



Piper USD 203 has implemented the 1:1 device initiative to further personalize the way each student uses their time, receives support to master essential skills, and deepens understanding of content. The 1:1 device initiative supports anytime access to online resources for learning by providing portable devices for our students. Every student has a device that they can use to access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects.

USE OF TECHNOLOGY

Students in grades K - 1 will be issued an iPad for educational use in the school. Students in grades 2-12 will be issued a Chromebook for educational use in school, with secondary students in grades 6-12 being allowed to take the device home. This document provides students and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, and care of the device. Additionally, there is a Device Agreement form for parents and students to complete.

Students and their parents/guardians are reminded that use of District technology is a privilege and that all activities completed on any District-owned computer, network, or electronic communication device may be monitored by school or district administration. Inappropriate use of school technology can result in limited or banned technology usage.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Piper USD 203 District Technology Acceptable Use Policy.

OWNERSHIP OF THE DEVICE

Piper USD 203 retains sole right of possession of the device. Piper USD 203 lends the device to the student for educational purposes only for the academic year. Additionally, Piper USD 203 administrative staff and faculty retain the right to collect and/or inspect the device at any time, including electronic remote access and to alter, add or delete installed software or hardware.

Receiving Your Device

Students will be issued their device at the beginning of the year or after the student enrolls, when all forms are signed and fees are paid.

Returning Your Device

At the end of the school year, secondary students staying in the same building will be able to retain their Chromebooks over the summer. Students will be expected to have the device charged and in working condition upon the first day of school.



Students transitioning from 2nd Grade to 3rd Grade, 5th Grade to 6th Grade and/or 8th Grade to 9th Grade will be required to turn in their device, power adapter and any issued peripherals on their last day of class. These students will receive a new device when they arrive to class in their new building the following school year. Students in the 12th grade will also be required to turn in their device, power adapter and any issued peripherals on their last day of class. Failure to turn in any of these items may result in the student being charged the full replacement cost.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from Piper USD 203 must turn in their device, power adapter and any issued peripherals to campus office personnel on their last day of attendance. Failure to turn in any of these items will result in the student being charged the full replacement cost.

Device Identification

The school will maintain a log of all devices that includes the device serial number, asset tag code, name and ID number of the student assigned to the device and any previous damage.

Each student will be assigned the same device for the duration of his/her time at Piper USD 203.

Repairing/Replacing Your Device

School-owned devices should NEVER be taken to an outside computer service for any type of repairs or maintenance.

Estimated Repair Costs

Students who have a damaged device will be charged no fee for repair upon the first incident. The technology fee will be used to repair the damaged device in this instance.

Upon the second incident for the same student within the same school year, the parent will be charged the full cost of repair.

If the costs associated with damage and repairs exceed the cost of a device replacement, the parent will be assessed a fee for the full replacement cost of the device and a new device will be issued to the student.

Definition of 'damaged' is any offense to the device which causes lack or loss of function or broken plastic. Chargers that cease to function will not incur a replacement fee. Loss of the device or charger will incur an immediate replacement fee outside of theft. A police report is required in the case of theft.



The following are estimated costs of parts and replacements (price can vary by device model and availability):

iPads		Chromebooks	
Full device replacement	\$294	Full device replacement	\$350
Damaged Digitizer/Glass	\$199	Damaged LCD Screen	\$48
Damaged LCD	\$209	Damaged Keyboard	\$55
Charging Port	\$129	Damaged Trackpad	\$22
Damaged Power Adapter	\$20	Damaged Plastic: lid/bezel	\$30
Damaged Charging Cable	\$20	Damaged Power Adapter	\$25

RIGHTS AND RESPONSIBILITIES

No Expectation of Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of a District device, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student devices at any time for any reason related to the operation of the school. By using a device, students agree to such access, monitoring, and recording of their use.

Responsibility for Electronic Data

The students are solely responsible for any apps, extensions or programs on their devices that are not installed by a member of the Piper USD 203 staff. Students are responsible for backing up their data to protect from loss. Students have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the device, school network, or any school issued applications. Students have no guarantees that data will be retained.

Operating System and Security Updates

Students may not use or install any operating system on their device other than the current version of iOS/Chrome OS that is supported and managed by the school. The device checks for updates itself automatically. When prompted, students should ALWAYS elect to run the update process on the device.

Content Filter

The District utilizes an Internet content filter that complies fully with the federally mandated Children's Internet Protection Act (CIPA). All devices will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any internet connection students receive outside of the school facilities.



Apps and Extensions

A set list of apps and extensions will automatically be installed onto the device. If a device is missing apps or extensions, the student should contact their teacher.

Students will not be allowed to install apps or extensions onto their device.

EDUCATIONAL USE

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times.

Using Your Device at School

Students are expected to bring a fully charged device to school every day and bring their device to all classes unless specifically advised not to do so by their teacher.

Devices Being Repaired

Loaner devices may be issued to students when the student leaves their school-issued device for repair. Devices on loan to students having their devices repaired may be taken home.

A student borrowing a device will be responsible for any damage to, or loss of, the loaned device.

Charging Devices

Devices must be brought to school each day with a full charge. Students should charge their device at home every evening.

Backgrounds and Themes

Inappropriate media may not be used as device backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Headphones

Students should have their own personal set of headphones for sanitary reasons.

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Because all student work should be stored in an Internet/cloud application, students will not print directly from their device at school except with the assistance of a teacher or staff member. Any additional printing must be accomplished at home.



Using Your Device Outside of School

Students are encouraged to use their device at home and other locations outside of school. A Wi-Fi Internet connection will be required for Chromebook use; most apps on an Apple iPad can be used offline however.

Students are bound by the Piper USD 203 Technology Acceptable Use Policy, District Policy IIBF and IIBG, and all other guidelines in this document wherever they use their device.

DEVICE CARE

Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly.

School-owned devices should NEVER be taken to an outside computer service for any type of repairs or maintenance.

Devices Left Unattended

Under no circumstances should a device be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any device left unattended is in danger of being damaged or stolen. If a device is found in an unsupervised area, it should be taken immediately to the office. Any damage done to a device while left unattended will be the responsibility of the parent of the student assigned to that device.

General Precautions

- Please keep devices away from food or drink.
- Please carefully insert cords, cables, and removable storage devices
- Please keep devices free of any writing, drawing, stickers, and labels.
- Please do not place heavy objects on top of a device.
- Please do not leave device on the ground where it can be stepped on.
- Please do not leave pencils or other objects on the keyboard when closing the lid.

Carrying Devices

- Please always transport devices with care and with the screen closed. Failure to do so may result in disciplinary action.
- Please never lift Chromebooks by the screen.



Screen Care

The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Please only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- If chemical is needed to remove oil or debris from the screen, please use 91% or higher Isopropyl Alcohol only. Apply alcohol to microfiber cloth and not directly to screen.
- Do not spray glass cleaner or other chemical directly onto the screen.
- Please do not put pressure on the top of a Chromebook when it is closed.
- Please do not store a Chromebook with the screen open.
- Please make sure there is nothing on the Chromebook keyboard before closing the lid (e.g. pens, pencils, headphones, earbuds or flash drives).

Asset Tags and Logos

All devices will be labeled with a school asset tag.

Asset tags and logos may not be modified or tampered with in any way.

Damage, Loss, and Theft

The District will repair or replace damaged equipment resulting from normal use; abuse or neglect may result in damages that are the responsibility of the student.

In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to the office of the campus where the student attends.



DEVICE AGREEMENT

By signing the below, the student and their parent/guardian agree to follow and accept:

- Acceptable Use Policy
- This Device Agreement in its entirety
- That Piper USD 203 owns the device, software, and issued peripherals
- If the student ceases to be enrolled in Piper USD 203, the student/parents will return the device in good working order or pay the full replacement cost of the device. In addition, the student must also return both the device, power adapter, and any other purchased peripherals. Students may be charged for any piece that is not returned.
- In no event shall Piper USD 203 be held liable to any claim of damage, negligence, or breach of duty.

Please complete the information below to identify the student and their assigned device.

Student's Signature

Date Signed

Student's Printed Name

Guardian's Signature

Date Signed

Guardian's Printed Name