Users Guide to 1:1 Devices

ROCORI Public Schools
One to One User Guide

Goal:
ROCORI Public Schools works diligently to improve the quality and access to technology for students and staff. ROCORI is expanding educational opportunities for staff and students that will help provide equitable access to tools and resources at school and at home. Students will develop 21st century skills through the use of iPads and laptops, content-focused curriculums, and collaborative technologies.

Expectations:
Students are responsible for the device and accessories they have been issued at all times. Students are required to bring the device to school each day ready for use in each of their classes. Teachers will determine when the device is appropriate for learning in the classroom.

Ownership:
The device and accessories are property of ROCORI Public Schools.

Acceptable Use:

The use of ROCORI Public Schools District's technology resources is a privilege. Students are expected to follow the guidelines of the Acceptable Use Policy *7.8 https://resources.finalsite.net/images/v1596559537/rocorik12mnus/ebdl0wpijmhbcrbqacnu/7-8.pdf* and Users Guide. The purpose of this policy is to notify all users of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a user refrains from following set policy and guidelines his/her privilege could be modified or revoked by district administration. The District's Student Code of Conduct shall be applied to student infractions.

Contents:

1. DEVICE RESPONSIBLITY

1.1 Student Responsibilities

- Technology resources will be used in an appropriate manner that does not result in the damage of school equipment. Refer to section 3 on device care.
- Devices must be brought to school each day in a fully charged (at least 90%) condition. It is the student's responsibility to sufficiently charge the device prior to the start of the school day.
- Conduct proper usage of the device according to our AUP and teacher expectations during class.
- Secure devices to prevent intellectual and/or physical damage, if damage occurs report immediately to school staff.
- Help the District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- If a student should receive email containing inappropriate, harassing, or abusive language or if the subject matter is questionable, he/she is to report it to a staff member or use the ROCORI tip line and forward a copy to the staff member or forward the email to reportit@rocori.k12.mn.us and delete it from their device.
- Return the device to the District at the end of each school year. Students who graduate early, withdraw, are expelled, or terminate enrollment at the District for any other reason must return the device on the date of termination.

2. RECEIVING AND RETURNING YOUR DEVICE

2.1 Checking Out Your Device

Devices will be distributed each fall during back-to-school events. Parents and students must sign and return the Device Protection Plan and Student Pledge forms before the device can be issued. The Device Protection Plan outlines three options for families to protect the device issued to the student. Please review the plan included in the back of this user guide.

2.2 Checking In Your Device

Devices will be returned to the District during the final days of school so they can be checked for serviceability and storage. If a student leaves the District for any reason during the school year, the device must be returned at the time of the withdrawal.

2.3 **Non-refundable Deposit**

The yearly non-refundable deposit will be $50 per student device, with a family cap of $150.

If your household is currently eligible for Free and Reduced lunch the yearly non-refundable deposit per child will be $25.00, with a family cap of $75.00. **(Filling out and qualifying for the free and reduced rates will be necessary to receive this rate.)**

An Application of Educational Benefits form can found at the weblink below or you may contact Chris Barker at barkerc@rocori.k12.mn.us or 320-685-4921 https://www.rocori.k12.mn.us/services/food-services/application-for-educational-benefits

The non-refundable deposit will be used to cover accidental damage. Negligent or damage off-campus will not be covered by the non-refundable deposit. We encourage families to check with their homeowner's insurance company to purchase additional coverage.

The non-refundable deposit must be paid for prior to the device being distributed. Payment can be made by check or cash to ROCORI Schools at the Secondary School or paid online at Revtrak. https://rocori.revtrak.net/Products/#/list

2.4 **Fees for Missing or Damaged Device**

In the event the device is not returned, the student/parent/guardian will pay the replacement cost of the device. Failure to return the device within 5 working days after the end of the school year or student enrollment at the District could result in a theft report being filed with the Cold Spring Police Department.

Should the device be damaged upon return beyond normal wear, the student will be responsible for the cost of replacement in any negligent damage to the device.

3. TAKING CARE OF YOUR DEVICE

3.1 Device Care

- Students will be held responsible for maintaining their individual device and keeping it in good working order.
- Devices that are not functioning as designed must be immediately taken to District IT for an evaluation of the equipment at RHS room A150. (Innovation Center)
- Devices that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired, (see section 8 in Users Guide).
- Devices that are lost must be immediately reported to District IT for tracking and locating.

3.2 General Precautions

- Cords and cables must be inserted and disconnected carefully to prevent any damage.
- Leave the device in a locked supervised area with proper ventilation. Devices left in the heat or cold can result in damage to the device.
- If skins or covers are used to personalize the device case, it must be removed without damage to the device or case prior to returning to the school.
- Leave device free of any marks, engraving, scratches, or stickers on the device itself, or the school provided carrying case.
- Treat the device with care and respect. Students are responsible for its care, and financially responsible for any negligent damage.

3.3 Carrying Your Device

- Devices should always be within the protective case and securely closed when carrying them between classes and outside of school.
- Travel carefully with your device in your case and refrain from bumping your device/case against lockers, furniture and other hard surfaces.
- Avoid placing too much pressure and weight on the device to prevent damage.
- Only place your device in your carrying case, additional items placed in your case could cause damage to your screen or device.

3.4 Screen Care

- Screens are particularly sensitive to damage from excessive pressure, be cautious of how you are applying pressure on your screen.
- Clean the screen with a soft dry cloth, or anti-static cloth.
- Refrain from using any chemicals to clean your screen.

4: PROTECTING AND STORING YOUR DEVICE

4.1 Device Identification

Apple and the District both have unique identifiers for each device. These identifiers are to remain intact and should not be tampered with. These include, but are not limited to serial numbers, computer name, etc.

4.2 Storing Your Device

Students are asked to follow guidelines for storage of device outlined in device care section. Students are encouraged to take their devices home every day after school, otherwise they must be left in a locked locker.

4.3 Devices Left in Unsupervised Areas

Under no circumstance should devices be left in unsupervised areas. Unsupervised areas include any area that is not consistently supervised by a staff member. If a device is found in an unsupervised area, it should be taken to Media Center or the building's administrative office. Multiple offenses will result in disciplinary action.

5: 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 expected to bring their device to all classes.

5.1 Devices Left at Home

If a student leaves his/her device at home, the student is responsible for completing assigned coursework. Repeat violations will result in disciplinary action.

5.2 Device Undergoing Repair

A temporary device may be issued to students when the assigned device is undergoing repair with the District IT. There may be a delay in availability of devices should the school not have enough to loan. Any damage to a device that is loaned to a student will be the responsibility of the student borrowing the computer.

5.3 Screensavers and Background Photos

Any media deemed inappropriate by District staff, or that violates school policy, may not be used as a screensaver or background photo. Violation of this rule will result in disciplinary actions.

5.4 Sound, Music, Games, and Programs

- Sound must be always muted unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the device and can be used at the discretion of the teacher.
- Students are encouraged to carry earphones.
- Students are permitted to download applications and games. However, any personally downloaded games and applications may be removed by District IT without notice.

5.5 Printing

Printing is discouraged in order to preserve resources. However, printing will be available through a request to the teacher or supervising staff member. Students can work with teachers to print in instances where printing cannot be avoided. Printing at home is permitted.

5.6 Home Internet Access

Students can connect to wireless networks outside of the District on their device. This will assist them with device use while at home. The policies outlined in this document are applicable to home use of a District provided device. The device is for student use only, other friends or family members are not permitted to use the device. Any violation of the policy will result in the suspension of student's home use privileges. Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

5.7 Hardware Repairs

All hardware repairs will be performed by Apple Certified Technicians to avoid any warranty issues related to the device. Students must request repairs with ROCORI Schools staff only.

6: MANAGING YOUR FILES AND SAVING YOUR WORK

6.1 Saving to the Device Home Directory

Students should save work to their OneDrive from their device. Storage space will be available on the device – BUT it will NOT be backed up in case of re-imaging. Device malfunctions are not an acceptable excuse for not submitting work, and it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

6.2 Network Connectivity

The District has a very robust network and stable internet connections but makes no guarantee that the data network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

It is a violation of the Acceptable Use Policies to use applications (VPN, proxy, or other) that bypass District content filtering or any device management software. Repeat violations will result in disciplinary action.

7: SOFTWARE ON DEVICE

7.1 Originally Installed Software

The software originally installed by District IT must remain on the device, in usable condition and be always easily accessible. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from devices at the completion of the course. Periodic checks of devices will be made to ensure that students have not removed required software. Repeat violations will result in disciplinary action.

7.2 Additional Software

Students can download additional software on their devices. The District will synchronize the devices, so they contain necessary software required for academic work. During this event, student purchased/downloaded software may be removed. If space is needed on the device for academic related software, student downloaded/purchased software/files will be removed.

7.3 Inspection

Students may be selected at random to provide their device for inspection. If a student's device is requested for an inspection, passwords to unlock device must be provided. The District reserves the right to confiscate the device for any reason at any time.

7.4 Procedure for Reloading Software

If technical difficulties occur, or illegal software or apps are discovered, the device will be restored to a fresh state. The school does not accept responsibility for the loss of any software or documents deleted due to re-formatting and reimaging.

7.5 Software Upgrades

Upgrade versions of licensed software are available from time to time. District IT may push updates to the devices without notice to students.

8: REPAIRING OR REPLACING YOUR DEVICE

8.1 Claims

All repair/replacement claims must be reported to the District IT department. In the event of theft, students and parents must file a police report, using the Serial Number, and bring a copy of the report to the Principal's office immediately. This is a required before a device can be replaced.

8.2 Repairing your device

The steps to follow if your device is damaged:
1. Report the damaged device to an administrator at the District.
2. Work with District IT to get a loaner device and to determine the next steps with the damaged device.

Family/student responsibility in multiple non-negligent damages

The non-refundable deposit associated with any repairs or replacements necessary is limited to one non-negligent event.

If the damage is covered by non-refundable deposit, the student/family cost is as follows:
- First incident: No additional costs
- Second incident: $50
- Third and all additional incidents: 100% of repair costs.

The District and parents both reserve the right to keep the computer at school.

8.3 Reporting your device stolen

The steps to follow if your device is stolen:
1. Report the device stolen to the Cold Spring Police or ROCORI's SRO if stolen during school hours. The report must include the serial number of the device. Student should contact the school for the computer serial number if needed.
2. Report the theft to an administrator at the District.
3. Provide a copy of the filed Police report to the administrator at ROCORI High School.

If the theft is covered by non-refundable deposit the student/family cost is as follows:
- First covered theft: $50 deductible
- Second covered theft: $100 deductible
- Third and all additional thefts – Full replacement at current market value.

If the theft is not covered by non-refundable deposit, meaning there is no verifiable prove of the theft, the student/family cost is as follows:
- Full replacement at current market value.

 The District and parents both reserve the right to keep the computer at school.

ROCORI Public Schools Student Pledge for Device Use

1. I will take care of my device as identified in the District Acceptable Use Policy and User Guide.

2. I will know where my device is at all times by keeping it in a secure place and if my device is damaged, lost, or stolen I will be required to pay the associated fees.

3. I understand the device is my responsibility and I will not loan it to other individuals.

4. I will bring a charged device to school daily.

5. I will keep food and beverages away from my device since they may cause damage.

6. I will report any damage of my device instead of attempting any repairs.

7. I will protect my device by only carrying it while in the bag/case provided.

8. I will use my device in ways that are responsible, appropriate, meet district expectations and meets educational needs.

9. I will respect any and all other devices that are not assigned to me.

10. I understand that my device is subject to inspection at any time, without notice and remains the property of the ROCORI School District. I will provide the device passcode to staff, immediately upon request.

11. I will follow the policies outlined in the device Acceptable Use Policy and Users Guide while at school, as well as outside the school day.

12. I understand that inappropriate content found on the device is subject to modification or loss of privilege to my device.

13. I will file a police report in case of theft, vandalism, or if required by the ROCORI School District or insurance policies.

14. I will be responsible for all fees due to damage or loss caused by neglect or abuse.

15. I agree to return the District device, bag/case, power cords, and any other accessories in good working condition.

ROCORI PUBLIC SCHOOLS
Non-refundable Deposit
One form per family.

☐ I have had the opportunity to read the device 1:1 Acceptable Use Policy and Users Guide.

☐ I understand that this deposit is not refundable. During the year, if my child(ren) is/are no longer enrolled, I will not receive a full or partial refund of this premium.

☐ I understand that if the device must be fully replaced due to damage, loss, or theft, this policy will no longer be in force. I will obtain coverage on the replacement machine by paying another non-refundable deposit.

☐ I understand that revisions to this policy may be made. If revisions are made, I will be notified and given a copy of any revisions.

The cost of the device non-refundable deposit is $50.00/student.

The family cap is $150.00.

☐ My child(ren) is(are) currently eligible for Free and Reduced lunch, so my cost for this deposit is $25.00 per child.

☐ I have completed an Application for Educational Benefits for consideration. Please contact me after that application is processed for information on financial assistance available to me.

ROCORI PUBLIC SCHOOLS
DEVICE CHECK OUT FORM
One form per family.

Student's Name:_____ Grade:_____

Student's Name:_____ Grade:_____

Student's Name:_____ Grade:_____

Student's Name:_____ Grade:_____

Student's Name:_____ Grade:_____

Student's Name:_____ Grade:_____

Parent/Guardian's Name:_____

Parent/Guardian's Signature:_____

Date:_____

Address:_____

City, State, Zip Code:_____

Cost/Child:	Office Use Only
# of Student(s): _____ @ $ 50.00	Payment Method:
# of Student(s): _____ @ $ 25.00	Cash
	Check #: _____
= Total Due: $ _____	Received By: _____
	Date: _____