

*Plattsmouth Community
Schools*

Student / Parent Device Handbook



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Introduction

Plattsmouth Community Schools is proud to offer our Plattsmouth High School Students Apple iPads for use at school and at home. The 1:1 Learning Initiative, which provides mobile computing and wireless technology to all Plattsmouth High School Students, has been designed to provide students with the skills and tools needed to support lifelong learning and success.

The information contained within this document is also available online at <https://www.pcsd.org/about-us/departments/technology/11-program>.

1 Computer Specifications

Each student will be issued one Apple iPad 10.2” iPad, one Apple USB C to Lightning Cable Charger, one Logitech Rugged Combo Keyboard Case, and one Brenthaven branded Carrying Sleeve. The specifics of the sleeve will be listed on your loan agreement. The device and charger have assigned serial numbers and asset tags.

2 Receiving your Device

Devices will be distributed during our Device Distribution at the beginning of the school year. Students are required to attend to receive a device prior to the beginning of the school year. The following must be completed before students are issued a device:

- *Full student registration (completed online)*
- *Student Loan Agreement*
 - *This is a single sheet signed by the student. The agreement is available online and is agreed to upon acceptance into Plattsmouth Community Schools.*

3 Use & Maintenance Fee

There is a non-refundable fee of \$35 per school year. This agreement covers the device loaned to the student against all damage or loss over \$100.00. Accessories and damage valued less than \$100.00 are not covered. Coverage is 24 hours per day. Total value will be determined at the time of loss or damage. In no case shall the value be greater than \$600.00. In the event of damage or loss, this agreement will pay 75% (up to \$450.00) of the amount of damage or loss. You will be responsible for 25% (up to \$150.00) of the amount of damage or loss.

4 Using your Device at School

General

- *Devices are intended for use at school each day. Students are responsible for bringing their devices to all classes, unless specifically advised not to do so by their teacher.*
- *Devices must be brought to school each day fully charged. Only charge your device with the provided charger.*
- *Students need to comply with each classroom teacher's rules.*
- *No devices allowed in the locker rooms at anytime.*
- *No personal devices will be allowed on the Plattsmouth Community School's network.*

Screensavers and Backgrounds

- *Plattsmouth Community Schools does not allow changing the background of the iPads.*

Sound

- *Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.*

Printing

- *Materials printed on school printers must be school related. No personal printing is allowed. Students are allowed a maximum of 400 non-color pages per semester. This is enforced with a monitored print system.*

Lunch Period

- *Students will be allowed to use their device during lunch, provided there is no food or drink around the device.*

Extracurricular Activities

- *Students will be allowed to take their device to extracurricular events at the discretion of the coach/sponsor.*
- *If a coach/sponsor allows students to take their device to an event, the student and their parents will be entirely responsible for any damage, loss or theft that may occur at that time.*
- *On overnight trips, students will be expected to check in their devices for the evening with one of their coaches or sponsors.*

5 Taking Care of your Device

General

- *No food or drink is allowed next to your device.*
- *Students should not carry the device while the keyboard case is open.*
- *Under no circumstances should devices or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, break areas, unlocked classrooms or lockers, bathrooms, busses, cars and hallways. Any devices left in these areas are in danger of being stolen.*
- *Students are not permitted to write, draw or place stickers or labels on the devices.*
- *The devices must be transported in the district issued device sleeve. Students are not allowed to use a personal bag or store it in their backpack.*
- *The devices must be used with the district issued keyboard case.*
- *Students must report any damage or theft to the Technology Department immediately.*
- *Students should not under any circumstances repair, alter or make changes to their device. Please contact the Technology Department if you encounter a problem.*
- *Loaner devices will be issued to students whose device needs to be repaired by the Technology Department. Students will be expected to return the loaner device by the end of the day to the Technology Department.*
- *Students should not allow any other student to borrow or use their device.*
- *Student devices will be labeled in the manner specified by the school district. Under no circumstances are students to modify, remove or destroy these labels.*

Display Care

- *The device display can be damaged if subjected to rough treatment. The display is particularly sensitive to damage from excessive pressure.*
 - *Do not lean on the top of the device when it's closed.*
 - *Do not place anything in the device sleeve that will press against the case.*
- *Do not poke the screen.*
- *Do not place anything on the keyboard before closing the lid (e.g. pens, pencils or disks)*

6 Managing your Files

Students will be responsible for backing up their files. Each student will be issued a district Google Drive account with 30 GB of storage space. The Technology Department recommends students use Google Drive to backup files. Students will also be allowed to use a personal flash drive or an external USB hard drive to backup files.

Google Drive files will be available for 90 days after the student leaves, graduates, or otherwise exits the district. Please contact the Technology Department to retrieve cloud files or transfer ownership.

It is the student's responsibility to backup any data they would like to keep before turning in their device at the end of the school year. All information will be deleted from the devices over the summer by the Technology Department.

Students will be disciplined for saving or viewing any content deemed inappropriate by the Technology Department or school administration. Inappropriate content includes, but is not limited to, pornography, offensive content, harassing or abusive language, or other inappropriate material determined by the school administration.

7 Software

Installed Software

- The software installed by Plattsmouth Community Schools must remain on the device in usable condition and be easily accessible at all times.*
- The Technology Department has the discretion to approve and install additional programs and files.*
- Distributing software to unauthorized machines is prohibited.*

Additional Software

- Students are NOT ALLOWED to install any software on school devices, nor remove or alter software.*

Security

- Internet usage is filtered and documented at all times..*
- Tampering with machine security measures is forbidden. Violations of this policy will result in disciplinary action.*

Inspection

- Students may be selected at random to provide their school-issued device for inspection without notice.*

8 District Policies

Use of the device by any user continues to fall under the following District Policies:

- District Policy 5101 – Student Discipline, Section 2: Academic Integrity*
- District Policy 6800 – Technology/Internet Safety*

This information is publicly available and may change at any time. Please see our district website for updated information.

9 Parent Computing Tips

Computers are a resource tool. Plattsmouth Community Schools strives to provide students with the skills and tools needed to support lifelong learning and success. While it is great to have your child(ren) use and learn the latest technology, spending too much time with video games and surfing the web can be unproductive. Due to CIPA (Children's Internet Protection Act) requirements PCS will filter and document internet usage at all times. It is your responsibility as a parent to supervise, manage and monitor your child while they are not at school.

- Communicate with your children and set computer limits. Here are some examples:*
- I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.*
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that.*
- I will talk with my children so that we can set up rules for going online. We will decide on the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit.*
- I will talk with my children so that we can set up rules for going online. We will decide on the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit.*
- Limit the hours during the day that your child is on the computer.*

One of the District's goals with the learning initiative is to provide equitable technology access to families. Family members of the student with a school issued device are permitted to use the device to check the school website, your child's grades, etc. The student's use for school work should take priority over family use. All family members are required to follow the policies and procedures listed in this handbook as well as the District's Technology/Internet Safety Policy 6800.

10 Misbehaviors and Consequences

Plattsmouth Community Schools has a zero tolerance policy on computer violations. Students who are not responsible digital citizens will receive the following consequences.

- 1st offense – 24 hour loss of computer*
- 2nd offense – 1 week loss of computer*
- 3rd offense – Determined by administration*

Misbehaviors

- Students who forget to bring their device to class will receive consequences at the teacher's discretion.*
- Unsupervised devices will be confiscated by staff and taken to the administrative office. Disciplinary action will be taken for leaving your device in an unsupervised location.*

The Technology Department has the right at any time to format and re-image a student's device due to violations in this handbook or district policies.