



1:1 Technology Program Student Device Handbook



Cave Creek Unified School District

1:1 Technology Program Student Device Handbook

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STRATEGIC PLAN PRIORITIES ONE TEAM

Our Mission: The mission of the Cave Creek Unified School District is to provide an innovative, high-quality learning experience for all students. By facilitating strategies to develop curious, resilient, critical-thinking problem-solvers, students and educators will be empowered to make a difference, while inspiring excellence in our families, community, and world.

<p style="text-align: center;">Student Success</p> <p>We will offer and encourage multiple pathways for all students and ensure varied levels of support for social, academic, emotional, and behavioral needs in order for them to successfully navigate career and life.</p>	<p style="text-align: center;">Employee Excellence</p> <p>We will build a culture that promotes and supports an innovative learning community that includes continuous improvement and the acknowledgement of the strengths and talents of our employees.</p>	<p style="text-align: center;">Safe Environment/ Culture</p> <p>We will create and foster a physically and emotionally safe learning environment where students and staff can depend on clear expectations and continuously teach, practice, and clearly communicate safety procedures.</p>	<p style="text-align: center;">Effective Operations, Resources & Systems</p> <p>We will ensure safe, up-to-date, and efficient operational systems to support students in having access to an innovative and high-quality learning experience.</p>	<p style="text-align: center;">Community Partnerships</p> <p>We will increase strategic partnerships and improve communication to maximize collaboration and build community based learning opportunities for all.</p>
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1:1 Technology Program Student Device Handbook

The Student Device Handbook is to better inform students and parents/guardians in regards to the 1:1 Technology Program guidelines and procedures.

1:1 Technology Program Overview

The Cave Creek Unified School District will loan a device to the student under the following conditions:

- The parent and student understand that a device is being loaned to the student and it remains the property of the Cave Creek Unified School District.
- The device will be returned to the campus the student attends:
 - prior to the end of the school year,
 - in the event of withdrawal or transfer, or
 - at the request of Cave Creek Unified School District.

Parent/Guardian Responsibilities

A strong partnership between school and home will help students be successful in the 1:1 Technology Program. Parent/Guardian responsibilities are to:

- Review all of the information in the handbook.
- Complete the Student Device Agreement Form,
 - acknowledging the information presented in this handbook so the student can receive a school device.
 - selecting the Device Protection Plan (page 5,6) offered by the District or assuming financial responsibility for damage, loss, or theft.
- Monitor student use away from school.
- Ensure the device is properly cared for outside of school, and the student is expediting the necessary steps to receive technical assistance when needed (Device Support, page 7)

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Receiving and Returning School Devices

To receive a school device, the parent and student must acknowledge understanding of the Student Device Handbook and responsibilities related to the device.

The device must be returned to the school:

- At the end of the school year, or
- Upon withdrawal or transfer to another school, in or out of the Cave Creek Unified School District, or
- At the request of the school.

The device must be returned in working order with all parts and accessories, or appropriate fees will be assessed for damage (Device Protection Plan, page 5,6). Failure to return the Chromebook and power cord at the end of the school year or upon request of the school is not covered by the Device Protection Plan. The student's account is automatically charged \$250 for the device and \$30 for the power cord, and the device will be deactivated. If the device is returned, the charges will be reversed, however a \$50 overdue fee will be assessed. The device must be evaluated by the campus tech and any damage will be assessed a fee.

Maintaining School Devices

Whether at school or home, proper care of the school device and power cord is important. Please adhere to these guidelines:

- **Know the barcode numbers for your device and power cord, and keep track of them at all times.** Do not leave the device or power cord unattended, or loan either to friends and classmates, as they are your responsibility.
- **Protect the device and power cord from food and drink, and extreme temperatures** (don't leave in a vehicle or outside).
- **Do not use the device to charge your phone or any other personal device, as it will ruin the device's battery.**
- Do not place items on the device or put too much pressure on the device while in your backpack.
- **Charge the device every night.** Students are expected to arrive at school with a fully charged battery daily. It is possible to sustain the charge all day if used properly, though you may bring your power cord to school as precaution should you so choose.
- When charging your device, do so in a manner that does not create a hazard for people and the device.
- **Report any lost or stolen device to Front Office Administration staff as soon as possible.**

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- Use a soft, dry microfiber or lint-free cloth to clean the screen. When necessary, rubbing alcohol may also be used to remove surface level grime.
- **Do not remove the label(s) or asset tag from your device or power cord.** If either the label or asset tag starts coming off or fading, bring the device or power cord to the Bookstore/Media Tech to have a ticket submitted to replace the label/asset tag.
- Do not deface the device.
- Do not attach stickers, draw on, or deface the device in any way.
- Do not attempt to remove device screws, disassemble or repair device.
- Report any issues with your device promptly (Device Support, page 7)

Device Protection Plan

There is no cost associated with the 1:1 Technology Program, however students are 100% responsible for damage, loss, or theft of the device.

Parents have the opportunity to purchase a protection plan through the district. The plan will cost \$30 per device each school year, which includes an initial repair (additional repairs if needed will be \$30 per incident), and limits the fee for replacement.

It is recommended parents purchase the Device Protection Plan to minimize any costs that may arise during the school year. Payment for the Device Protection Plan must be made prior to any device being checked out to be active for the school year.

What Is Covered

- Accidental damage
- Battery replacement (if it is determined the battery is malfunctioning)
- Damaged power cord. Lost power cords/chargers are not covered and replacement cost is \$30.
- Reduced replacement cost for lost or stolen devices. If the device is stolen, a police report must be filed and a copy of the report must be given to the school.

Intentional damage, or failure to return the Chromebook and power cord upon withdrawal or at the request of the school is not covered under the Device Protection Plan.

Parents/Guardians who choose not to purchase the Device Protection Plan are 100% responsible for all repair and replacement costs.

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	Cost <u>With</u> Device Protection Plan	Cost <u>Without</u> Device Protection Plan
Lost or stolen device / Device damaged beyond repair / Not economical to repair	\$100	\$250
Motherboard replacement	First repair is covered under the Device Protection Plan. Any additional repair will be \$30 <u>per incident</u> .	\$100
Charger / Power cord damage		\$30
Battery replacement		\$30
LCD screen replacement		\$40
LCD bezel replacement		\$30
Keyboard replacement		\$40
Palmrest replacement		\$40
Touchpad replacement		\$30
Top case cover replacement		\$30
Bottom case cover replacement		\$30

All repairs must be made by a Cave Creek Unified School District certified technician.

- An Incident Report will be completed for any loss or damage. The completed Incident Report will be emailed to the student and parent if an email address is available.
- Payment for repair must be made at the Bookstore/Media Tech before the device is returned to the student.

Acceptable Use (Governing Board Policy IJNDB-R)

Students must use the electronic information services (EIS) in accordance with the Governing Board Policy and Acceptable Use Policy (AUP). Violation of these policies will result in loss of privileges and disciplinary action. Each user of the District's EIS shall:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempting to harm, modify, add, or destroy software or hardware; not attempting to interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary actions up to and including expulsion for students.

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Unacceptable Use

Unacceptable use includes, but is not limited to:

- Using the EIS for non-school related purposes.
- Sharing usernames and passwords, or using another's username and password to access their account.
- Using an unreasonably high level of internet bandwidth.

Device Support

Each campus has a Campus Technician. To submit a ticket for service, repair, or replacement, please see the Bookstore/Media Tech. The Campus Technician is responsible for assessing and repairing school devices. They will work with the Bookstore/Media Tech staff when fees are imposed and replacement devices are needed.

- Devices that are damaged will be repaired and returned as soon as possible. The technician will determine if a temporary or replacement device needs to be issued.
- Payment for repair must be made at the Bookstore/Media Center before the device is returned to the student.
- Students who forget to bring their device (or charger, when needed) to school, may request a loaner from the Bookstore/Media Tech. If a loaner device or charger is available for use, a temporary charge will be instituted on the student's account until the device/charger is returned that day. The expectation is that the device is returned no later than end of day on the date it was borrowed, or the temporary charge becomes enforced as a cost incurred.

CCUSD Device Loan Agreement

The Device Loan Agreement detailed below shares the expectations and responsibilities of your student when using a device issued by the Cave Creek Unified School District (CCUSD). Please read the following carefully and discuss with your student. Your signature indicates your understanding of and your agreement with the provisions of this agreement.

- Your student will be issued one device and charger with an AC power adapter.
- The device and charger remain the property of CCUSD while in the care of your student.
- The device and charger will be returned to CCUSD immediately upon request or upon withdrawal from the District.
- The device and charger will be returned to CCUSD no later than the last day of school.
- The device and charger may be collected and subject to inspection at any time without notice. The student should not have an expectation of privacy related to device use.
- CCUSD devices are intended for educational use. All activities must be in accordance with CCUSD policies and rules, the Acceptable Use Policy, and all local, state, and federal statutes.
- Students may not deface or destroy the device or charger in any way. Devices and chargers must remain free of any writing, drawing, stickers, or labels other than those affixed by a CCUSD representative. Should a label or tag become damaged or disappear, upon return to school the student should contact their school's Bookstore/Media Tech for replacement.
- Only games and applications which in no way contradict the generally accepted understanding of school appropriate content are allowed at any time.
- Students may not attempt to change, alter, hack, or allow others to attempt to change, alter, hack or otherwise change the privileges and capabilities of any CCUSD device.
- Any theft, vandalism, and/or damage to the device should be reported to your student's front office administration as soon as reasonably possible.
- All rules and regulations as per the CCUSD Code of Conduct apply at all times. Consequences for failure to follow rules or to adhere to regulations will be applied as per the CCUSD Code of Conduct.



CCUSD Device Loan Agreement

Borrower Information

Parent/Guardian Printed Name

Address of Record

Phone Number (text messages)

Student Printed Name

School Attending

Current Grade

Student and Responsible Adult: We have read, understand and agree to abide by the terms of the CCUSD Device Loan Agreement (details on other side of this page and provided to me in a separate copy). We agree that it is the student's responsibility to make appropriate choices when using devices and working online. We understand that any violation of this agreement may result in the revocation of student's privileges and appropriate disciplinary action. We agree to the accuracy of the assessment of device condition as stated above.

Student Name and ID

Student Signature & Date

Parent/Guardian Name

Parent/Guardian Signature & Date

Please initial one option below:

_____: I elect to use the offered District Device Protection Plan and will remit payment to my child's school.

_____: I elect to decline the offered District Device Protection Plan.

For IT/Bookstore/Media Center Use:

Devices on Loan:

Laptop Asset Tag _____

Device Condition? (circle one)

New

Good

Fair

Note any markings or damage to devices upon loan:

Purchased Device Protection Plan? (circle one)

Yes

No