




# Family and Student Technology Handbook



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Welcome to Robbinsdale Area Schools. This handbook was created for families as a guide to the educational technology we offer to students.

## Device Information and Expectations for Students and Families

Robbinsdale Area Schools (Rdale) provides students with access to district technology resources for educational purposes. The use of the district's electronic equipment, systems and internet access is a partnership among students, families and employees of Rdale.

As a part of this partnership, we ask students to follow district policies, including: [Policy 514. Bullying Prohibition](#), [Policy 524. Internet Acceptable Use and Safety Policy](#), [Policy 506. Student Discipline](#), and the guidelines covered in the [Student Handbook](#).

Although we issue devices to students, each device remains the property of Robbinsdale Area Schools and may be reviewed by the district at any time. Devices are assigned to individual students, who need a valid Rdale username and password to activate.

### Student Device Pickup

Students receive a Chromebook or an iPad. Internet access is required for most work to be saved and shared.

If your student does not have internet access, please contact their school for internet resources. Various locations in the community provide free wireless internet, including public libraries. Our media centers also have a limited number of hotspots (mobile internet Wi-Fi devices) for students to check out.

School buildings provide devices to students during a scheduled distribution event(s). The school will communicate distribution dates to families.

If a student has any outstanding device-related charges from the previous school year, the family will be notified in early August. Students who have not addressed the charge may be required to keep their device at school until payment has been made in full or a payment plan has been set up. While the ability to take a device home may be limited, students will not be denied access to educational services or curriculum due to outstanding charges.

Students who enroll after schools have distributed devices will work with the school's media center to receive a device.

### Responsible Use and Care of Devices

We need students and their families to work together to ensure:

- The student brings their device to school each day, fully charged.
- The device is stored and charged in a secure location.
- The student uses the case provided to reduce the risk of damage to the device.
- They share any damage or problems with the device with the school media center as soon as possible.



## Device Repairs

We may ask students to cover damage repair costs for their assigned device, whether the damage occurs in school or outside of school. Certain situations may require full replacement cost of a device.

These include:

- Devices that are damaged beyond repair
- Devices and supplies that are stolen or lost
- Intentional damage
- Tampering with the device or operating system
  - Students should not attempt to fix or repair hardware issues on the device. This includes using tape or glue.
- iPad only: damage that occurs when the device is out of the district-issued case.

Any incidents of damage, theft or loss of a device should be reported to the school media center as soon as possible. This includes cracked screens, even if the device is still usable.

Students who have had two or more incidents of device damage to their device in one calendar year may need to work with building administration for additional support. In the event of three incidents of damage, building administration will call a family meeting to determine how best to support the student and their learning.

If a device is damaged beyond repair (as determined by the repair vendor) and requires the replacement, the family will be asked to pay for the cost of the device. In the event of theft or loss, families may be responsible to pay the full replacement cost of the device.

If a device is tampered with, damaged intentionally, or repaired by a non-authorized vendor, families may be asked to pay the full replacement cost of the device.

An alternative device will be provided to a student on a case by case basis. Temporary devices are assigned to the student and will follow the same damage process.

## Supplies Replacement

Upon device pickup, students are issued a case, cable, and charger. If there is damage to the original case, cable or charger, or these items are lost, students may be asked to replace these items.

Chromebooks and iPads are labeled with district asset tags. We ask that these tags are not covered up or removed.

## Device Protection Plan

To protect families from expenses that may occur due to theft or accidental damage while the device is in the care of your student, we encourage you to purchase a Device Protection Plan (DPP) for each student each year. The cost for the DPP is \$25 per school year per student. The cost is \$5.00 per year per student for families who qualify for educational benefits. If you have questions about the DPP coverage, please contact media center staff at your student's school.



Device Protection Plan Details

Device Protection Plan	
Annual cost per student	\$25.00
Annual cost per student for families who qualify for educational benefits	\$5.00

Damage Deductible	With Device Protection Plan	Without Device Protection Plan
First occurrence per school year	No cost	\$60.00
Two or more occurrences per school year	\$25.00/occurrence	\$60.00/occurrence

Theft or Loss Deductible	With Device Protection Plan	Without Device Protection Plan
Theft with a police incident report provided by student/family, per school year	\$50.00/occurrence	\$100.00/occurrence
Loss due to negligence, per school year	\$100.00/occurrence	\$150.00/occurrence

The following are **not** covered by the Device Protection Plan:

- Replacement of a lost charger or case
  - \$20 for a lost charger
  - \$25 for a lost case
- Lost hotspots
  - \$40 for a lost hotspot
  - \$5 for a lost hotspot charger
- Intentional damage or abuse
  - Full repair or replacement costs may be assessed
    - \$299 for an iPad
    - \$180 for a Chromebook



## Collection of Student Devices

Upon leaving Robbinsdale Area Schools, students need to return the device and accessories to their school's media center. If the items are not returned, the student and their parent/guardian will be billed for the replacement cost.

All devices should be returned at the end of the school year. Each year, devices are inspected by staff for damages. This ensures students will receive a working device the following school year.

If a student elects to keep the device over the summer, the family is still subject to damage and replacement costs, and the student must continue to follow the district Acceptable Use Policy. If a student fails to return the device and accessories (case, cord, and charger), they will be assessed a replacement fee for the missing items. These fees can be avoided if the device or missing items are returned undamaged.

## Use of Devices

Rdale provides every student in grades K-12 with access to a digital device. The device connects students with classroom learning activities and educational opportunities, and personalized learning experiences for each student. The digital device is usually a Chromebook or an iPad. For guidance on how to use the device with your student at home, please contact their teacher or the school media specialist.

## Family and Student Technology Use Agreement


As outlined in Rdale Board Policy 524, parents and students need to complete a Family and Student Technology Use Agreement at the beginning of each school year. At that time they can also purchase a Device Protection Plan (DPP). You will receive a paper copy prior to the beginning of each school year. A DPP can be purchased online through the Infinite Campus School Store (<https://www.rdale.org/discover/technology>). Families can purchase Device Protection Plans for all students in their family in one transaction. Families who opt to purchase DPP's in person will need to pay for each student's plan individually.

## Information for Families

Rdale uses many software programs and applications. We use several platforms to communicate information to families. Rdale provides resources for families to keep track of what their student is learning. Those platforms include LearnPlatform, Infinite Campus, Schoology and SeeSaw. We use Clever to provide students with a convenient way to access applications with one username and password.

## LearnPlatform

Rdale Technology uses LearnPlatform to monitor and gather information about the various digital applications we use in the district. LearnPlatform includes a public library of resources approved for use here. Approved tools have gone through a vetting process with Technology and Curriculum & Instruction, which includes requirements for student data security and privacy, as well as



educational value. The Rdale LearnPlatform library offers you a centralized location to review the applications approved for use in Rdale.

To access this library, please visit: <https://rdale.app.learnplatform.com/new/public/tools>

## Infinite Campus

Rdale uses Infinite Campus to manage student information. Families can access this information through the Infinite Campus parent portal. Find Infinite Campus tutorial videos on the Technology Department website: <https://www.rdale.org/discover/technology>.

Use the portal to check grades and credits, transcripts, health information, behavior information, bus routes and class schedules. Families can also manage contact preferences by selecting how they would like to receive messages (phone calls, emails or text messages).

## Schoology

Students in grades 4-12 use a platform called Schoology for assignments, classroom updates and some calendar events. Families receive a weekly email summary. To access the Schoology portal, click on the Schoology link on the Technology Department website: <https://www.rdale.org/discover/technology>.

In Schoology students can:

- Access course materials
- Submit work
- Connect with classmates and teachers
- Check grades, missing work and individual assignment grades
- Participate in online discussions
- Review daily announcements
- Read school and/or counselor communications

## Seesaw

Students in grades K\_3 use Seesaw, a platform designed to demonstrate their learning. Students can take pictures, draw, record videos and more. Teachers can also share notes, photos and videos with families. Families will receive an access code to connect their student's account with the Seesaw app.

## Additional resources for families

[Common Sense Media](https://www.common Sense Media.com) ([commonsensemedia.org](https://www.common Sense Media.com)) provides information related to digital citizenship and guides for discussing technology. This is a great resource for families looking for parental guidance ratings on books, movies and tv shows. Find tips on screen time, online safety, social media platforms and more.

# Family and Student Technology Use Agreement

Each Rdale student in grades K-12 will be issued a digital device (iPad or Chromebook) and asked to purchase a Device Protection Plan(DPP) unless they opt out, assuming responsibility for replacement costs. Families are also asked to indicate that they understand their digital citizenship responsibilities and will follow the Use and Care of Devices expectations outlined in [Device Information and Expectations for Rdale Families and Students](#).

## Device Protection Plan

Please select one of the choices and initial the subsequent choices for purchasing a Device Protection Plan.

We have read and understand the Device Protection Plan information and

- Would like to purchase coverage for the 2023-24 school year, and summer, if applicable.
  - We will/have purchase(d) DPP through the Campus School Store.
  - We are attaching a check to purchase DPP. If we are eligible for Educational Benefits, we have a copy of the notification and will share it with the bookkeeper. Checks can be made out to Robbinsdale Area Schools.
- Decline the option to purchase DPP. Please check both boxes below.
  - We understand the family will be responsible for the full cost of any repairs or replacement of the device.
  - We understand we must contact the school immediately if the device is damaged or missing.

## Family and Student Use Agreement: Chromebook or iPad

- We have reviewed and understand the 2023-24 *Device Information and Expectations for Rdale Families and Students*.

## Signatures

Signatures below indicate that the family and student agree to their selections indicated above.

Student

\_\_\_\_\_

Print

\_\_\_\_\_

Sign

Parent/Guardian

\_\_\_\_\_

Print

\_\_\_\_\_

Sign

Date

\_\_\_\_\_

Teacher

\_\_\_\_\_

Print

\_\_\_\_\_

Sign



