



## IMPACT Learning Student and Parent Guide

<b>General Program Information</b>	<b>2</b>
Repair Process and Optional Insurance	3
Damage/Repair Fee Schedule	3
Lost or Damaged Devices or Accessories	4
Theft of Devices or Accessories	4
Loaner Devices	4
<b>Student Expectations</b>	<b>5</b>
Care of Devices	5
Using Your Device at School	5
Teacher Directed Use of Devices	6
Devices Left at Home	6
Returning Your Device	6
<b>Parent/Guardian Expectations</b>	<b>7</b>

The IMPACT Learning program's mission is to inspire, motivate performance, and access collaboration through technology and learning. Students and parents/guardians should utilize this guide to familiarize themselves with the program to be able to follow all guidelines set forth in this document.



## General Program Information

- All students will be issued a device to access electronic resources for academic purposes and the device will remain with that student until the student graduates, leaves the district, or is due to receive a different device based on regular device replacements or grade promotion.
- The device is the property of Duncanville Independent School District (ISD) and will be checked out to the student for academic use. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Student Handbook, Code of Conduct, and the district's Acceptable Use Policy.
- The terms "device" or "equipment" refers to an iPad, Chromebook, or laptop along with power cords or chargers, sleeves/cases, and hotspots. Each piece of equipment is issued as an educational resource. The expectations of care for this equipment can be equated to those of a textbook or other school property.
- Devices are on loan to students and remain the property of Duncanville ISD.
- All students are accountable to the school district policies, procedures, and rules as well as local, state, and federal laws.
- District equipment and systems must be used primarily for instructional and administrative purposes. [CQ (Local)]
- All rules and guidelines are in effect before, during, and after school hours including weekends for all district equipment on or off campus.
- All files stored on district equipment or systems are the property of the district and are subject to review and monitoring.
- Students are responsible for the general care of devices, sleeves/cases, chargers, and/or accessories issued by the school and should strive to keep it in good condition.
- All devices are issued with either a case or protective sleeve. Students are not allowed to remove cases from devices. Devices issued with a protective sleeve must be transported in the sleeve.
- Students who identify or know about a security problem are expected to report the details to a teacher, administrator, or technology staff member without discussing the matter with other students.
- Students are expected to notify staff members immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or causes discomfort. Inappropriate materials may be defined as explicit or implicit references to alcohol, tobacco, drugs, gangs, obscene language, nudity, bullying, harassment, or other topics covered by the Student Handbook and Code of Conduct.
- All students are expected to follow copyright laws and educational fair use policies. [CY (Local)]
- Students will not loan equipment to other students or family members. Damage incurred to devices is the responsibility of the student and parent/guardian.
- Students will not share logins or passwords nor conduct activities intended to harass others, damage devices, change other students' work, or cause a cybersecurity incident.
- Failure to comply at all times with Duncanville ISD's Student Handbook, Code of Conduct, and Student Acceptable Use Policy may terminate your rights of possession effective immediately and the district may repossess the property.



## Repair Process and Optional Insurance

- A damaged device must be turned into the IMPACT Learning Campus Lead assigned to your student’s campus for assessment and repair. Fees for repair or replacement will be imposed in accordance with the Damage/Repair Fee Schedule and participation in the insurance program.
- All device replacement and/or repairs will be conducted via the Duncanville ISD Technology Department.
- The student may be given a loaner device or accessory to use while a damaged device is being assessed and repaired. Loaner devices are checked in and out of the campus library every day and are not taken home.
- Parents/guardians and students are able to purchase optional insurance that will cover accidental damage, vandalism, theft, and mechanical failure. More information on the group policy insurance, costs, and the purchasing link are available on the IMPACT Learning resource page on the school district website.
- The optional insurance covers accidental damage, theft, and standard perils for Chromebooks and theft and standard perils for iPads. iPad accidental damages are covered under AppleCare warranty which is included with each district iPad.

## Damage/Repair Fee Schedule

Item	Cost without Insurance	Cost with Insurance
iPad replacement due to excessive damage or loss	\$378	\$0
Chromebook replacement due to excessive damage or loss	\$296	\$0
Protective Case (iPad or Chromebook)	\$20	\$0
iPad Screen**	\$200**	N/A
Chromebook Screen (Non-Touch)	\$66	\$0
Chromebook Screen (Touch)	\$196	\$0
Chromebook Keyboard and/or Touchpad	\$62	\$0
Chromebook Bezel	\$20	\$0
Device Charger	\$25	\$0
Inventory Asset Label	\$5	\$0
Hinge Cover	\$39	\$0

\*\*iPad screens are covered by Apple’s warranty, however Apple will only replace one screen per device under the warranty so any additional screen replacements will be charged to the student.



## Lost or Damaged Devices or Accessories

- A district device or any of its accessories that are lost or damaged are the responsibility of the student and parent/guardian. The student may be given a loaner device or accessory to use while a damaged device is being assessed and repaired.
- If at any point during the school year there is damage or loss of a device, the student must contact the IMPACT Learning Campus Lead immediately. Fees for repair or replacement will be imposed in accordance with the Damage/Repair Fee Schedule.
- All damage or loss reports will be investigated and addressed on a case-by-case basis.
- The district may disable the device remotely to protect the device and/or data on the device.

## Theft of Devices or Accessories

- There is no cost to replace the stolen device if the police report is filed and returned to the IMPACT Learning Campus Lead. Failure to provide a police report will result in the device being listed as lost. The student and parent/guardian are responsible for the replacement cost of the device per the Damage/Repair Fee Schedule.
- **Please be reminded that filing a false police report is a felony offense and could result in criminal charges.**
- A report of theft must be made immediately to the IMPACT Learning Campus Lead. The student may be given a loaner device or accessory to use while a police report is filed and submitted to the district.
- If theft occurs on District property, a police report must be filed by the parent/student with the Duncanville ISD Police Department.
- If the theft occurs off campus, a police report must be filed by the parent/student with the police entity where the theft occurred.
- A copy of the police report must be submitted to the IMPACT Learning Campus Lead within 72 hours.
- The district will disable the stolen device remotely to protect the device and/or data on the device.

## Loaner Devices

- The student may be given a loaner device or accessory to use while a damaged device is being assessed and repaired, when waiting to pay for a lost device, or when waiting on a police report for a stolen device.
- Loaner devices are checked in and out of the campus library every day and are not taken home.



# Student Expectations

## Care of Devices

1. Students are responsible for the general care of the device, sleeve/case, charger, and/or accessories that have been issued by the district and should strive to keep it in good condition.
2. Family members and friends should not have use of the device.
3. Devices that are broken or fail to work properly must be taken as soon as possible to the IMPACT Learning Campus Lead for an evaluation of the equipment.
4. Never try to repair the device yourself or have someone outside the District work on it, as this could void the warranty and cause you to incur additional charges.
5. The device, sleeve/case, and charger are school property and all users will follow the policies in the Student Handbook, Code of Conduct, and Acceptable Use Policy.
6. Students are responsible for bringing a completely charged device to school each day. An uncharged device is a violation of this agreement.
7. Devices issued in a protective case must continue to have the case installed on the device at all times. Devices issued with a protective sleeve or bag in lieu of a case must be transported in the sleeve or bag.
8. Do not borrow a device from another student or loan your device to another student.
9. Do NOT share logins, passwords, or usernames.
10. Vents must not be covered.
11. No food or drink is allowed near devices.
12. Never carry a device while the screen is open.
13. Cords and cables must be inserted carefully into the device to prevent damage.
14. Do not stack any books, heavy materials, etc. on top of the device as it could cause the device to break.
15. Devices must have a Duncanville ISD inventory tag on them at all times and this tag must not be removed or altered in any way. If the inventory tag is removed, a fee will be assessed according to the Fee Schedule.
16. Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
17. Devices are sensitive to extreme heat and extreme cold. Leaving devices in cars, direct sunlight, near heat sources, etc. that may expose them to these conditions should be avoided.
18. Devices and sleeves/bags/cases must remain free of any writing, drawing, stickers, or other decorations. Spot checks for compliance may be done by district employees at any time.

## Using Your Device at School

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students are responsible for bringing their fully charged device to all classes every day.



## Teacher Directed Use of Devices

Students are expected to maintain focus on instruction while using district-issued devices and are expected to follow teachers' direction regarding:

- Activities during which use of the device is prohibited including but not limited to testing, class discussions, and assignments not using technology.
- Use of headphones in class.

## Devices Left at Home

If a student leaves their device at home, they are responsible for getting the course work completed as if they had their device present. Students who leave their devices at home for more than two consecutive days may be subject to campus disciplinary action.

## Returning Your Device

1. The device is the property of the district and will be checked out to the student for academic use. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Student Handbook, Code of Conduct, and the district's Acceptable Use Policy.
2. Devices will be returned when a student withdraws from the District or at the District's request. If a student transfers out of Duncanville ISD during the school year, the device, charger, sleeve/case and any other peripheral devices or tools provided will be returned to the campus at that time. Alternatively, devices may be returned to the Technology Department at the IDEA Hub located at 900 S. Cedar Ridge Road #100, Duncanville, TX 75137.
3. Students who graduate early, withdraw, are expelled, or terminate enrollment at a school in Duncanville ISD for any reason must return their issued device, sleeve/case, charger and any other peripheral devices/tools provided to the campus on the date of termination of their enrollment.
4. If a student fails to return the device, charger, sleeve/case and any other peripheral devices or tools provided at the end of the school year or upon termination of enrollment in a Duncanville ISD school, that student and/or parent/guardian may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, charger, sleeve/case and any other peripheral devices or tools provided. Failure to return the device, charger, sleeve/case and any other peripheral devices or tools provided will result in a theft report being filed with the Duncanville ISD Police Department.
5. The student will be responsible for any damage to the device, consistent with the District's Damage/Repair Fee Schedule and must return the device and accessories to Duncanville ISD in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.
6. Students must clear all records, return the device, sleeve/case, charger and pay all fees before participating in non-essential District functions such as graduation ceremonies, parties, and field trips.



## Parent/Guardian Expectations

The parent/guardian must agree to monitor student use of devices at home and away from school. The most effective method of keeping students safe online is for adults to be present and involved when devices are used.

- Every attempt to filter internet access will be made by Duncanville ISD. However, parents need to take an active role in monitoring internet usage.
- Develop a set of rules/expectations for device use at home.
  - Only allow device use in common rooms of the home (e.g., living room or kitchen), not in bedrooms.
  - Overnight charging of the device in a common space to ensure it is ready for the next school day.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that your student show you his or her work on a regular basis.