Pleasant Valley School District
Brodheadsville, Pennsylvania

TECHNOLOGY HANDBOOK
K-12

Terms and Conditions for the acceptance, use and care of district-owned devices distributed to students through the 1:1 Technology Integration program.

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Introduction

Welcome to Technology in the Pleasant Valley School District.

Each PV student in grades K-12 will receive a district-issued device with a protective case. Student devices will be used both in the classroom and at home throughout the student's time at PV.

PVSD students will be provided opportunities to use the Internet/network as a research tool within clearly understood parameters. These conditions include:

1. Parents are advised of the rules and give their written permission

2. The student gives written assurances regarding appropriate behaviors while using the Internet/Network, and

3. The student and parents understand that violations of these assurances will result in disciplinary actions, and possible loss of Internet/network privileges in instances of abuse. This handbook contains important information regarding the use of our technology resources and policy.

The foundation for our 1:1 Technology implementation is based upon our Vision for Technology Integration in PVSD:

Through the ethical use of technology, the learning community will be empowered to take intellectual risks in order to advance their educational experience and skills for meaningful participation in a global community.

All students utilizing district owned or provided technology must be aware of and compliant with School Board approved student network and internet safety and acceptable use regulations: Policy 237 and Policy 815 and Admin Regulation 815.7.

Students are required to use their assigned PVSD technology device and network service for educational purposes. Use of these resources is a privilege, not a right. Students must conduct themselves in a responsible, ethical and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook and/or civil or criminal liability.

Prior to accessing the device at school, students and parents must sign the Device Responsibility Agreement Form. Parent permission is required for all students, as well, to ensure the support and partnership in responsible use of technology.

Effective and efficient operation of the District's Network relies upon all users adhering to the following guidelines. The guidelines outlined below are provided for the understanding and awareness of all users:

A. Students are responsible for their behavior and communication on the Internet.

B. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on any network.

C. Students may not use the Internet or technology devices to engage in unethical cyber behavior or any other unlawful activities.

D. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

E. Any use of the Internet, including email, for commercial purpose, advertising, or political lobbying is prohibited.

F. No hardware, software, or peripherals may be added to classroom devices or the network. ***This can only be done by technology staff members***.
   - Students may not attach any student-owned media players (e.g., iPods, iPads, smart phones).
   - Students may use flash drives or cameras for the sole purpose of school related, instructional activities.

G. Students are expected to abide by the following generally accepted rules of network and email etiquette:
   - Be polite, courteous, and respectful in your messages to others.
   - Use language appropriate to school situations in any communications made through the District's technology resources/network.
   - School technology resources may not be used to intimidate or bully another student either on or off school grounds. Doing so will violate Policy 815 and user privileges will be suspended. In addition, further disciplinary action or legal action may be taken.
   - Names, addresses, phone numbers or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet may not be shared.
     - ***It is the student's responsibility to remember their student username and password.***
   - Electronic recordings of staff or other students may not occur without their prior consent.

H. All communications and information accessible via the Internet should be assumed to be private property (e.g., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

I. All users are to download and save information onto their Google account. Downloading of information onto the District's hard drive is prohibited.

J. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again operational.

   - Students are prohibited from accessing or participating in online "chat rooms", social media, or other forms of direct electronic communication (other than email) without prior approval from a teacher or administrator. All such authorized communication must comply with these guidelines.

K.   Privacy in communication over the Internet and the Network is not guaranteed and should not be expected. PVSD reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the District's technology resources/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

L.   Use of the Internet and any information procured from the Internet is at the student's own risk. PVSD is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. PVSD is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

M.   Students will be provided with an email account. This account is hosted by Google. The Google accounts are subject to filtering and archiving. These email accounts are to be used for school-related purposes only. *Children's Internet Protection Act of 2000 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended 18 U.S.C. 2256 18 U.S.C. 1460 18 U.S.C. 2246 Penalties 1.*

N.   PVSD will supply students with a device, carrying case, and charging accessory. These items are the property of the Pleasant Valley School District. The supplied device will provide each student access to educational materials needed for each student to be successful. The device allows students access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

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RECEIVING YOUR DEVICE:

District Owned/Issued Devices will be distributed at the beginning of the school year to Pleasant Valley students. Parents/Guardians and students MUST sign and return the Device Agreement document before the device can be issued to the student.

 i. [Policy 815](#) outlines the procedures for student use and for the protection of the device investment of the PVSD.
 ii. Students who are new to PVSD will receive a device once they are enrolled and parents/guardians sign and return the Device Responsibility Agreement document.

RETURNING YOUR DEVICE:

 i. District-owned devices must be returned following the guidelines in their respective school buildings.
 ii. Students leaving the district must return district owned devices.
 iii. Devices will be collected in the location designated by the school principal. Students are to return the device fully charged.
 iv. Any device not returned when the student is no longer enrolled will be considered stolen property and law enforcement agencies will be notified.
 v. Devices will be examined for damage. The student may be held responsible for any damage beyond normal wear and tear.

TAKING CARE OF YOUR DEVICE:

 i. Students are responsible for the general care of the device they have been issued by the school district.
 ii. Devices that are broken, or fail to work properly, must be submitted to the office of their school for repair.
 iii. **Do not** take district owned devices to an outside computer service for any type of repairs or maintenance.

General Guidelines
 i. Devices must have a PVSD identifying tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
 ii. A carry/transport case will be issued to each student for their device.
 iii. Cords, cables, and removable storage devices must be inserted carefully into the device.
 iv. Devices must remain free of any writing, drawing, or stickers, including the case.
 v. Devices should never be left in a car or any unsupervised area.
 vi. Students are responsible for bringing their completely charged device to school daily.

Carrying Devices
 i. Transport devices with care utilizing the district provided transport case.
 ii. Never move a device by lifting from the screen.

SCREEN CARE

Device *screens are particularly sensitive to damage from excessive pressure.*
  i.   Do not lean or put pressure on the top of the device when it is closed.
  ii.   Do not poke the screen with anything that will mark or scratch the screen surface.
  iii. Do not place the device near magnets or anything with high electric current.
  iv.   Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
  v.   Do not use any cleaning solvents. Some solvents can even damage the screen.

USING YOUR DEVICE

Devices in School
  i.   Devices are intended for use at school each day.
  ii.   Students are responsible to bring their fully charged device to all classes, unless specifically advised not to do so by their classroom teacher.
  iii. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed.

Devices Left at Home
  i.   If a student leaves their device at home, they will be permitted to phone a parent/guardian to have it brought to school. This should occur before the school day starts or on lunch time to reduce distractions during the school day.
  ii.   If unable to contact a parent or guardian, the student may request a loaner device from the office. Loaner devices may <u>not</u> be taken home and must be returned at the end of the school day.
  iii. Repeat occurrences could result in disciplinary action.

Devices Needing Repair
  i.   If a student encounters a device problem, they will need to go to the office and fill out a request form which will notify an Information Systems Technician a repair is needed. When the device is fixed, the Information Systems Tech will contact a teacher to let the student know to go to the office and pick up the device. If repairs are necessary, the student will be granted a loaner device. The student will not be allowed to take the loaner device home and must return it to the office at the end of the school day until the repair has been completed. Not returning the device to the office after school will result in a disciplinary action. If a student needs to stay after school for tutoring or a club meeting, the office must be notified and the student will leave the device with the teacher in charge of the after school activity. The student will get the device back in the morning.
  ii.   Students and families should never attempt to fix a broken device nor should they have anyone else attempt to fix their device.
  iii. Students will be required to reimburse the district if a loaner device is lost, stolen, or not returned for any other reason.

Passwords and Background Images
  i.   **Protect your password**. Do not share it.
  ii.   Password resets can be facilitated by the Technology department.
  iii. Inappropriate media may not be used as a screensaver or background.

Audio Restrictions

i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
ii. Headphones/earbuds are encouraged but at the discretion of the teacher.
iii. Headphones/earbuds are not provided by the PVSD.

Printing from your Device

i. In an effort to save on printing costs, from paper to ink, the district is encouraging digital transfer of information by sharing and emailing information, papers, etc.
ii. Printing is available by saving websites/documents as PDF files to Google, then accessing a networked computer within the school building and printing.
iii. Students may be given access to print using email attachment to district printers.

Account Access

i. Students will only be able to login using their pvbears.org email account.
ii. Account login information can be supplied to a student by the District Technology staff.

MANAGING & SAVING YOUR DIGITAL WORK WITH A DEVICE

i. Each student is assigned a Google account.
ii. With a wireless Internet connection, you can access your documents and files from any device, anywhere, at any time, no matter where you are.
iii. All items will be stored online in the Google Cloud environment.

OPERATING SYSTEM ON YOUR DEVICE

i. Devices run on the latest version of ChromeOS. It connects to web resources, apps and extensions provided on the internet.
ii. Students are **not** to access or install any other operating systems other than Chrome OS.
iii. Any tampering with the ChromeOS will result in the student disciplinary actions along with cost of repairs if said tampering causes any hardware failure.

Updating your Device

i. When a device starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without the user having to do a thing. No need for time-consuming installs, updates, or re- imaging.

Virus Protections and Additional Software

i. With defense-in-depth technology, the device is built with layers of protection against malware and security attacks. This includes, but is not limited to: automatic OS updates, web page "Sandboxing," OS verified boot, and data encryption.

PROTECTING & STORING YOUR DEVICE

Device Identification

i. Device identification will be labeled in the manner specified by PVSD.
ii. Devices can be identified in several ways:
   a. Record of district asset tag and serial number
   b. Individual user account name and password
   c. User tag attached to the device transport case

Account Security
i. Students are required to use their pvbears.org domain user ID and password to protect their accounts and are required to keep that password confidential.

Storing Your Device:
i. When students are in school and are not using their device, it should be stored in the district-issued transport case in their locked locker or identified safe classroom location.
ii. Use of the transport case when not in use is **mandatory** to prevent damage.
iii. Nothing should be placed on top of the device when stored in the locker.
iv. Students are encouraged to take their device home, every day after school, whether it is needed for homework and/or charging or not.
v. Devices should not be stored in a student's vehicle, while at school or at home, for security and to prevent temperature/weather related issues.

Devices left in Unsupervised Areas:
i. Unsupervised areas on school grounds and campus, include cafeterias, computer labs, gymnasiums, multi- purpose rooms, libraries, unlocked classrooms, dressing rooms and hallways.
ii. If an unsupervised device is found, notify a staff member immediately.
iii. Unsupervised devices will be collected by staff and taken to the main office in the building.
iv. As a friendly reminder, always lock your device before leaving it unattended. Your student account can be linked to the device which can allow an unauthorized user access to your files.

REPAIRING/REPLACING YOUR DEVICE
Vendor Warranty
i. The equipment vendor supplies a hardware warranty on the device.
ii. The vendor warrants the device from defects in materials and workmanship.
iii. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the device or device replacement.
iv. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or device viruses.
v. All vendor warranty claims will be handled by the District Technology Department.

Device Responsibility
i. The determination if a device was damaged by the student or a manufacture defect, is solely reserved to the PV Technology Department.
ii. Lost/Stolen Device Replacement:
    a. Cost of replacement if required because of neglect or damage
        i. 1st Replacement: Payment for the prorated amount based on the five-year life of the device.
        ii. 2nd Replacement: Complete Replacement: Cost of the device, including all licensing fees.
iii. Students will not have to pay for equipment malfunction, as long as the malfunction is <u>not</u> the result of misuse, abuse, accident, or virus - even if the warranty has expired.
iv. If the Device Responsibility Fee is not accepted, the parent or student will be responsible for the full cost of repair to or replacement of the assigned device.

DEVICE TECHNICAL SUPPORT

    i.   Technical support is available as follows:
        a. If repair is necessary for a school-owned device, the student must pick up a repair request form from the Front Office of the student's building.
        b. Once the form is filled out, an electronic version will be submitted to the PV Technology Department via the work order ticketing system.

    ii.   Technology Staff members will provide:
        a. Hardware maintenance and repairs
        b. Loaning of a Device
        c. User account, hardware and technical support

   iii. Coordination and completion of warranty repairs PVSD Staff can assist with:
        a. Charging a device if deemed necessary and acceptable
        b. Password resets
        c. Submission of a device for repair

Device FAQs

1. **What is a device?**
    A mobile device is a handheld tablet or other equipment that is made for portability, and is therefore both compact and lightweight. New data storage, processing and display technologies have allowed these small devices to do nearly anything that had previously been traditionally done with larger personal computers. (*Techopedia*)

2. **What kind of software does a device run?**
    Devices run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.

3. **How are these web-based applications managed?**
    Each device provided to students will be a managed device. Members of PVSD Technology Department will maintain devices. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management system.

4. **What devices can I connect to a device?**
    USB storage, mice and keyboards, SD cards, external monitors and projectors, headsets, earbuds, microphones.
    Device USB ports are not to be used to charge any other devices, such as phones.

5. **Can the device be used anywhere at any time?**
    Yes, as long as you have a WiFi signal to access the web. The device offers the ability through Apps so users can work in an "offline" mode if WiFi is unavailable.

6. **Will our device have 3G?**
    No. The district devices will not have cellular network access such 3G/4G(LTE)/5G.

7. **Is there antivirus built into the device?**
    It is not necessary to have antivirus software on devices because there are no running programs for viruses to infect. Devices will be equipped with school approved management software. This software will provide PV with the ability to filter web content while on home networks and also for the devices to be managed within the classroom. Also, each device is equipped with tracking software for an additional layer of safety and security.

8. **What is the expected battery life?**
    Devices have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.
    Devices can be charged at school, lunch, library, and at teacher discretion while maintaining possession of the device.

Device Expectations/Consequences

It is a **privilege** to receive and use a school district-owned device. Therefore,

    i.   Students are expected to be in possession of their school-provided carrying case at all times; their device should **ALWAYS** be secured within that case when not in use.

    ii.   Inappropriate content on the student device will be handled on a case-by-case basis.
        a.   Inappropriate materials, or remnants/trails of such materials on a student's school-issued device, may result in disciplinary action(s) for that student.
        b.   Based on the severity of the content, the consequences may be escalated to include out-of-school suspension and/or expulsion from school.

    iii.   Identification Tags and/or sticker(s) that have been placed on the device and/or the school-provided case are for identification purposes should **NOT** be removed and/or altered for any reason.
        a.   Purposeful removal and/or alteration of the identification tag(s) may result in disciplinary action(s).

    iv.   In addition to the student disciplinary consequences, the student will incur the cost of replacement items for any reason(s) other than normal wear-&-tear.

    v.   Security: Illegal use of proxy and/or breach of security may result in disciplinary action(s); see also: PVSD Acceptable Use Policy in the Student Handbook.

    vi.   Writing, drawing, adding stickers, etc. on the device and/or device carrying case is prohibited.
        a.   Students are expected to maintain a device that is free from writing, stray marks, drawings, stickers, or other things that might mar the finish and/or screen, or impede the function of the device.

    vii.   Swapping or sharing of devices is prohibited.
        a.   Students should maintain their own, properly charged device at all times.
        b.   Each student is responsible for the device that they are issued. In the event a device is shared/swapped and is lost, damaged, etc… the assigned student will be held accountable to replace/repair the device.

    viii.   Downloading/Installing
        a.   All users are to download and save information to the user's Google account.
        b.   Downloading of information onto the devices' internal storage is not recommended.

    ix.   Concerning issues of perceived cyberbullying:
        a.   Students must **NOT** escalate the situation by responding to the statement or posting, but instead:
            i.   Take a screenshot
            ii.   Email it to a building administrator
        b.   Students are **NOT** to reply or share the statement or posting with other students.
        c.   Students are to continue with classwork until an administrator calls for an interview.

CHROMEBOOK REPAIR COST SCHEDULE
(2022-2023 School Year)

A student chromebook represents a key resource in daily learning. PVSD recognizes that accidents may occur to disrupt the function of the chromebook. PVSD has the discretion to determine whether each instance of disfunction is accidental or intentional damage.

If damage is deemed by the District to be accidental, the District will pay for repairs. For damages which are intentional OR happen due to negligence, the student will be responsible for paying for the repair or replacement of the device up to the identified purchase amount.

Repair	Cost
Broken screen, (HP Chromebook Non-Touchscreen)	$52
Broken screen, (HP Touchscreen)	$134
Broken keyboard	$35
Broken plastics, top hinge assembly or bottom	$62
Motherboard damage due to drop, liquid, or other non-warranty cause	$155
Misc. damage not listed above	actual cost of parts **plus** $30/hr technician bench time
Device replacement (Non-Touchscreen/Touchscreen)	$255/$336
A/C adapter replacement (HP OEM Charger)	$41
Case replacement	$15