Student Device Handbook

Bradley School District 61

Bradley, Illinois

Introduction

The purpose of this document is to provide policies, procedures and information regarding all devices utilized by students attending Bradley School District 61. As District 61 continues to modernize hardware, software and educational methodologies, policies will frequently be reviewed and updated with the most current practices documented. Students are required to follow all policies and abide by guidelines within this document.

District 61 offers students 1:1 integration with technology, Kindergarten through 8th grade. Bradley East students utilize iPads in their designated classrooms. Bradley West and Central student utilize Chromebooks.

Student Device Models

Students will be assigned one of the following devices for use within Bradley School District 61:

- Bradley East:
  - Kindergarten: iPad 10th Gen w/ UZBL Protective Case
  - Grades 1-2: iPad 7th or 9th Gen w/ Logitech Keyboard Case
- Bradley West:
  - Grades 3-5: ASUS C204EE Chromebook w/ Gumdrop Case
- Bradley Central:
  - Grade 6: Lenovo 100e Chromebook w/ Gumdrop Case
  - Grades 7-8: ASUS C204EE Chromebook w/ Gumdrop Case

Student/Parent Policies

The Bradley School District 61 Device Parent Consent Form and Acceptable Use Policy must be signed at the time of registration each year. Students will not be issued or allowed to use any device from District 61 until these agreements are signed by a parent and/or guardian.

E-Learning

In the event of E-Learning, all students will be provided a device for use at home. All devices must be returned on the next in-session school day. Failure to return a device will result in a charge to the students account for the full price of the missing/lost device and any accessories (i.e. case, keyboard, etc.). For questions regarding E-Learning please refer to the districts E-Learning Policy on the district webpage.

Device Assignments

Each student at Bradley School District 61 is assigned a device for the school year. The method in which devices are assigned varies by school. Prior to assigning devices to students, all devices are examined, documented, and repaired, if needed, so that they are in the best possible condition for student use.

At the beginning of every school year, all students are given a 2-week grace period to report any damages, imperfections, or issues with their assigned devices. During this grace period no fees will be assessed. New to district students throughout the year also receive the same 2-week grace period.

Bradley East and West students are assigned devices by their classroom teachers each year from said teachers assigned classroom Chromebook/iPad cart.

Bradley Central students are assigned a Chromebook starting their 6th grade year and will receive the same Chromebook each year until their graduation. Bradley Central students may receive a replacement Chromebook if their assigned device is deemed unrepairable. All device assignments at Bradley Central are documented within student PowerSchool accounts.

Devices are identifiable in several different ways. Each device is given a serial number by the manufacturer, network name, and asset tag number. Bradley School District 61 uses each of these device identifications to manage and track devices. At no time should a student remove any identifying label or marking from a device. Removal of identifying labels or markings will result in a billed charge to the students PowerSchool account.

In the event that an assigned device is unavailable because of maintenance or repairs, a “loaner” device will be provided to the students if available. Loaner devices from Bradley East and West will come from the student’s classroom Chromebook/iPad cart. Loaner devices from Bradley Central may be checked out from the main office. For more information regarding device repairs please refer to the **Device Repairs & Damages** section in this document.

Device Expectations and Care

All students are responsible for the general care of their assigned devices. Cases are provided with every device that is assigned to a student. Students are not allowed, at any time, to remove their device from its case. However, cases do not fully prevent damage to devices, thus some general guidelines should be followed.

General Device Care:

- No food or drink is allowed on the same working surface with any device.
- Cables, cords, and removable storage devices must be inserted carefully into device ports.
- Students should never carry their devices while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Devices should never be placed into lockers with the exception of Lunch and PE periods at Bradley Central.
- Devices should never be removed from their protective cases for any reason.
- Devices should never be exposed to extreme temperature, direct sunlight, rain or snow.

Device Screen Care:

Displays/screens on Chromebooks and iPads are fragile and should be treated as such. Pressure exerted on displays increases the likelihood of damage to the device.

- Students should not lean on displays in any way.
- Devices should not be placed under, near, or against anything that could exert pressure on the screen.
- Nothing should be placed between the display and its protective case. This includes but is not limited to paper, gum wrappers, stickers, cardboard, foil, etc.
- Do not poke the screen with fingers, pens, pencils, etc.
- Do not place anything on the keyboard before closing the lids such as pens, pencils, paper, notebooks, etc.
- Screens should be cleaned with a soft, antistatic or microfiber cloth. Screens may be cleaned with non-ammonia glass cleaner (automotive glass cleaner) sprayed onto a cloth. Do not spray the screens directly. Windex is not an acceptable cleaner for screens.

Device Monitoring

All devices are monitored and trackable in the even they are lost, stolen, or used inappropriately. Bradley School District, in conjunction with Bradley Police Department and School Resource Officers, reserves the right to confiscate any device deemed to be lost, stolen, or used inappropriately.

GoGuardian, Google Classroom and Google Admin are used to monitor, restrict, filter, lock, and track Chromebook devices. All classroom teachers and administration have access to GoGuardian and Google Classroom with the ability remotely view student screens and activity.

Jamf Pro and Apple School Manager are used to monitor, restrict, filter, lock, and track iPad devices. All classroom teachers and administration have access to Apple Classroom with the ability remotely view student screens and activity.

Device Use

Device use at School:

Devices are intended to be used at school each day for daily school activities. In addition to teacher expectations, devices may be used to access school announcements, calendars, academic handbooks, school handbooks, and schedules.

- Bradley Central students are responsible for bringing their assigned devices to all classes throughout the school day.
- Bradley West and East student devices should be kept in their assigned classrooms unless otherwise instructed and supervised by a classroom, resource, or specials teacher/staff member.
- All devices should be muted at all times to avoid disruption within the classroom unless otherwise stated by the supervising teacher/staff member.
- Personal headphones may be used with devices. Please note the Technology Department is not responsible for troubleshooting or repairing accessory devices not owned by District 61.

Device storage at School:

Devices at Bradley Central are stored in charging carts within the students scheduled 9th hour classroom. All devices should be returned their 9th hour carts at the end of each day. Devices should be stored/locked in assigned student lockers during Lunch and PE periods.

Bradley West and East student devices are stored in their scheduled homeroom teacher's classroom charging carts.

Under no circumstances should a device be stored in an unsupervised area. Unsupervised areas include cafeterias, unlocked classrooms, libraries, locker rooms (not in lockers), hallways, bathrooms or any other area that is not securely locked or in which there is no adult supervision. Unsupervised devices will be confiscated by staff and taken to the main office. Appropriate disciplinary actions will be taken by building administration.

Device use at Home:

Device use at home is intended for sole purpose of completing schoolwork as provided by District 61 teachers/staff. Students are subject to all District 61 policies related to device use, even when at home.

Devices can be monitored, restricted, filtered, locked, and tracked even outside of District 61 schools.

Devices/browsing are disabled after a specific time of the day as determined appropriate by district administration.

Parents/Guardians are ultimately responsible for supervision of students and devices during use at home.

Recording Prohibited

Students and parents may not make audio or video recordings of any class activity unless the student has an approved accommodation from the Specials Services Department permitting the recording of class meetings. In such cases, the accommodation must be presented to the instructor in advance of any recording being done and all students in the course will be notified whenever recording will be taking place. Students who are permitted to record classes are not permitted to redistribute audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the teacher and of any students who are recorded. Distribution without permission is a violation of educational privacy law. Illinois Criminal Code, 720 ILCS 5/14-1

Student Files

Students may save documents to their Google Drive. Saving to Google Drive will make files accessible from any computer with an internet connection. It is the responsibility of the student to maintain the integrity of their files and keep proper backups. Any file stored within a student's Bradleyschools.net account shall be accessible by district administration for safety and security reasons.

Google Education & Clever IDM

Bradley School District 61 utilizes Google Education for student accounts, emails, and classroom assignments. Accounts are automatically created based on enrollment in PowerSchool that is synced to Clever IDM.

Additionally, Google offers the ability to control additional products without our Google Education account. District administration reserve the right to determine which Google Apps, as well as third party apps and extensions, to allow student to add to their devices and accounts.

All applications, programs and website that require a student to login are subject to Illinois Student Online Personal Protection Act (SOPPA). District 61 manages, maintains, and lists all contracts required by Illinois SOPPA laws. For more information regarding student privacy in regard to technology and District 61's SOPPA agreements please visit the Technology Departments webpage at www.bradleyschools.com.

Device Repairs & Damages

Technical Support:

Bradley West and East classroom teachers are the first point of contact for troubleshooting and repairs to student devices; teachers will complete Help Tickets when appropriate. Teachers are responsible for delivering devices to the Technology Department. Students should not be sent to Technology Department offices.

Bradley Central students should report any device issues to the teacher in their current class period as well as their 9th hour teacher. 9th hour teachers will be the point of contact for any Help Ticket created for a student assigned to them. Teachers are responsible for delivering devices to the Technology Department. Students should not be sent to Technology Department offices.

Damages:

Bradley School District 61 will assess, repair, and bill for any devices suspected of damage (accidental or intentional). Students will be billed for any damages via their PowerSchool account balance. All billings will include a reference number of the Help Ticket as well as a brief description of the parts damaged and replaced.

All damages that are determined to be intentional due to actions by students will be subject to investigation and possible discipline which may include, but not limited to, device restrictions and/or limited access to devices.

For billing information please refer to the last page of this document.

Lost – Missing – Stolen

Any device that is lost, missing, or stolen should be reported to the main offices, teacher, and Technology Department. If a device is reported as lost, missing, or stolen the Technology Department will lock the device immediately and begin tracking procedures.

If a device is suspected of being stolen from outside of school, it is the parent/guardian responsibility to obtain a police report from Bradley Police Department or the Authority Having Jurisdiction (AHJ). A police report shall be accepted In lieu of billing/payment.

Devices suspected of being stolen from within school will be handled by District 61 Administration and Bradley Police Departments School Resource Officer(s).

Bradley School District 61
Student Device Agreement

- I will take good care of my device and know that I will be issued the same Chromebook each day.
- I will know where my device is at all times.
- I will never leave my device unattended in an unsecured or unsupervised location.
- I will never loan out my device to other individuals.
- I will keep food and drinks away from my device because they may cause damages to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by always carrying it in a secure manner to avoid damage.
- I will use my device in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the device or its case.
- I understand that the device I am issued is subject to inspection at any time without notice and remains the property of Bradley School District 61.
- I will be responsible and pay for all damage or losses caused by neglect or abuse.
- I agree to pay the full replacement cost of my device in the event that it is lost or damaged beyond repair.
- I will follow the policies outlined in the Device Policy Handbook and the District Acceptable Use Policy.

Student Signature: _____ Date: _____/ _____/_____
Parents, please fill out the Student Signature with their printed name

Parental Consent for Chromebook

I have read the Bradley School District 61 Device Handbook and understand the policies and regulations. In consideration for my child being able to use the district's Chromebook devices and software, I hereby understand that violation of the policies and regulations may result in disciplinary action, including loss of technology use and payment for damages caused by misuse and/or abuse.

Parent Signature: _____ Date: _____/ _____/_____

Damage & Replacement Pricing

Chromebook Costs		iPad Costs	
Chromebook	$275.00	iPad Full Price	$419.00
Charger	$40.00	iPad 7th-9th Gen Repair Price	$237.00
Hinge	$10.00	iPad 10th Gen Repair Price	$304.00
Bottom Cover	$30.00	Charger	$30
Trackpad	$20.00	UZBL Case (Pre-K)	$60
LCD Bezel	$20.00	Logitech Keyboard Case (Gr 1-2)	$90
LCD Panel	$42.00		
LCD Back Cover	$30.00		
LCD Assembly	$100.00		
Keyboard	$50.00		
Key Replacement (Single)	$2.00/ea		
USB-A Port	$15.00		
USB-C Port	$15.00		
Motherboard	$140.00		
Chromebook Case	$25.00		
Asset Tag / Name Label	$5.00		

Prices valid as of January 16, 2025