Nixa Public Schools

CONNECTED Policy, Procedures, and Damage Waiver

2018-2019

Nixa Public Schools CONNECTED Program

The focus of the CONNECTED program at NPS is to provide tools and resources to the future-ready learner. Excellence in education requires a seamless integration of technology throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these future-ready students is technology. The individual use of technology is a way to empower students to maximize their full potential.

Learning results from the continuous dynamic interaction among students, educators, parents and the community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning integrates technology into the curriculum anytime, anyplace.

The procedures and information within this document apply to all CONNECTED devices used at NPS, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1. RECEIVING YOUR CONNECTED Device & CONNECTED Device CHECK-IN

1.1 Receiving Your CONNECTED Device

On becoming a new to the district 2nd through 12th grade student or a 2nd grade student, CONNECTED devices will be distributed accordingly. **All Families have the option to purchase a One2One Risk Device Damage Waiver at one2onerisk.com.** The optional One2One Risk Device Damage Waiver outlines the requirement for families to protect the CONNECTED Device investment for the school district. Please review the optional One2One Risk Device Damage Waiver included in this handbook.

Parent/Guardian-Initiated Accommodations: It is not the District's recommendation that a student be restricted access to any learning resource granted to all other students. If circumstances outside of school call for a student to have limited or restricted access to the District's provided resources, a written request by the student's parent/guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the parent/guardian is requesting the special accommodation. If the request is initiated by parent/guardian, approved by a school administrator, and placed on file with the school's help desk, a student may be granted "as needed only" or "by teacher request only" access to their CONNECTED device, rather than having it issued permanently into the student's possession

Students with Disabilities: Nixa Public Schools is committed that all students will have the tools needed to access the curriculum. The devices that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a CONNECTED device, and for others it may be a specialized device that allows for access and meets the unique needs of the student. Devices will not be removed and replaced without consideration given to each individual situation. In the case where a CONNECTED is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.

1.2 CONNECTED Device Check-up

CONNECTED Devices will be inspected two to three times a year so they can be checked for serviceability. If a device needs servicing or repair, those decisions will be made solely by the school district tech department. If a student transfers out of NPS during the school year, the CONNECTED Device will be returned at that time.

1.3 Check-in

Individual school CONNECTED Devices and accessories must be returned to the distributing school help desk at the end of each school year if you are graduating or not returning the following school year. Students who withdraw, are expelled, or terminate enrollment at NPS for any reason must return their individual school CONNECTED Device on the date of withdrawal, expulsion or enrollment termination. If a student fails to return the CONNECTED Device prior to graduation or upon the date of withdrawal, expulsion or enrollment termination at NPS, that student's parents/guardians will be subject to criminal prosecution or civil liability.

The parents/guardians will also pay the replacement cost of the CONNECTED Device. Failure to return the CONNECTED Device will result in a theft report being filed with the Nixa Police Department. Furthermore, the parents/guardians will be responsible for any damage to the CONNECTED Device, consistent with the One2One Risk Device Damage Waiver and must return the computer and accessories to the NPS office in satisfactory condition.

1.4 Summer Drop-Off Locations

If you are unexpectedly moving out of the Nixa district during the summer vacation months, you will need to turn in your CONNECTED device and charger. There are a few options that you can choose from to turn in your device.

- There is a device drop-box located in front of the Tech Center (297 S. Main St.) available 24 hours a day.
- During the month of June, you may turn in your device at your child's school (to the office manager) during summer school hours (7:30am to 2:30pm)

1.5 Summer Device Repair

If your CONNECTED device is in need of repair over the summer months, our technology department is ready to keep your device healthy and working. In order to set up a time to drop off your device for repair, please email summerdevicerepair@nixaschools.net. You will receive a reply email that will give you options for times and dates to bring your device in for repair. All summer repairs will take place at the Technology Center (297 S. Main St.) located directly behind the Faught Administration Building.

1.6 Chromebook Assistance

If you are in need of assistance with non-repair related chromebook issues, please email chromebookassistance@nixaschools.net.

2. TAKING CARE OF YOUR CONNECTED DEVICE

Students are responsible for the general care of the CONNECTED Device they have been issued by the school. CONNECTED Devices that are broken or fail to work properly must be taken to the help desk

for an evaluation of the equipment.

2.1 General Precautions

- The CONNECTED Device is school property and all users will follow this policy as well as the NPS and district acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the CONNECTED Device to prevent damage.
- CONNECTED Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Nixa School District.
- CONNECTED Devices must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their CONNECTED Device's battery charged for school each day.
- Labels on the Tech Devices may not be removed by the student or any other person.

2.2 CONNECTED Device Care

The CONNECTED Device can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the CONNECTED Device when it is shut.
- Do not place anything near the CONNECTED Device that could put pressure on the screen.
- Clean the device with a soft, dry cloth or anti-static cloth.
- Do not "bump" the device against walls, floors, etc. as it will eventually break the device.

3. USING YOUR CONNECTED DEVICE AT SCHOOL

CONNECTED Devices are intended for use at school each day. In addition to teacher expectations for CONNECTED Device use, school messages, announcements, calendars and schedules will be expected to be accessed using the CONNECTED Device. Students must be responsible to bring their CONNECTED Device to school.

3.1 CONNECTED Device Undergoing Repair

Loaner CONNECTED Devices will be issued to students when they leave their Tech Devices for repair in the help desk. There may be a delay in getting a loaner CONNECTED Device should the school not have enough to loan.

• When a device is damaged and payment is required for repair (i.e. One2One claim fee, cost of repaired part without One2One protection), the student will not receive their device back until payment is made. The student will have access to a loaner until payment is made. If payment has not been made and contact has not been made with parents/legal guardians after two weeks, the loaner chromebook will not be allowed to go home after two weeks. NPS encourages all families, that are concerned about inability to pay for parts and/or protection fees, to contact their building ITF to discuss options that are available to help with

Loaner devices will not be sent home, K-6.

3.2 Charging Your CONNECTED Device's Battery

CONNECTED Devices must be brought to school each day in a fully charged condition. Students need to charge their CONNECTED Device each evening.

In cases where use of the CONNECTED Device has caused batteries to become discharged, students may be able to connect their CONNECTED Device to a power outlet in class.

3.3 Media/Passcodes

Inappropriate refers to 1. Media that materially or substantially interferes with the educational environment or is 2. Contrary to the district's educational mission.

- Inappropriate media may not be used on the Tech Device.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes during the school day.
- Music is allowed on the CONNECTED Device and can be used at the discretion of the teacher.
- CONNECTED Device game playing is not allowed during the school day unless specifically authorized by the teacher.

3.4 Home Internet Access

While on school grounds the students may only access the Internet using the district's wireless (filtered) network. Students may access wireless networks other than the school's network on their CONNECTED Device. This will assist them with CONNECTED Device use while at home. Use of the CONNECTED device outside of school property will only have filtered access. For more wireless options outside of school access, please check the connectednixa.net website for business partners and broadband access.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Network Connectivity

Nixa Public Schools makes no guarantee that the 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.

5. ACCEPTABLE USE

The use of Nixa Public Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by Nixa Public Schools is not transferable or extendible by students to anyone outside the school and terminates when a student is no longer enrolled. This Nixa School District's Acceptable Use Policy (AUP) Board Policy EHB-C is provided to make all students aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any part of the AUP or NPS terms of use, privileges may be terminated, access to school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

NPS GUIDELINES AND TERMS OF USE

5.1 Parent/Guardian Responsibilities

- Talk to your children about the values and standards your children should follow when using the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Parental discretion can be used when the device is used at home.

5.2 School Responsibilities are to:

- Provide Internet and email access to its students.
- Provide Internet filtering in accordance with Policy EHB.
- Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

5.3 Students are Responsible for:

- Using CONNECTED Devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication which apply to CONNECTED Device use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Protecting Nixa Public Schools CONNECTED Devices and systems by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their CONNECTED Device after they are done working to protect their work and information.
- If a student should receive emails, texts or view social media containing inappropriate or abusive language or if the subject matter is questionable, he/she is required to take it to their parent, teacher or principal.
- Students who withdraw, are expelled, or terminate enrollment at NPS for any other reason must return their CONNECTED Device on the date of termination.

5.4 Student Activities Strictly Prohibited:

- Illegal transmission of copyrighted materials
- Any action which violates the Acceptable Use Policy, any existing Board policy or public law

- Sending, accessing, uploading, or distributing inappropriate media as defined in 3.4.
- Use of websites or other means of plagiarizing or purchasing papers, book reports or other work the student will present as his or her own work.
- Changing of CONNECTED Device settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming-Sending mass emails
- Gaining access to other student's accounts, files, and/or data and sharing of logins to gain access to apps.
- Use of the district Internet/email accounts for financial or commercial gain or for any illegal activity
- Students are cautioned when giving out personal information over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay®, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Deletion of teacher requested app without teacher permission.
- Bypassing the Nixa Public Schools Internet filter through a web proxy

5.5 CONNECTED Device Responsibilities

Students will be held responsible for maintaining their individual CONNECTED Device and keeping them in good working order.

- Any Tech Device malfunction or damage must be reported to the help desk. The school district will be responsible for repairing CONNECTED Devices that malfunction due to normal circumstances. CONNECTED Devices that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the parents/guardians. Parents/guardians will be responsible for the entire cost of repairs to CONNECTED Devices that are damaged intentionally.
- When a device is damaged and payment is required for repair (i.e. One2One claim fee, cost of repaired part without One2One protection), the student will not receive their device back until payment is made. The student will have access to a loaner until payment is made. After an extended period of no payment, student will be issued alternative loaner. NPS encourages all families, that are concerned about inability to pay for parts and/or protection fees, to contact their building ITF to discuss options that are available to help with costs.
- Loaner devices will not be sent home, K-6.
- CONNECTED Devices that are stolen must be reported immediately to the help desk and the Police Department.

5.6 Legal Propriety

• Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not an acceptable excuse. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of intellectual property rights such as copyrights and district policy.
 Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to NPS Student/Parent Handbook. Violation of applicable state or federal law will result in disciplinary action by the District and/or criminal prosecution.

6. PROTECTING & STORING YOUR CONNECTED DEVICE

6.1 CONNECTED Device Identification

Student CONNECTED Devices will be labeled in the manner specified by the school. CONNECTED Devices can be identified in the following ways:

- Record of serial number
- NPS Asset Tag
- Student tag with name and gmail

6.2 Storing Your CONNECTED Device

Nothing should be placed on top of the CONNECTED Device, when stored. Students are encouraged to take their CONNECTED Devices home everyday after school, regardless of whether or not they are needed.

6.3 CONNECTED Devices Left in Unsupervised Areas

Under no circumstances should CONNECTED Devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, office, unlocked classrooms, and hallways. Any CONNECTED Device left in these areas is in danger of being stolen. If a Tech Device is found in an unsupervised area, it will be taken to the help desk.

7. REPAIRING OR REPLACING YOUR CONNECTED DEVICE

7.1 One2One Risk Device Damage Waiver

One 20ne Risk Device Damage Waiver is *optional* for **2nd through 12th grade students** and parents to cover CONNECTED Device replacement in the event of theft, loss, or accidental damage and to provide support and maintenance. *This fee is nonrefundable and will not be prorated*. The damage waiver cost is \$25.00 (\$50.00 max per family) annually for each CONNECTED Device. Reduced Lunch student cost will be \$15.00 (\$30.00 max per family) annually for each CONNECTED Device. Free Lunch student cost will be \$10.00 (\$20.00 max per family) for each CONNECTED Device. If a family feels that they are unable to pay the cost of the Damage Waiver, they can meet with the principal to discuss options. This plan will include repairs for the CONNECTED Device outlined in the below table. Parents can purchase this Damage Waiver through one2onerisk.com.

8. COST OF REPAIRS

The School District Device Damage Waiver will cover one claim in full for breakage of any parts or replacement of the CONNECTED Device. The second and third claim, families will be responsible for a \$20 fee. Claims after the third will be at a total cost to the student. If repairs support the need for full replacement cost for the Tech Device, the cost will be \$75.

Damage Waiver Deductible for Claims (Per School Calendar Year)	
1st Claim	Covered
2nd-3rd Claim(s)	\$20 fee each claim
4th Claim	Total cost of repair
Claims that require full replacement	\$75

What is Covered:	What is NOT Covered:
Accidental damage, such asdrops spills liquid submersion fire flood natural disasters power surge by lightning vandalism (requires school and police report) theft (requires school and police report)	purposeful or negligent damage lost or misplaced charging cord** Picking keys If a student moves out of district and does not return chromebook to NPS.

^{*}If you do not have One2One coverage, your full replacement cost is \$287.

**Charging cord replacement cost is equal to current cost to district. Cost is subject to change.

Current Acer Chromebook Replacement Cost:

Item	Replacement Cost**
Chromebook	\$275
IO Board (headphone jack board)	\$3.75
Individual keyboard keys*	\$1/key
SPEAKER MODULE L+R	\$2.56
MICROPHONE KMXH094087	\$1.61
LCD HINGE BRACKET R	\$7.05
LCD HINGE BRACKET L	\$7.05
TOUCHPAD SUPPORT BRACKET	\$0.86
HINGE CAP RUBBER	\$0.61
ANTENNA ASSY MAIN+AUX 81EAAL15.GBM	\$1.12

CABLE FFC IO BOARD TO MB (130MM / 34P) 5V	\$0.30
CABLE FFC TP TO MB (104MM / 8P)3V	\$0.19
CABLE FFC LED BOARD TO MB (92.5MM / 6P)3V	\$0.16
CABLE ASSY GSENSOR BOARD TO MB (6P / 5V)	\$1.17
CABLE LCD LVDS(40/30/6P / 19V)	\$3.57
LED BOARD	\$1.66
GSENSOR BOARD	\$2.05
TOUCHPAD W/MYLAR CP3ISV2M BLACK ELAN	\$3.92
LCD COVER SUB ASSY BLACK	\$11.57
LOWER CASE SUB ASSY BLACK	\$5.01
KEYBOARD W/UPPER CASE ASSY AL1G_C16B US BLACK (NK.	\$16.98
LCD LED TOUCH PANEL W/ BEZEL 11.6 (GIS 11.6 WXGA N	\$120.35
WLAN INTEL WLAN 7265.NGWG.W D0 STONEPEAK M.2 2X2 A	\$11.55
ADAPTER 45W 19V 3-PIN BLACK-TIP - 1.1X3.0X7.5 DEL	\$7.00
BATTERY 3-CELL PRISMATIC 3490MAH - SANYO AC15A 3S1	\$23.89
MAINBOARD C738T (1.6G) ICQN3160 / MEM 4GB / EMMC	\$160.69
LITEON HD LT_HN165_RTS5838H AOET UNIFIED HDR CHROM (chromebook webcam)	\$5.60
CHICONY HD CH_OV9728_SPA2083 CHROME	\$7.46
Asset Tags/CONNECTED skin	\$2.00
Charging Cord	\$10.00
Chromebook, charger/power adapter, and asset tags/CONNECTED skin	\$287
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**Full cost of repair may include shipping fees for replacement parts. Also, all part prices are subject to change based on fees from ACER depot.

In the case of theft, vandalism and other criminal acts, or fire, a police/fire report **MUST be filed by the student or parent** for the waiver coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for <u>full replacement costs</u> of intentional damages to CONNECTED Devices. One2One Risk Device Damage Waiver **DOES NOT** cover intentional damage of the CONNECTED Device or any other associated components.

DAMAGE TO ANOTHER STUDENT'S CHROMEBOOK: Students are responsible for claims resulting from intentional and/or accidental damage to chromebooks other than their own.

^{*}Contingent upon the key inset(s) not being damaged. Key inset damage will require a full keyboard replacement.

ONE2ONE RISK DEVICE DAMAGE WAIVER

The Nixa Public School District recognizes that with the implementation of the CONNECTED initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of the device damage waiver.

One2One Risk Device Damage Waiver

One2One Risk Device Damage Waiver is *optional* for students and parents to cover CONNECTED Device replacement in the event of theft, loss, or accidental damage and to provide support and maintenance. *This fee is nonrefundable and will not be prorated*. The damage waiver cost is \$25.00 (\$50 for family) annually for each CONNECTED Device. Reduced Lunch student cost will be \$15.00 (\$30 for family) annually for each CONNECTED Device. Free Lunch student cost will be \$10.00 (\$20 for family) for each CONNECTED Device. If a family feels that they are unable to pay the cost of the Damage Waiver, they can meet with the principal to discuss options. This plan will include repairs for the CONNECTED Device outlined in the below table. Parents can purchase this Damage Waiver through one2onerisk.com.

One2One Risk Device Damage Waiver Agreement

I agree to pay One2One Risk an annual damage waiver payment for coverage of accidental damage, theft, loss or damage by fire/flood, water. I understand the payment is non- refundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of the school year.

I understand in the case of theft, vandalism and other criminal acts, or fire, a police/fire report **MUST be filed by the student or parent** for the damage waiver coverage to take place. A copy of the police/fire report must be provided to the principal's office.

Further, I understand that One2One Risk Device Damage Waiver **DOES NOT** cover **INTENTIONAL DAMAGE**. Students/Parents are responsible for <u>full replacement costs</u> of intentional damages to CONNECTED Devices. One2One Risk Damage Waiver **DOES NOT** cover intentional damage of the CONNECTED Device or any other associated components.

Damage Waiver Deductible for Claims (Per School Calendar Year)	
1st Claim	Covered
2nd-3rd Claim(s)	\$20 fee each claim
4th Claim	Total cost of repair or replacement
Claims that require full replacement	\$75

What is Covered:	What is NOT Covered:
Accidental damage, such asdrops, spills, liquid submersion fire, flood, natural disasters, power surge by	purposeful or negligent damage lost or misplaced charging cord**

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^{**}Charging cord replacement cost is equal to current cost to district. Cost is subject to change.

NPS Student Pledge for CONNECTED Device Use

- 1. I will take good care of my CONNECTED Device.
- 2. I will never leave the CONNECTED Device unattended.
- 3. I will never loan out my CONNECTED Device to other individuals.
- 4. I will know where my CONNECTED Device is at all times.
- 5. I will charge my CONNECTED Device every day.
- 6. I will keep food and beverages away from my CONNECTED Device since they may cause damage to the device.
- 7. I will not disassemble any part of my CONNECTED Device or attempt any repairs.
- 8. I will only use my CONNECTED Device in ways that are appropriate.
- 9. I will not place decorations (such as stickers, markers, etc.) on the CONNECTED Device. I will not deface the serial number or asset tag on any CONNECTED Device.
- 10. I understand that since my CONNECTED Device is property of the Nixa School District, there is no expectation of privacy with any of its contents.
- 11. I will file a police/fire report in case of theft, vandalism, fire and other acts covered by insurance.
- 12. I will be responsible for all damage or loss caused by neglect or abuse.
- 13. I agree to return the District CONNECTED Device and power cords in good working condition.
- 14. I understand that my CONNECTED Device is subject to inspection at any time without notice and remains the property of the Nixa School District. I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of the CONNECTED Device or other district technology resources. I consent to district interception of or access to all of my electronic communications using the CONNECTED Device or other district technology resources as well as all data I store on the CONNECTED Device or district technology resources, including deleted files, pursuant to state and federal law.

Pertinent CONNECTED Facts:

CONNECTED devices are taken home each summer by students in 2nd through 11th grade. All graduating or leaving the district students will return their device prior to the end of the school year. Parents are encouraged to determine expectations for CONNECTED device use/storage for the summer months. It is important to note that parents have the authority to set all boundaries and use/storage decisions for their children.

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Charging cord replacement cost is equal to current cost to district. Cost is subject to change.