

# Laurel Public Schools

## One-to-One Device Handbook



*Dedicated to the individual development of each student, every day, without exception.*

## Device Purpose

Laurel Public Schools supplies specific grade-level students with 1:1 devices. This device is the property of Laurel Public Schools and is intended to provide students with access to educational materials such as Google Workspace and other educational web-based tools and sites. The device is an educational tool and is **not** intended for gaming, social networking, or high-end computing.

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## 1. Device Checkout

### 1a: District Owned/Issued Devices

- Devices will be distributed to students at the beginning of their 7<sup>th</sup> grade year or arriving as a new student in the district between 7<sup>th</sup> grade and 12<sup>th</sup> grade. Students MUST sign and return the Responsible Use Policy before the device is issued and within two weeks of the beginning of each new school year. This handbook outlines the procedures and policies for students and families to protect the device investment for Laurel Public Schools. Devices will be collected if the student leaves the district prior to graduation or if required by state disposal laws. Any device that has not been returned or paid for will be considered stolen property and law enforcement agencies may be notified.

### 1b: Student Owned Devices

- Student-owned (outside purchase instead of the district-supplied device) devices will not be allowed in the classroom.

### 1c: Graduation and Disposal Process

- Upon graduation, students will be given the option to keep the device that has been assigned to them. In the spring of the student's graduating year, a mandatory form will be provided where the student will make their option selection. Upon completion of the school year, the devices will be removed from the district's systems, which will remove all district restrictions and return the device to an unmanaged state. If a student does not wish to keep their device, it must be returned to the designated staff members in the High School library by the specified deadline so it may be repurposed. Failure to submit the mandatory form by the due date will result in the student not being allowed to retain possession of the device.

## 2. Device Care

Students are responsible for the general care of the district-owned device they have been issued. Devices that are damaged, or fail to work properly, must be taken to the school's designated repair location as soon as possible. Students should not attempt to repair devices on their own. The student's parent or legal guardian will be responsible for any repair costs incurred as a result of damage or theft. Repair costs are calculated based on the market rate of replacement parts.

***Do not take district-owned devices to an outside computer service for any type of repairs or maintenance.***

There may be mandatory device checks scheduled throughout the school year. Without

exception, students are expected to participate in these and will have their district-issued device available upon request.

## 2a: General Precautions

- No food or drink is allowed next to your device at any time.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Transport devices with care.
- Device lids should always be closed and tightly secured when moving.
- Never transport your device with the power cord plugged in. Never store your device in your carrying case or backpack while plugged in.
- ***Students should never carry their devices while the screen is open.***
- Vents should not be covered as damage to devices may occur.
- Devices must be labeled with a Laurel Public Schools asset tag at all times, and this tag must not be removed or altered in any way.
- Devices should never be left in a car or any unsupervised area.
- **Unsupervised devices will be confiscated by staff.**
- Students are responsible for bringing **completely charged** devices for use each school day.

## 2b: Screen Care

Device screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the device when it is closed.
- Do not walk with or store the device with the screen in the open position.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, paperclips, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents. Some individuals may have allergic reactions to chemicals in cleaning solvents, and some solvents can damage the screen. Use a water-dampened microfiber cloth, not the screen.

## 3. Device Expectations

- Students are expected to have their CHARGED devices at school EVERY day.
- Students are responsible to bring their device to all classes.

- Devices should be in a secure location at all times.

### **3a: Forgotten Devices**

- If students leave their devices at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parent/guardian, then students may have the opportunity to use a replacement device from the Library if one is available.
- Repeat violations of this policy may result in an individualized device plan.

### **3b: Repair**

- Loaner devices may be issued to students if their district-issued device requires repair.
- Students using loaner devices will be responsible for any damages incurred while in their possession. *Full replacement cost will be assessed if the loaner device is lost or stolen.*

### **3c: Charging**

- Devices must be brought to school each day FULLY CHARGED.
- Students need to charge their devices each evening.

### **3d: Settings**

- Backgrounds
  - Inappropriate media may not be used as a screensaver or background.
  - Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures is a Responsible Use Policy violation.
- Sound
  - Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes.
  - Headphones/earbuds may be used at the discretion of the staff member.

### **3e: Account Access**

- Students will only be able to sign in using their own district-issued account
- Do NOT share your password. Sharing your password or using someone else's password is a Responsible Use Policy violation.

## **4. Google Workspace Usage and Retention**

- Google Workspace is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.

With an internet connection, you can access your documents and files from any device, anywhere, at any time, no matter where you are.

- All items will be stored online in the Google Cloud environment.
- Prior to leaving the district or graduating, students who want to save any work need to use [Google Takeout](#) to transfer any work to a personal Gmail account. The district does not retain student online storage.

## **5. Responsible Use Policy**

- The district's Responsible Use Policy must be signed and recorded before devices are issued.
- Non-compliance with the policies of this document or the Responsible Use Policy may result in disciplinary action.

### **5a: Privacy and Safety**

- Do not go into chat rooms or send/forward chain letters.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, your password or passwords of other people.
- Remember that storage is not private or confidential as all devices and accounts are the property of Laurel Public Schools.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise inappropriate material, exit the site and immediately contact your instructor via email or in person.

### **5b: Legalities**

- The student in whose name a system account and/or device is issued is responsible at all times for its use.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Responsible Use 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 discipline. Violation of applicable state or federal law, will result in criminal prosecution or disciplinary action by the District.
- Attempts to uninstall or circumvent district-supplied filtering or district-administered management tools is a violation of the Responsible Use Policy.

### 5c: Email/Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not forward chain letters or spam.
- Do not open emails from senders/email addresses you do not know.
- E-mail, communications, and account usage should be for **educational purposes**.

### 5d: Disclosures

- E-mail, network usage, and all stored files are **not** confidential and will be monitored at any time by designated district staff to ensure appropriate use.
- Any online activity while using district devices or accounts is subject to inspection by the school at any time.
- The district cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of cyber crime laws.

### 5e: Offsite Use

- The use of district-issued devices at home is encouraged.
- Device care at home is as important as in school. Please refer to the care section.
- Transport your device in a protected backpack.
- Devices and accounts are filtered and monitored whether they are on or off site.

## 6. Device Repairs/Replacements

### 6a: Repairs

- Repairs fees are assessed based on replacement/repair cost
  - Examples (costs are approximate)
    - Keyboards - \$100.00
    - LCD screens - \$25 - \$50.00
    - Charging cables/power cords - \$40.00
    - Camera cables - \$25.00

### 6b: Replacement

- If a device is in need of replacement due to irreparable damage, loss or theft, an **identical or older model** will be issued. Students will not be issued a “newer” model. If an identical or older model replacement is not available, the student will be assigned an available device.

- In the case of a stolen device, a police report must be filed and a copy of the report must be provided to the District within a reasonable amount of time. If not provided to the District within a reasonable amount of time, a payment for the full replacement cost of the device may be required.
- In the case of a lost device, before a student is assigned a replacement device, a payment for the full replacement cost of the device may be required.

**6c: Repair/Replacement Fees**

- Repaired or replacement devices will be returned/assigned after repair/replacement fees have been paid in full.