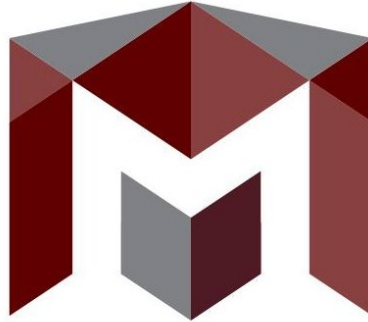


# **Moline-Coal Valley School District Personal Technology Device Handbook**



MOLINE-COAL VALLEY  
SCHOOL DISTRICT

The policies, procedures, and information within this document apply to all personal technology devices issued by the Moline-Coal Valley School District to active students. This also includes any other devices considered by the Administration to fall under this policy.

This handbook is a summary of LEAD Moline's rules and expectations, and is not a comprehensive statement of procedure. This document may be amended during the school year. Specific grade level policies and procedures regarding personal technology can be found in the student handbook for each school.

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## Vision Statement

Personal technology devices accelerate teaching and learning through collaboration, creativity, critical thinking, and communication.

## Device Purpose

A personalized learning environment allows teachers a greater opportunity to guide and facilitate student learning. When fully implemented, students and teachers will have:

- Ownership of rigorous and relevant learning.
- Innovative and creative learning possibilities.
- A personal connection to material through student interest.
- Self-directed learning opportunities.
- Enhanced communication and collaboration with others.
- Greater access to digital resources.
- Access to education beyond the school day.
- The ability to think critically and creatively on relevant issues.
- Become better prepared for college and career through twenty-first century and technology literacy skills.

## Receiving/Returning Your District Issued Device

1. **Distribution:** Students and their guardians will review and accept the terms of this handbook in order to receive their device. Principals may also address students throughout the school year to remind students about the proper care and maintenance of the device. Distribution will vary between grade levels and will be on a school-by-school basis. It is the District's goal to distribute devices to students prior to the start of each school year.
2. **Summer:** Students are allowed to take the device off campus with them during school breaks, including summer as long as District staff have inspected the device.
3. **During School Year:** Each school will have a maintenance day when devices will be inspected, inventoried, and updated. Any missing technology components or damage must be resolved before the student can take the device home for the summer.
4. **Withdrawal:** If a student withdraws from the district, the device, charger, and case will be returned to the school at the time of withdrawal. Failure to do so will result in a fee to replace the device and case. See page 5 for further details.
5. **Training/Orientation:** Proper care and treatment will be demonstrated during the device orientation. Educational staff and student helpers will provide additional training related to the use of applications for education and digital citizenship.
6. **District-Issued Device Substitutions:** The District **does not allow any device substitutions** provided by the parent/guardian. The device is carefully selected to meet the needs of the District curriculum and LEAD Moline procedures. This includes the substitution of parts and/or repairs.

## Device Cycle and Transfer of Ownership

District issued devices are on a 4-year hardware cycle. The following chart is utilized to map the hardware cycles and distribution events.

Grade Level	Device	LEAD Moline Procedure
KDG and 1 <sup>st</sup> Grade	Touch Screen Chromebook	Carted devices remain in the classrooms and are not taken home.
2 <sup>nd</sup> Grade	Standard Chromebook	2 <sup>nd</sup> grade devices are distributed each year and will remain with the student through 5 <sup>th</sup> grade. Devices will be collected at the end of the 5 <sup>th</sup> grade school year.
6 <sup>th</sup> Grade	Standard Chromebook	6 <sup>th</sup> grade devices are distributed each year and will remain with the student through 8 <sup>th</sup> grade. Devices will be collected at the end of the 8 <sup>th</sup> grade year.
9 <sup>th</sup> Grade	Standard Chromebook	9 <sup>th</sup> grade devices are distributed each year and will remain with the student through 12 <sup>th</sup> grade. Families will have the option to keep this device provided all fees and academic requirements are met.

At the end of the 4-year hardware cycle, parents/guardians will have the opportunity to keep the device under the following conditions. **Parents/guardians agree to these conditions upon signing this handbook.**

1. The device will no longer be enrolled in the district domain and any district-purchased applications will be removed.
2. The device is transferred as is with no expectations for district support of the device.
3. The device will be reset to factory settings, purging all previous data, accounts, software and device settings, to include wireless settings, accessibility and peripheral configurations.
4. The device will no longer be used while on campus and cannot be used to replace a district-issued device under any circumstances.
5. Parents/guardians may also elect to return the device to the District to be used for parts, spare devices, or disposed of through the District’s auction process.

## **New and Withdrawn Students**

### **Withdraws**

Any student who withdraws from the Moline-Coal Valley School District is required to return their device and all accessories in working condition. If the device and accessories are not returned, or if the device is not in working condition, the parent/guardian will be held responsible for the prorated price of replacement (see below). If payment is not received, the parent/guardian may be turned over to a collection agency. In addition, the District may file a report of stolen property with law enforcement.

Parents/guardians that wish to keep the device after their student withdraws may do so by paying the prorated amount of the device depending upon the hardware cycle shown below. All conditions for

Transfer of Ownership apply. All costs listed below are subject to change and are reviewed annually.

1. First year (2<sup>nd</sup>, 5<sup>th</sup> and 9<sup>th</sup> grade) - \$200
2. Second year (3<sup>rd</sup>, 6<sup>th</sup> and 10<sup>th</sup> grade) - \$150
3. Third year (4<sup>th</sup>, 7<sup>th</sup> and 11<sup>th</sup> grade) - \$100
4. Fourth year (5<sup>th</sup>, 8<sup>th</sup> and 12<sup>th</sup> grade) - \$50

## Newly Enrolled Students

Newly enrolled students are issued a device once all fees are paid. New students and parents/guardians are required to sign this Personal Technology Device Policy and the Student Pledge. Please contact your building Principal for more information on this process.

## Device Maintenance Fee

Parents/Guardians are assessed a \$10 device maintenance fee annually at registration which covers two (2) repairs of the device per school year. This fee will be assessed each school year and for every student within the program. Any repairs required after the two covered will be the responsibility of the parent/guardian. Please refer to page 10 for the complete device repair procedure.

## Taking Care of Your Device

Students are responsible for the general care of the device issued by the Moline-Coal Valley School District. Devices that are in need of repair must be taken to the Student-Led Helpdesk, or reported to the teacher. If a loaner device is needed, one will be issued to the student until her device can be repaired or replaced. Loaner devices are to be issued from a designated location at each school and returned by the end of the school day. Unless otherwise determined by a school Administrator, loaner devices are not allowed to be taken off school grounds.

The following guidelines should be followed closely at all times. Parents/guardians will be charged an Abuse/Neglect fee for devices that are damaged due to, but not limited to, the following guidelines.

### **These are not covered under the district's warranty program.**

- Students should not have food or drink next to their device.
- Students should carefully insert cords, cables, and removable storage devices into their device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher. If directed by a teacher, the device should be supported from the bottom of the case. Refer to the information in this handbook for proper device transportation.
- Students should never shove or wedge their device into a locker or book bag.
- Students should never expose their device to extreme temperatures or direct sunlight.
- Students should always bring their device to room temperature prior to turning it on.
- Students should always adhere to the screen care guidelines shown below for proper care of the screen.
- Students should never remove the device from its protective case. Devices found without a case may be subject to disciplinary actions, regardless of the condition of the device.

## Carrying the Device

The protective shell of the device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Protective cases are provided and should be used at all times when transporting the device. Students should always carry the device with the lid closed and NEVER by the screen itself.

Damage to a device removed from its protective case will be considered abuse/neglect and **will not** be covered under the warranty repairs. Any costs associated to these instances will be billed to the parent/guardian.

## Screen Care

Device screens are the most commonly damaged component, and in many cases, damage can be avoided with proper care. Screen damage due to dropping the device, closing the lid on an object, or physical damage will be the responsibility of the parent/guardian to cover.

To avoid screen damage, always follow these guidelines for proper screen care:

- Never remove the device from its protective shell.
- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device.

## Using Your Device at School

Students are expected to fully charge their device prior to the start of each school day. It is further expected that students bring their device to each class period, unless directed otherwise by the school principal. Exceptions may include lunch period, assemblies, and P.E. Refer to your school's Student Handbook for the specific policy regarding device charging and attendance.

Limited devices are available to be loaned to students under the following guidelines:

- Loaner devices may be checked out for the day from a designated location. *The device must be checked in to the same location at the end of the school day.*
- Loaner devices are not allowed to leave school grounds.
- All guidelines within this policy apply to loaner devices, including damages due to abuse/neglect.
- The school will document the number of times a student checks out a loaner due to leaving it at home, repairs, or low battery. Disciplinary action will be taken at the discretion of school administration as outlined in the school's handbook.

## Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional

purposes. It is recommended that students bring personal headphones.

## **Printing**

Printing is not supported on district issued personal technology devices. If printing is required for an assignment, the student should speak with the teacher who instructs the class on that assignment.

## **Background and Themes**

All media, pictures, backgrounds, and themes are subject to the Acceptable Use Policy and must adhere to district guidelines.

## **Student Network Accounts**

Students are issued computer and system accounts. Students may only log into the device with their district issued account. Instructions for logging in for the first time will be provided at orientation. Devices can only be accessed through district provided accounts (i.e. school email address).

Students should never share passwords under any circumstance. If a student account is feared to be compromised, the student should report it immediately to the school official or the Educational Technology Department.

## **Managing Your Files and Saving Your Work**

Students may save documents to their Google Drive or they may save to an external memory device such as a flash drive. Saving to Google Drive will make the file accessible from any computer with Internet access. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. The District is not responsible for the support or backup of external flash drives.

## **Using Your Device At Home**

Students are bound by the Acceptable Use Policy wherever the devices are used. The same guidelines for proper care, use, and maintenance apply while the device is off school grounds. Any costs related to accidental damage, loss, or theft will be the responsibility of the parent/guardian.

## **Charging**

All students are required to take their device home each night throughout the school year for charging. *Devices must be brought to school each day fully charged.*

The device should hold a charge for a full school day; however, students can bring their charger to school. The charger should be left in the student's book bag or locker until necessary to be used. It is the parent's/guardian's responsibility to replace any lost or stolen accessories.

## **Wireless Connectivity**

Devices can easily connect to most wireless access points. While wireless connectivity will be required for a majority of device use, there are some applications that will work offline.



## **Personalizing the Device**

Devices must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable on the bottom of the device. This identification label cannot cover any vented areas. Spot checks for compliance will be done by the Student-Led Helpdesk, teachers, and the Educational Technology Department.

Students may add appropriate music, photos, and videos to their device. Personalized media are subject to inspection and must follow the Moline-Coal Valley School District Acceptable Use Policy.

## **Originally Installed Software**

The device will come with pre-installed district approved software that must remain on the device until the district determines otherwise. The school may occasionally add software applications for use in a particular course.

## **Virus Protection**

Virus protection is unnecessary on the device due to the unique nature of its design. Virus protection is provided by the district.

## **Inspection**

In addition to periodic inspection, students will be required to bring their device to a designated location prior to the end of the school year so the device can be inspected and inventoried. Any damage to the device, or missing components, must be resolved in order to take the device home over the summer.

## **Device Identification**

The District will maintain records of all devices that include:

- The serial number of the device.
- The serial number of the charger.
- MCV #40 asset tag.
- Student's ID number.

*Under no circumstances are students to modify, remove, or destroy identification labels.*

Disciplinary action will be taken if a student is in possession of a device other than the device recorded by the district.

## **Supervision of Use**

Students should not assume confidentiality or privacy rules apply 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 devices at any time for any reason related to the operation of the District. By using a device, students agree to such access, monitoring, and recording of their use.

## **Devices Left in Unsupervised / Unsecured Areas**

Under no circumstance should a device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, bus used for extra-curricular activities, car, or any other place that is not securely locked or in which there is no supervision.

Unsupervised devices will be confiscated by staff and taken to school administration to determine disciplinary action. Any device damage or theft that is caused from lack of supervision will be assessed an Abuse/Neglect fee as stated on page 11.

Students can request that their device is stored at the school's HelpDesk in lieu of taking it home during breaks or over the summer. Please coordinate with the HelpDesk coordinator at each school.

## **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, regardless of location within or outside of school, will have Internet activity protected and monitored by the district. If educationally appropriate content is blocked, students should contact their teachers to request a site be unblocked.

## **Appropriate Uses and Internet Safety**

District issued devices should be used for educational purposes, and students are to adhere to the Acceptable Use Policy (6:235 and all procedures/exhibits within).

The District Acceptable Use Policy guidelines for Internet safety and digital citizenship include the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal information such as addresses or telephone numbers of students, families, or classmates.
4. Recognize that email and electronic communication is not private. People who operate the system have access to all email.
5. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Adhere to all copyright and web publishing guidelines as exhibited in the district's Acceptable Use Policy.

## **Repairing or Replacing Your Device**

**The Limited Warranty DOES NOT cover the following:**

1. Damages that are caused by misuse, abuse, accidents, fire, theft, disappearance, improper electrical conditions, reckless, willful or intentional conduct.
2. Damages caused by third party vendors, software or support technicians.
3. Damage caused by a product or part that has been altered to work with the device (i.e. corrupt USB drives, external monitors, or other peripheral devices).
4. Damage caused by malware, virus or other malicious software attempts.

5. Damage as the result of normal usage, such as gradual image degradation, uneven screen aging, burned-in images or pixilation.
6. Loss of data.
7. Minor imperfections that meet design specifications.
8. Products that are missing the original serial number.
9. Any external peripheral that is damaged while connected to the device.
10. Damage caused by improper transportation of the device.
11. Wireless data services.
12. Devices that have been removed from its protective shell.

## **Repairs Covered by Device Maintenance Fee**

Every student within the LEAD Moline program is assessed a \$10 Device Maintenance Fee annually. This fee will cover two (2) repairs within the school year that are the result of normal wear and tear or manufacturer defects. In some instances, a full device replacement may be necessary and is covered by the fee.

Any device that requires more than two (2) repairs within the school year will be subject to review by the Educational Technology Department and school administration. Parents/guardians may be held responsible for the full cost of the third and subsequent repairs.

## **Abuse/Neglect of the Device**

Any repair or replacement that is the result of intentional abuse, negligence or failure to adhere to the guidelines within this handbook, will be the responsibility of the parent/guardian. This includes devices that are stolen due to careless supervision of the device. The Board of Education has adopted a specific fee for abuse/neglect of the device that will increase by \$25 for each instance. For example, a device that has been dropped and requires multiple parts will be assessed a repair fee of \$25 for the first instance. The second instance will be charged \$50, and so on. See the fee scheduled below for specific Abuse/Neglect charges.

Parents/guardians with waived fees will be assessed the full cost of any repair or replacement that is the result of abuse, negligence, theft, or loss. Requests for financial assistance with these repairs or replacements can be made to the building Principal.

## **Devices Undergoing Repair:**

- Loaner devices will be issued to students while the device is under repair. Refer to the Loaner Device guidelines in this procedure for more information.
- Repairs required due to intentional abuse or negligence may be subject to administrator approval before a loaner is issued.
- It is important that students keep their school data synced to their Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

## **Device Repair, Replacement, and Accessory Costs**

The following are costs related to the repair or replacement of the device and any district issued

accessory. These costs are subject to change based on parts availability and selection of a particular vendor. Any parts replaced from used inventory will have a reduced cost. Used parts are limited and new parts will be installed if a used part is not available.

Devices that are damaged by another student or family member, either intentional or unintentional, will be investigated by the School’s administration and dealt with on a case-by-case basis. Lack of evidence or admission by the other party will result in fees assessed to the owner.

The following are **example** costs for specific parts and repairs. Specific bills for the cost of the repair will be sent home and posted to the student’s Skyward account. The district will make every attempt to utilize used parts at a lower fee when applicable and depending on the availability of used parts.

**New Part Replacements**

Full device Replacement - \$200	Bottom Case - \$5
Protective Case - \$18	System Board - \$180
General Labor - \$5	Power Supply - \$45
AC Adapter & Power Cord - \$40	TrackPad - \$25
LCD Screen - \$65	Battery - \$35
Upper Case/Keyboard - \$15	Speaker - \$5
Heat Sync Assembly - \$5	Camera Assembly - \$5
Display Enclosure - \$5	Display Bezel - \$5
Abuse/Neglect Instance #1 - \$25	Abuse/Neglect Instance #2 - \$50
Abuse/Neglect Instance #3 – 75	Abuse/Neglect Instance #4 - \$100

**Used Part Replacements – supplies are limited and may not be available**

Used Full device Replacement - \$75	Used Screen - \$20
Used Protective Case - \$5	Used Power Supply - \$15

*Prices above are reviewed annually and subject to change. The District reserves the right to add additional fees as necessary and approved by the School Board.*

## Student Resources

If available, the Student-Led Helpdesk and Media Center will be the primary points of contact for repair of the devices and the first line for tech support. Fifth grade students will report any device or account issues to their teachers. Services provided by the Student-Led Helpdesk resources include:

- User account support
- Coordination of warranty repair
- Distribution of loaner devices
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring device to factory default
- System software updates
- Published technology integration resources
- Wireless connectivity issues

# Moline-Coal Valley Schools Personal Technology Device Sign-Off and Student Pledge

1. I will take care of my device and abide by this handbook.
2. I will never leave my device unattended.
3. I will never loan out my device to others.
4. I will know where my device is at all times.
5. I will charge my device's battery daily.
6. I will be responsible for any damage caused by failure to adhere to this handbook.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will never remove my device from its protective shell.
9. I will not deface my device (no stickers, writing, engraving, markings, etc.).
10. I will file a police report in case of theft or vandalism.
11. I will be responsible for the full cost of all damage or loss caused by neglect or abuse.
12. I understand that my device is for educational use.
13. I understand that the use of my device is a privilege and not a right. My device can be confiscated at any time.
14. I understand that my device is the sole property of Moline-Coal Valley School District.
15. I understand that use of my device is subject to all applicable District policies, regulations, and procedures.
16. I understand the conditions for transfer of ownership should I decide to keep my device after the four-year hardware cycle.
17. I agree to abide by my school's policy for device charging and attendance.

Student Name (print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_