1:1 DEVICE HANDBOOK AND AGREEMENT

Piper USD 203 has implemented a 1:1 device initiative to personalize learning, allowing each student to make the most of their time, receive targeted support in mastering essential skills, and deepen their understanding of academic content. By providing each student with a personal device, the initiative supports anytime, anywhere access to online learning resources. Students can use their devices to access digital tools, complete and post assignments, monitor their academic progress, and collaborate with teachers and peers on school-related projects.

Device assignments are as follows:

- Grades K–1: Students are issued iPads with a standard foam case.
- Grades 2–5: Students are issued iPads with a keyboard case.
- Grades 6–8: Students are issued iPads with hard-shell keyboard cases, which they are also permitted to take home.
- Grades 9–12: Students are issued MacBook Air laptops, which they are permitted to take home.

This document provides important information for students and their parents/guardians regarding the general use of district technology, device ownership, rights and responsibilities, expectations for educational use, and proper care of the device. A Device Agreement form must also be reviewed and signed by both the student and their parent/guardian.

Use of district-provided technology is a privilege. All activity conducted on any District-owned device, network, or communication system may be monitored by school or district administrators. Inappropriate use may result in restricted access or loss of technology privileges.

To ensure proper use, students and parents/guardians are required to review the **Piper USD 203 Technology Acceptable Use Policy**, which outlines expectations for responsible and safe use of district technology resources.

OWNERSHIP OF THE DEVICE

Piper USD 203 retains sole right of possession of the device. Piper USD 203 lends the device to the student for educational purposes only for the academic year. Additionally, Piper USD 203 administrative staff and faculty retain the right to collect and/or inspect the device at any time, including electronic remote access and to alter, add or delete installed software or hardware.

Receiving Your Device

Students will be issued their device at the beginning of the year or after the student enrolls, when all forms are signed, and all fees are paid.



Returning Your Device
At the end of the school year, secondary students staying in the same building will be able to retain their device over the summer unless otherwise instructed by the Technology Director. Students will be expected to have the device charged and in working condition upon the first day of school.

Students transitioning from 8th Grade to 9th Grade will be required to turn in their device, power adapter and any issued peripherals on their last day of class. These students will receive a new device when they arrive to class in their new building the following school year. Students in the 12th grade will be required to turn in their device, power adapter and any issued peripherals on their last day of class. Failure to turn in any of these items will result in the student being charged the full replacement cost.

Transferring/Withdrawing Students
Students that transfer out of, or withdraw from, Piper USD 203 must turn in their device, power adapter and any issued peripherals to campus office personnel on their last day of attendance. Failure to turn in any of these items will result in the student being charged the full replacement cost.

Device Identification
The school will maintain a log of all devices that includes the device serial number, asset tag code, name and ID number of the student assigned to the device and any previous damage.

Each student will be assigned the same device for the duration of his/her time at Piper USD 203.

Repairing Your Device
School-owned devices should NEVER be taken to an outside computer service for any type of repairs or maintenance. All repairs will be performed by the District Technology Department or a designated repair organization contracted with the District.

Damage and Repair Costs
'Damage' is defined as any harm to the device which results in the loss or reduction of functionality for any component, or any breakage, marring, or alteration to the device's outer casing, ports, or keyboard beyond normal wear and tear. Chargers that cease to function through no act of the user will not incur a replacement fee. Loss of the device or charger will incur an immediate replacement fee outside of theft.

Students with a damaged device will not be charged for a repair fee for the first incident. In this instance, the technology fee will be used to cover the cost of repair. Damage determined to be malicious or purposeful will be charged at the full cost of repair, regardless of incident number.

For the second and third incidents involving the same student within the same school year, the student and/or parent will be charged a flat repair fee of $100 per incident.

For the fourth incident and any subsequent incidents involving the same student within the same school year, the student and/or parent will be charged the full cost of the repair.



If the total cost of damage and repairs exceed the cost of replacing the device, the parent will be charged the full replacement cost and a new device will be issued to the student.

Note: The damage incident count restarts at the beginning of every school year.

The following is a partial list of estimated costs of parts, repairs, and replacements (price can vary by device model and availability):

Chromebook	iPad	MacBook Air
Full device replacement: $350 Damaged LCD Screen: $48 Damaged Keyboard: $55 Damaged Trackpad: $22 Damaged Plastic: $30 Damaged Power Adapter: $25 Sticker/Paint Removal: $35	Full device replacement: $329 Standard/Foam Case: $30 Keyboard Case: $120 Damaged Digitizer/Glass: $149 Damaged LCD: $249 Charging Port: $149 Damaged Power Adapter: $20 Damaged Charging Cable: $20 Sticker/Paint Removal: $35	Full device replacement: $899 Damaged LCD Screen: $500 Damaged Casing/Keyboard: $500 Liquid Damage: $500 Damaged Power Adaptor: $39 Damaged Charging Cable: $49 Sticker/Paint Removal: $35

Loss or Theft
In the instance of theft, a police report is required and must be submitted to the Administrator of the building for which the child attends.

If a device is lost, the full replacement cost of the device and any attached or missing peripherals will be added to the student's Skyward account. The parent/guardian will be notified, and a replacement device will be issued to the student. All fees must be paid before the last day of school.

RIGHTS AND RESPONSIBILITIES

No Expectation of Privacy
Students should have no expectation of confidentiality or privacy with respect to any usage of a District device, regardless of whether that use is for school-related or personal purposes, other than as

specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student devices at any time for any reason related to the operation of the school. By using a device, students agree to such access, monitoring, and recording of their use.

Responsibility for Electronic Data
The students are solely responsible for any apps, extensions or programs on their devices that are not installed by a member of the Piper USD 203 staff. Students are responsible for backing up their data to protect from loss. Students have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the device, school network, or any school issued applications. Students have no guarantees that data will be retained.

Operating System and Security Updates
Students may not use or install any operating system on their device other than the current version of iOS/MacOS/ChromeOS that is supported and managed by the school. The device will check for updates automatically. When prompted, students should ALWAYS elect to run the update process on the device.

Content Filter
The District utilizes an Internet content filter that complies fully with the federally mandated Children's Internet Protection Act (CIPA). All devices will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any internet connection students receive outside of the school facilities.

Apps and Extensions
A set list of apps and extensions will automatically be installed onto the device. If a device is missing apps or extensions, the student should contact their teacher.

Students will not be allowed to install apps or extensions onto their device.

EDUCATIONAL USE

School-issued devices should be used for educational purposes and students are to always adhere to the Acceptable Use Policy and all its corresponding administrative procedures at all times.

Using Your Device at School
Students are expected to bring a fully charged device to school every day and bring their device to all classes unless specifically advised not to do so by their teacher.

Devices Being Repaired



Loaner devices may be issued to students when the student leaves their school-issued device for repair. Devices on loan to students having their devices repaired may be taken home.

A student borrowing a device will be responsible for any damage to, or loss of, the loaned device.

Charging Devices
Devices must be brought to school each day with a full charge. Students should charge their device at home every evening.

Backgrounds and Themes
Inappropriate media may not be used as device backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such media will result in disciplinary action.

Headphones
Students should have their own personal set of headphones for sanitary reasons.

Printing
Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Because all student work should be stored in an Internet/cloud application, students will not print directly from their device at school except with the assistance of a teacher or staff member. Any additional printing must be accomplished at home.

Using Your Device Outside of School
Students are encouraged to use their device at home and other locations outside of school. A Wi-Fi Internet connection will be required for Chromebook use, however most apps on an Apple iPad or MacBook Air can be used offline.

Students are bound by the Piper USD 203 Technology Acceptable Use Policy, District Policy IIBF and IIBG, and all other guidelines in this document wherever they use their device.

DEVICE CARE

Taking Care of Your Device
Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly.

School-owned devices should NEVER be taken to an outside computer service for any type of repairs or maintenance.

Devices Left Unattended



Under no circumstances should a device be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any device left unattended is in danger of being damaged or stolen. If a device is found in an unsupervised area, it should be taken immediately to the office. Any damage done to a device while left unattended will be the responsibility of the parent of the student assigned to that device.

General Precautions

- Please keep devices away from food or drink.
- Please carefully insert cords, cables, and removable storage devices
- Please keep devices free of any writing, drawing, stickers, and labels.
- Please do not place heavy objects on top of a device.
- Please do not leave device on the ground where it can be stepped on.
- Please do not leave pencils or other objects on the keyboard when closing the lid.

Carrying Devices

- Please always transport devices with care and with the screen closed. Failure to do so may result in disciplinary action.
- Please never lift your device by the screen.

Screen Care

The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- If chemical is needed to remove oil or debris from the screen, please use 91% or higher Isopropyl Alcohol only. Apply alcohol to the microfiber cloth, **NOT** to the screen.
- Do not spray glass cleaner or other chemical directly onto the screen or keyboard.
- Do not put pressure on the top of the device when it is closed.
- Do not store the device with the screen open.
- Make sure there is nothing on the device keyboard before closing the lid (e.g. pens, pencils, headphones, earbuds or flash drives).

Asset Tags, Logos, and Stickers

All devices will be labeled with a school asset tag.

Asset tags and logos may not be modified or tampered with in any way.

Students are strictly prohibited from placing stickers, labels, paint, or any other type of material onto their assigned device. Any devices returned with such alterations will be subject to a fee upon transfer to a new building or withdrawal from the school district.

Damage, Loss, and Theft



The District will repair or replace damaged equipment resulting from normal use; abuse or neglect may result in damages that are the responsibility of the student.

In case of theft, vandalism, or other criminal acts, a police report MUST be filed with the local police department and a copy submitted to the office of the campus where the student attends.



DEVICE AGREEMENT

By signing the below, the student and their parent/guardian agree to follow and accept:

- The Acceptable Use Policy
- This Device Agreement in its entirety
- That Piper USD 203 owns the device, software, and issued peripherals
- If the student ceases to be enrolled in Piper USD 203, the student/parents will return the device in good working order or pay the full replacement cost of the device. In addition, the student must also return both the device, power adapter, and any other purchased peripherals. Students may be charged for any piece that is not returned.
- In no event shall Piper USD 203 be held liable to any claim of damage, negligence, or breach of duty.

Please complete the information below to identify the student and their assigned device.

Student's Signature Date Signed

Student's Printed Name

Guardian's Signature Date Signed

Guardian's Printed Name

*last updated, 01/2026