

Student District-Issued Device Procedure

Clarence Central School District Technology Overview

The goal of the Clarence Central School District is to provide our students with the best technology solutions available to promote learning and growth.

Device Information, Distribution, and Return

Devices will be issued to students and Clarence Central School District will retain complete ownership of the device.

Personally owned devices may be used by students but are not supported by the District for instructional purposes at school. While the District offers a Bring Your Own Device wireless network, support of personal devices used on this network may not be sustainable due to the many different makes and models of devices. Students are expected to utilize their district-issued devices as an educational tool for their coursework.

Students who transfer out of, or withdraw from the District, will be required to return their devices and accessories in the condition that they were received. If the device and/or accessories are not returned, the student will be held responsible for payment in full for the unreturned property. If the District property is not returned or returned damaged and reimbursement has not been made, District policies and protocols will be followed to retrieve devices and any appropriate reimbursements.

Start of School Year

New students are issued a device and power supply for use during the school year and existing students are already in possession of their district-issued device and power supply. There is no cost to receive these items as it is a primary educational tool. It is the responsibility of the student that has been assigned a device, to provide proper care and protection of the device. Devices should only be used by the student to whom they were assigned. Damage and/or loss of the device due to a failure to properly care for and maintain the device will result in repair and/or replacement charges being levied against the student, as shown in Appendix A. Device malfunctions from normal use will not incur a charge being levied against the student assigned the device.

Grade K

Students coming into kindergarten will be assigned an individual device which includes a protective case and charger. Devices may be stored and maintained in their classroom or sent home regularly depending on the teacher's decision. Devices are inventoried and labeled for each student at the start of the school year. Students will be responsible for the proper care and use of the device, case, and charger when on or off the District premises at all times.

Grades 1 - 12

New students coming into grades 1-12 will be assigned an individual device which includes a protective case and charger. Students returning and going into grades 1-12 will remain in possession of their device, case, and charger throughout the summer months and are expected to bring their device, case, and charger back to school with them in September. The devices are inventoried and labeled for each student. This device will remain in the possession of the student until the technology department replaces it, the student graduates, or the student leaves the District. Students will be responsible for the proper care and use of the device, case, and charger when on or off the District premises at all times.

End of School Year

Grades K - 11

Students in Grades K through 11 will retain their device, case, and power supply and maintain proper care of the equipment so it is in good working order for returning to school in September. Students are free to use the device for any academic-related work or projects. It is suggested and requested that students in Grades K - 11 ensure their device is in proper working order before the school year ends. If a student's device needs repair, students should promptly report to their teacher or library in their building. Students will be responsible for the proper care and use of the device, case, and charger when on or off the District premises at all times.

Grade 12

Students in Grades 12 will turn in their school-issued device, case, and power supply before graduating in June. They will be notified by the high school principal as to when and where they can turn in their equipment. If a device is damaged or not returned when due, appropriate charges will be levied against the individual student assigned the device, as shown in Appendix A.

Mid-Year Changes

Students who enroll after the start of the school year will be provided with an assigned device as soon as possible from the date of their enrollment. Students who transfer out of, or withdraw from the District, will be required to return their devices and accessories in the condition that they were received. If the device and/or accessories are not returned, the student will be held responsible for payment in full for the unreturned property, as shown in Appendix A. If the District property is not returned or returned damaged and reimbursement has not been made, District policies and protocols will be followed to retrieve devices and any appropriate reimbursements.

Device Care and Procedures

- Food or drink should NEVER be on or near the device.
- Keyboards and keys should not be removed nor tampered with.
- Devices should always be closed when not in use or when being transported.
- Devices should not be exposed to any weather elements or left in extreme temperatures.
- Cords, cables, headphones, and any other removable objects should be inserted and removed carefully to avoid damaging the device.
- Objects should never be placed on top of the device.
- Decals and stickers other than those applied by the District are prohibited.
- Devices should be secured when not in use.
- District-supplied device cases and serial number stickers should NEVER be removed.

Screen Care

- The device screen can be damaged if subjected to objects, certain cleaning products, or other liquids.
- Ensure that the keyboard is clear of any debris, such as paper, pens, pencils, or other obstructions before closing the device.
- Do not place stickers on the screen or touch the screen with anything other than a finger or proper screen stylus.

Troubleshooting and Reporting Issues

- At no time should an attempt to repair the device be made by an unauthorized employee, student, family member, or outside repair service.
- If a device fails to operate, the device should be brought to the student's teacher or their school library promptly. If the device is deemed inoperable or defective, another device will be issued.

Cleaning

- Devices can be cleaned with a soft, dry antistatic or microfiber cloth.
- Do not use any spray or wipe the device with household cleaner or water.

Clarence Schools Asset Tags and Student Identifying Labels

- All devices are labeled with a District asset tag and other identifying information. Student devices are additionally labeled with identifying information such as portions of the student's name and graduating year.
- At no time should the asset tag or other identifying information be removed, modified, or tampered with.

Responsibilities and Expectations

Educational Use

A district-issued device is a tool for education, much like a textbook or writing utensils. Students are expected to bring a fully charged device to school each day. Students are responsible for bringing their devices to their classes unless they are specifically advised not to do so by their teacher. If a student forgets to bring their device to school, a loaner device may be assigned to the student from the library in their building. Repeated failure to bring District-supplied student devices to class may result in disciplinary action taken by the administration.

Acceptable Use Policy

All students are bound by the Clarence Central School District [Acceptable Use Policy \(AUP\)](#) and all other guidelines specified in this policy document wherever the devices are used. Violations of the Acceptable Use Policy (AUP) or items stated in this policy will be addressed by the administration to determine the proper course of action.

Out-of-District Use

A Wi-Fi Internet connection will be required for device use. The device is an educational tool. Device login is restricted to Clarence Central School District and Erie 1 BOCES user accounts. Modifying, disabling, or attempting to circumvent the restricted login is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action. Device use is always monitored and filtered, regardless of location.

Monitoring and Filtering

Clarence Central School District uses an Internet content filter to comply with the federally mandated Children's Internet Protection Act (CIPA). All District devices, regardless of physical location, will have internet activity filtered and monitored. All files stored on District devices are the property of the District and are subject to review and monitoring. Clarence Central School District reserves the right to remotely locate all District-issued devices. Modifying, disabling, or attempting to circumvent content filtering services is a violation of the [Acceptable Use Policy \(AUP\)](#) and may result in suspension of the District device, network account privileges, and/or disciplinary action taken by the administration.

Damaged, Lost, or Stolen Devices

- Lost and/or stolen devices, damages, and other incidents must be promptly reported to the student's teacher or library staff in their building.
- At no time should an attempt to repair the device be made by an unauthorized employee, student, family member, or outside repair service.
- Building administration must be informed of any incident that will need to be addressed.
- The District will file a report with appropriate law enforcement authorities if a device is reported stolen.

and attempts to locate the device are not successful.

- If devices are lost or damaged due to student negligence, students will be liable for damage and an incident fee will be charged in the form of a letter and invoice from the District.

Appendix A

Device Repair and Replacement Costs

Charges will be levied at the cost to the District when damage or loss occurs.

\$360 - complete device replacement

\$150 - touch screen/digitizer replacement

\$45 - back display panel cover

\$25 - power adapter replacement

\$35 - keyboard replacement

\$30 - daughterboard (ports) replacement

\$45 - top case with touchpad replacement

\$20 - bottom case replacement

\$45 - [Gumdrop DropTech](#) protective Chromebook case