



ONE-TO-ONE DEVICE HANDBOOK

NEW HANOVER COUNTY SCHOOLS

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.

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 each student. Students and parents shall complete the following in preparation for receiving their device:

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

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 shall 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, up to two incidents per device, 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 Devices

If a device is lost or 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 shall 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.

Digital Citizenship

- The NHCS District purchased Neptune Navigate as a resource to teach students lessons in digital citizenship. Neptune Navigate offers student learning modules that provide a comprehensive understanding of how students should navigate and interact in the digital world in a way that is safe and responsible. As a part of the [NHCS Digital Citizenship Implementation Plan](#), students will be responsible for completing district assigned modules in Neptune Navigate within the first 30 days of receiving their device.