may access.

If available, students may also access the Internet outside school by connecting to a wireless network. Parents are still encouraged to supervise their child's use of the device. If a parent suspects any inappropriate activity, they may contact their child's school administration.

Privacy

Flagler County Schools takes our students' network usage and safety very seriously. In compliance with the Children Internet Protection Act (CIPA) all network usage will be filtered and monitored through the District issued device. Measures have been put in place to ensure students safety and digital rights are being met and handled appropriately.

School-system personnel may conduct an individual search of the device, files, music, videos, emails or other related items if there is suspicion that the device has been used in violation of the Student Code of Conduct and/or the Responsible Use Policy. Students will also be required to provide access to the device and any accessories assigned to them upon request by the School or District. The District will fully cooperate with local, state, and/or federal officials in investigations of suspected illegal activities conducted through district-owned computer systems.

Provide Technical Support

Technical Support/Help Desk is only available during the school's listed hours of operation. If a student has a technical problem at home with their district device, he or she should document the problem as detailed as possible by doing the following:

- Recording any error messages.
- Noting exactly what the student was attempting to do at the time.
- Listing the software being used when the problem occurred.
- When possible, take screenshots with a smartphone for the school technician to review.

All repairs will be performed or managed by school/district technology personnel. Parents, guardians, students or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any district-owned equipment. Every effort will be made to repair or replace the device in a timely fashion.

Help Desk Services provided include the following:

- Hardware or software maintenance and repairs
- User account support
- Operating system and software support
- Hardware support
- Updates and software installations
- Warranty repairs
- Basic troubleshooting

Help Desk Procedures:

If a student identifies a problem with their district issued account or device, there are multiple ways for the district to assist you in getting your issue resolved:

An iFlagler student can visit our [Technology Support Website](#) for the most up to date information, including dates, times, phone numbers & repair location(s).

Elementary Schools

- Either the teacher puts a ticket in or sends the student to the media center for assistance with their issue.

Middle & High Schools

- Student goes to the schools Technology Support Specialist for assistance with their issue

- A Technology Support Specialist will respond to all issues in the order they are received.
- Some issues can be solved quickly; however, if the Technology Support Specialist determines that a repair will cause a student to lose instructional time, the student may be able to borrow a loaner / day use device from the Media Center (if available) and return it once his/her district-issued device has been repaired. The student is responsible for moving his/her data from the loaner device to his/her assigned device.
- Once the device has been repaired, the Help Desk will notify the student and/or teacher that the device has been fixed. It is the student's responsibility to return the loaner device to the Technology Support Specialist prior to receiving his/her originally assigned device.
- Once notified, the student is required to pick up their repaired device within 24 hours of notification that the device is ready to be picked up.
- If a repair fine is assessed or exists, the parent/guardian/student must pay the fine in full or make positive progress towards a payment plan.

Student Responsibilities

Care and Handling of Device

A student is responsible at all times for their devices, whether on or off campus. The student assigned to the device is responsible for all use of the device. Devices left unattended will be secured by staff and may be taken to the Dean's office for retrieval. Disciplinary action may be taken by school administration for repeat offenders.

A student who receives an iPad is required to keep the iPad in the District provided protective case or keyboard case.

A student who receives a MacBook is required to keep it in the supplied rugged shell case. Nothing that will damage the finish of the MacBook may be applied to the device, including stickers and drawing on the device. Students may be subject to a fine if computer finish is damaged.

Device screens can be damaged if subjected to rough treatment. To avoid damage and costly fees, please adhere to the following rules:

- Do not carry the device by the screen.
- Do not lean on the screen. This includes both sides of the laptop screen.
- Do not use sharp objects (pens, pencils, etc.) on the screen.
- Clean the screen only with a soft, dry cloth.
- Do not use Windex or other harsh chemicals to clean the screen.
- Do not remove or damage the District BPI sticker on the bottom/back of the device.
- Make sure the keyboard is free of items such as cords, pens, pencils or airpods before closing the device.

When in the classroom, a students' device should NOT be left on the floor and should be kept in a secure location when not in use.

> ## How to clean your device:
> For an Apple device use the following guide: https://support.apple.com/en-us/HT204172

Transporting Devices

- Anytime a device is transported, even between classes, it should be kept in the student's book bag. When iPads are not in use, the hard screen cover/stand must be covering the screen for protection.
- Students should not have school issued devices open and on while walking in the hallway. This includes when listening to music.
- Devices should always be shut down or placed in standby/hibernate mode before being placed in the case in order to prevent hard drive damage.
- Carefully unplug all cords, accessories, and peripherals before moving the device or placing it into the case.
- Do not overload the case since this is likely to cause damage to the device. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the device's case.
- The device should be carried in a larger backpack or messenger bag while remaining in the rugged shell case, keyboard case or provided iPad case.

Power Management

- The student is responsible for taking the device home each day and charging it for use the next day. Devices should be charged in a safe location and it is **strongly recommended** that chargers be left at home.
- Uncharged batteries will not be an acceptable excuse for late or incomplete work or the inability to participate in class activities.
- When charging the device, make sure the cords are out of the way to avoid damage by pets or others living in the home.
- Protect the device by using a surge protector whenever possible.
- Dimming the brightness of the screen will extend battery run time.
- Use standby mode or hibernate mode throughout the day.
- For prolonged periods of inactivity, please shutdown/restart the device.

Proper Use of Hardware and Software

Students must bring their device to all classes, unless specifically instructed not to do so by their teacher. A device left at home is not an acceptable excuse for not submitting work. Students who do not bring their charged device to class will be considered "unprepared for class" and disciplinary action may be taken. Students leaving devices at home will be required to complete assignments using alternate means determined by the teacher.

Students may not lend a device and/or accessories to others for any reason, including family members. Parents/guardians may only use the device to assist their child with homework, school assignments, check their children's grades in Skyward and/or communicate with teachers regarding their child.

Students are responsible for the ethical and educational use of all computer hardware and software. Students should monitor all activity on their account(s) and report anything suspicious to a teacher. Students who identify or know about a security problem are required to communicate the security problem to their teacher without discussing it with other students.

Students shall log in only under their assigned username and password. To protect the user account, never disclose the password to another student.

Students should log off or lock their device when not in use. All email, network, and Internet activity is the responsibility of the individual whose account is logged into the computer at the time of the activity. If your account is logged in, you are responsible.

Managing Files and Saving Work

Students are responsible for maintaining and backing up their files and documents. Any files saved locally to the device may be lost in the event of a hardware failure or may be removed during maintenance. At the end of the school year all student files on the local device will be deleted and permanently lost.

Student files must be stored or backed up to their Flagler Schools student Google Drive. If the student device crashes, files stored on their Google Drive will not be lost.

A lost document is not an excuse for late or missing work.

Digital Citizenship and Internet Safety

Students are issued an email account by the District. Email correspondence should be used for educational purposes only. All electronic communication coming from or going to the school-issued email account can and will be monitored to make sure the terms of the Electronic Systems Responsible Use School Board Policy are being followed.

While digital communication serves as a tool for the Flagler Schools community to connect with one another, share educational resources, create and curate educational content, and enhance the classroom experience, when misused it can also inflict real harm to individuals and to the community as a whole. Digital communications etiquette is expected of all students. Using all school-provided communications accounts, sites, devices or applications (apps) including, but not limited to: discussion posts, electronic messaging, blogs, forums, interactive video conferencing, podcasts, vodcasts, online courses and online collaboration sites.

For rules and guidelines regarding personal digital devices, please refer to the Flagler County Schools Student Code of Conduct.

Students Must:

- Never read someone else's email or open their files or folders without permission.
- Immediately report any unauthorized activity on the network or Internet.
- Never use digital communication as a means of bullying. Please refer to the [School Board Policy 511.2](#) and [Flagler County Schools Student Code of Conduct](#).
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit, or inflammatory content.
- Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself and others. Use a "code name" that does not identify you personally to online viewers/organizations you do not know.
- Never arrange to meet an Internet contact in person.
- Never upload, post or send pictures of yourself.
- Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.
- Notify school staff or parent/guardian immediately if you accidentally access an inappropriate site.
- Notify a school staff or parent/guardian if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Give proper credit to original authors.

Parent Responsibilities

Monitoring Student Use at Home

While the school system will provide Internet content filtering, there is no substitute for parental supervision when using a device to access the Internet. Ensure you and your child understand and adhere to the policies and guidelines set forth in this Digital Learning Movement Handbook.

Tips for Parents

- Physically monitor student activity on the device.
- Parents are encouraged to use the District supported web filtering, monitoring, and parental control.
- Communicate with your children about digital citizenship and set computer limits.
- Parents are encouraged to develop a family media use plan.
- Recommend parents apply the three C's when choosing children's media - pay attention to the content, context, and child.

Additional Sources of Internet Safety Information:

- FBI Parent's Guide to Online Safety: https://www2.fbi.gov/publications/pguide/pguidee.htm
- Internet Safety: http://www.isafe.org
- NetSmartz: https://www.netsmartz.org
- Common Sense Media: https://www.commonsensemedia.org/parent-concerns
- Be Internet Awesome: https://beinternetawesome.withgoogle.com/en/
- The American Academy of Pediatrics: https://www.aap.org

Misuse, Damage, Loss or Theft

Misuse includes, but is not limited to the following:

- Keeping food and/or drink close to the device
- Accessing online sites or materials that do not support the curriculum or are inappropriate for school purposes
- Downloading inappropriate materials, viruses, or software (i.e. Torrents, VPN)
- Using or possessing hacking and file-sharing software; including keystroke loggers, batch files or applications used to bypass device or network security
- Using any form of hacking to attempt to gain administrative access to the device
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator
- Using the device or network for financial gain, advertising, or political influence
- Causing network congestion or interfering with the work of others, including sending chain emails or broadcast messages
- Subscribing to mailing lists, mass emails, games, or other services that cause network congestion
- Intentionally wasting finite Internet or network resources, including downloading files, streaming music, videos, or games or installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware
- Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others
- Invading or exploiting the privacy of others
- Using another person's username or password, or allowing another to access your account or device using your username or password
- Pretending to be someone else when sending or receiving messages
- Forwarding or distributing inappropriate messages
- Engaging in harassment or transmitting obscene messages, pictures, websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content
- Utilizing sites to sell or purchase written papers, book reports, and other student work, or to commit any act of plagiarism
- Using unauthorized technology to gain advantage on assessments by providing or receiving information not allowed by the instructor or that is unavailable to other students
- Assisting, observing or joining any unauthorized activity using your device, network, or Internet

- Accessing or attempting to access Internet sites not approved by district/teacher which may include non-educational chat rooms, instant messaging, or social networking sites that could distract from engagement in academic and school-related pursuits
- Attempting to disable or circumvent Flagler County Public Schools' Internet content filter and firewall, or attempting to use proxies to access sites that would otherwise be restricted
- Falsifying permission or identification information
- Copying or modifying files, data, or passwords belonging to others, or using technology to circumvent doing your own work for your courses
- Knowingly placing a computer virus on a computer or network
- Altering data or the configuration of a computer or the files of another user
- Presence of images of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols
- Bullying in any form, which may include efforts to harass, threaten, torment, embarrass or intimidate students or school staff through the use of a computer.
- Leaving the device unattended in or outside of school in an unsecured location (examples include, but are not limited to: hallways, outdoors, unsecured locker, unlocked or visible in a car, restaurant, classroom, restroom, friend's house, etc.)
- Using the network for illegal or inappropriate activities, including copyright violations or piracy

Damage includes, but is not limited to the following:

- Damage caused by keeping food and/or drink close to the device
- Damage caused by liquid or foreign objects
- Damage caused by heat exposure from being left outside or in a car
- Vandalizing or tampering with hardware equipment, files, software, system performance, or other network equipment
- Attempting to repair, remove or install computer hardware or software
- Opening the device to access internal parts
- Damage caused by knowingly placing a computer virus on a computer or network
- Removing BPI sticker
- Writing, drawing, painting, defacing, placing stickers or labels on school-owned devices or accessories and causing other intentional damage
- Damage caused by dropping, impact or mishandling
- Damage caused when the device is in a student's book bag & the bag is thrown, slammed to the ground or stepped on.
- Exposed wires on charging cables

If a device and/or accessory is damaged, the next action/step:

- Damaged devices and/or accessories shall be brought to the school Technology Support Specialist for assessment and photo documentation.

Loss due to negligence includes, but is not limited to the following:

- Misplacing the device and/or accessories
- Leaving the device and/or accessories unattended in or outside of school
- Loss by another person you lent the device to

If a device and/or accessory is lost, the next action/step:

- Notify the Dean's Office or Administration at the student's school.
- After an investigation, it will be determined if the loss is due to negligence or if the device was stolen.

Stolen includes, but is not limited to the following:

- Leaving the device and/or accessories in a secured location and the device and/or accessory is stolen.
- Device and/or accessory is stolen directly from the student's person.

If a device and/or accessory is stolen, the action/step:

Off campus

- In the event of your device being stolen outside of school, a police report must be filed within 24 hours to the local law enforcement agency where the incident occurred.
- Once a stolen property report has been filed, you will be given a case number.
- You will need to inform your school of the theft on the next school day. The case number will be needed when reporting theft to the Dean's Office or Administration at the student's school.

On campus

- In the event of your device being stolen on campus, notify the Dean's Office or Administration immediately. (If an incident occurs on campus after regular school hours, such as a sporting event, report within 24 hours or on the next school day).
- A stolen property report must be filed with the SRD and you will be given a case number.
- After an investigation, it will be determined if the loss is due to negligence or if the device was stolen.

Consequences

The right to use a Digital Learning Movement device at home is a privilege. Consequences for non-compliance with the policies and procedures in these documents include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right to bring the device home. The student will also be subject to disciplinary action as set out in the [Flagler County Public Schools Student Code of Conduct](). The school committee will have authority to decide appropriate consequences regarding non-compliance.

Students are expected to take all reasonable care to protect the equipment from loss, theft, and/or damage. In the event the equipment is lost, damaged, destroyed or stolen, the student and or parent shall be liable to the Flagler County Public Schools for the required fee. See the Technology Repair and Replacement Fee Schedule.

Damage Consequences:

- If it is determined the damage to the device and/or accessory is intentional/deliberate, the parent/guardian/student will be responsible for the actual cost of repair or replacement. Excessive intentional/deliberate damage of an irreparable device, the parent/guardian/student will be responsible for the actual cost of replacement.
- If it is determined the damage to the device and/or accessory is accidental, the parent/guardian/student will be responsible for the associated fine.
- The student may lose the privilege of using a device or become a day user.
- The student may also receive disciplinary action by school administration as per Schools Discipline Matrix.

First Damage Incident (Annually)

- Fine amount detailed in the [Student Technology Fine & Repair and Replacement Fee Schedule.]()
- The student may also receive disciplinary action by school administration as per Schools Discipline Matrix.

Second Damage Incident (Annually)

- Fine amount detailed in the [Student Technology Fine & Repair and Replacement Fee Schedule.]()
- The student may also receive disciplinary action by school administration as per Schools Discipline Matrix.

- Full reimbursement for all repair parts or price of entire device, whichever is less, and . .
- The student may also receive disciplinary action by school administration as per Schools Discipline Matrix.
- The student automatically becomes a "Day User"

Loss Consequences:

- After an investigation, the parent/guardian/student will be responsible for the replacement cost of the device and/or accessory.
- The student may lose the privilege of using a device or become a day user.
- The student may also receive disciplinary action by school administration as per Schools Discipline Matrix.

Stolen Consequences:

- After an investigation, it will be determined who is responsible for the associated fine or replacement cost.
- The student may lose the privilege of using a device or become a day user.
- The student may also receive disciplinary action by school administration as per Schools Discipline Matrix.

Glossary

Please note, this guide does not include every term included in the Digital Learning Handbook.

Term	Definition	Examples
Accessory	Equipment that supports other equipment.	*laptop sleeves, cables, chargers, iPad cases/covers*
Damaged	injury or harm that reduces value or usefulness	
Day User	A student that is only allowed to use an electronic device while on campus.	
Day User Fined (DUF)	It's a Day User classification that is issued to a student that has excessive technology damages or fines or classification granted by the schools administration.	
Digital Communication	electronic transmission of information that has been encoded digitally	*Texting, video conferencing, chat rooms, social media & email,*
Discussion Post	a forum, or message board, where people can hold conversations in the form of posted messages. They differ from chat rooms in that messages are often longer than one line of text, and are at least temporarily archived.	
Electronic Messaging	Any kind of digital communication over the Internet that offers a real-time transmission of text, images and/or video.	*iMessage, Facetime, Facebook Messenger, Hangouts, Snapchat, WhatsApp, Signal, Telegram,*
Fine	Monies owed for repair or replacement cost	
Loss	Device or accessory is no longer in your possession	
Misuse	to use wrongly or improperly; misapply	
Stolen	to take a device (the property of another or others) without permission or right, esp. secretly or by force.	

Virtual Learning (VL)*	Is an off campus educational environment that is enhanced through utilizing computers and/or the internet to receive web based online instruction. *Remote Learner is another term for Virtual Learner.	
Usage Fee	is a fee that the District charges for the use of a district owned device that is allowed to be taken home by a student.	