Moline-Coal Valley School District
Personal Technology Device Handbook



The policies, procedures, and information in this document apply to all personal technology devices issued to active students by the Moline-Coal Valley School District. This also includes any other devices the Administration considers to fall under this policy.

This handbook summarizes LEAD Moline's rules and expectations and is not a comprehensive statement of procedure. This document may be amended during the school year. Specific grade-level policies and procedures regarding personal technology are available in each school's student handbook.

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Vision Statement

Personal technology devices accelerate teaching and learning through collaboration, creativity, critical thinking, and communication.

Device Purpose

A personalized learning environment provides teachers with greater opportunities to guide and facilitate student learning. When fully implemented, students and teachers will have:

- Ownership of rigorous and relevant learning.
- Innovative and creative learning possibilities.
- A personal connection to material through student interest.
- Self-directed learning opportunities.
- Enhanced communication and collaboration with others.
- Greater access to digital resources.
- Access to education beyond the school day.
- The ability to think critically and creatively about relevant issues.
- Become better prepared for college and career through twenty-first-century and technology literacy skills.

Receiving/Returning Your District-Issued Device

1. **Distribution:** Students and their guardians will review and accept the terms of this handbook in order to receive their device. Principals may also address students throughout the school year to remind them about the proper care and maintenance of their devices. Distribution will vary by grade level and be school-by-school. The District's goal is to distribute devices to students prior to the start of each school year.
2. **Summer:** Students in grades 5th through 7th and 9th through 11th may take their devices home.
    a. 8th-grade students will turn in their devices at the end of the school year and receive a new device in 9th grade.
    b. 12th-grade students will have the option to turn in their devices or complete a device transfer if they wish to keep their device after graduation.
3. **During School Year:** Each middle school and high school will have a maintenance day when devices will be inspected, inventoried, and updated. These days are determined by the school administration.
4. **Withdrawal:** If a student withdraws from the district, the device and charger will be returned to the school at the time of withdrawal. Failure to do so will result in a fee to replace the device and charger. See page 5 for further details.
5. **Training/Orientation:** Proper care and treatment will be demonstrated during the device orientation session at each individual school.
6. **District-Issued Device Substitutions**: The District **does not allow any device substitutions** provided by the parent/guardian. This includes the substitution of device chargers, parts, and/or repairs.
    a. Substituting parts, such as chargers, may damage the device and its surrounding area. Only parts provided by the Educational Technology office are allowed.

Device Cycle and Transfer of Ownership

District-issued devices are on a 4-year hardware cycle. The following chart is utilized to map the hardware cycles and distribution events.

Grade Level	Device	LEAD Moline Procedure
Grades KDG - 4	K-1 touchscreen, carted 2-4 standard, carted	Carted devices remain in the classrooms and are not taken home.
5th Grade	Standard Chromebook	5th-grade devices are distributed each year and will remain with the student through 8th grade. Devices will be collected at the end of the 8th-grade year.
9th Grade	Standard Chromebook	9th-grade devices are distributed annually and will remain with the student through 12th grade.

At the end of the 4-year hardware cycle, parents/guardians of senior students will have the opportunity to keep the device under the following conditions. Graduating **parents/guardians agree to these conditions upon signing this handbook.**

1. Only seniors graduating in good standing will be eligible to keep their device.
2. The device will no longer be enrolled in the district domain, and any district-purchased applications will be removed.
3. The device is transferred as is, with no expectation of district support.
4. The device will be reset to factory settings, purging all previous data, accounts, software, and device settings, including wireless settings, accessibility, and peripheral configurations.
5. The device will no longer be used while on campus and cannot be used to replace a district-issued device under any circumstances.
6. Parents/guardians may also elect to return the device to the District for use as parts or spare devices, or to dispose of it through the District's auction process.

New and Withdrawn Students

Withdraws

Any student who withdraws from the Moline-Coal Valley School District is required to return their device and all accessories in working condition. If the device and accessories are not returned or if the device is not in working condition, the parent/guardian will be held responsible for the prorated replacement cost (see below). If payment is not received, the parent/guardian may be turned over to a collection agency. In addition, the District may file a report of stolen property with law enforcement.

Parents/guardians who wish to keep the device after their student withdraws may do so by paying the prorated amount of the device, depending on the hardware cycle shown below. All conditions for Transfer of Ownership apply. All costs listed below are subject to change and are reviewed annually.

1. First year (5th and 9th grade) - $200
2. Second year (6th and 10th grade) - $150

3. Third year (7th and 11th grade) - $100
4. Fourth year (8th and 12th grade) - $50

Newly Enrolled Students

Newly enrolled students are issued a device once all applicable fees have been paid. New students and their parents or guardians must sign both the Personal Technology Device Policy and the Student Pledge. Please contact your building Principal for more information on this process.

Device Maintenance Fee

Parents/Guardians are assessed a $10 device maintenance fee at registration each year, which covers two (2) device repairs per school year. This fee will be assessed annually for each student enrolled in the program. Any repairs required after the two covered will be the responsibility of the parent/guardian. Please refer to page 10 for the complete device repair procedure.

Taking Care of Your Device

Students are responsible for the general care of the device issued by the Moline-Coal Valley School District. Devices that require repair must be taken to the Student-Led Helpdesk or reported to a teacher. If a loaner device is needed, one will be issued to the student until the device can be repaired or replaced. Loaner devices are to be issued from a designated location at each school and returned by the end of the school day or school period if they are loaned from the classroom charging station. Unless otherwise determined by a school Administrator, loaner devices may not be taken off school grounds.

Parents/guardians will be charged an Abuse/Neglect fee for devices damaged in accordance with the following guidelines. **These are not covered under the district's warranty program**.

- Substituting charging cords or any device parts is strictly prohibited.
- Students should not have food or drink next to their devices.
- Students should carefully insert cords, cables, and removable storage devices into their devices.
- Students should never carry their devices with the screen open unless a teacher directs them to do so. If directed by a teacher, the device should be supported from the bottom of the case. Refer to the information in this handbook for proper device transportation.
- Students should never shove or wedge their device into a locker or book bag.
- Students should never expose their devices to extreme temperatures or direct sunlight.
- Students should always bring their devices to room temperature before turning them on.
- Students should always adhere to the screen care guidelines shown below to properly care for the screen.
- Students should never leave their devices unattended.

Carrying the Device

Students should always carry the device with the lid closed and NEVER by the screen itself. Devices should be stored and transported in a protected backpack or bookbag. They should NEVER be left unattended or exposed to harsh climate conditions.

Damage to a device caused by improper transport will be considered abuse/neglect and **will not** be covered under warranty repairs. Any costs associated with these instances will be billed to the parent/guardian.

Screen Care

Device screens are the most commonly damaged component, and in many cases, damage can be avoided with proper care. Screen damage caused by dropping the device, closing the lid on an object, or physical damage will be the parent/guardian's responsibility to cover.

To avoid screen damage, always follow these guidelines for proper screen care:

- Do not lean on top of the device.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any liquid, including water, on the device.

Using Your Device at School

Students are expected to fully charge their devices prior to the start of each school day. It is further expected that students bring their devices to each class period, unless the school principal directs otherwise. Exceptions may include lunch periods, assemblies, and P.E. Refer to your school's Student Handbook for the specific policy on device charging and attendance.

Limited devices are available to be loaned to students under the following guidelines:

- **Classroom Loaners**
  - Specific classrooms in grades 5-12 have a limited number of loaner devices stored in a specific location and managed by the classroom teacher.
  - ***The device must be checked into the same location at the end of the class period.***
  - Classroom loaner devices are for students who have forgotten or not charged their devices. These are limited and available by request to the classroom teacher. The teacher will determine the best course of action if there are more loan requests than available devices.
- **Devices Under Repair**
  - Student devices needing repair will be issued a loaner device, as needed, for the duration of the repair, from the Student-Led Helpdesk in grades 6-12. Grade 5 device loaners for repairs will be handled by the Digital Learning Systems Assistant.
  - Loaner devices for repairs are not allowed to leave school grounds unless approved by the Student-Led Helpdesk Manager and/or building administration.
- All guidelines in this policy apply to loaner devices, including damage resulting from abuse/neglect.
- Disciplinary action may be taken at the discretion of the school administration as outlined in the school's handbook.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring personal headphones.

Printing

Printing is supported from student devices in a limited capacity, depending on the location. Please see the DLSA or Student-Led Helpdesk if printing is required from the LEAD Moline device.

Background and Themes

All media, pictures, backgrounds, and themes are subject to the Acceptable Use Policy and must adhere to district guidelines.

Student Network Accounts

Students are issued a system account. Students may log in to the device only with their district-issued account (i.e., school email address).

Students should **never** share passwords under any circumstances. If a student's account is feared to be compromised, the student should report it immediately to a school official or the Educational Technology Department.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive or to an external memory device, such as a flash drive. Saving to Google Drive will make the file accessible from any computer with Internet access. It will be the student's responsibility to maintain the integrity of their files and to keep proper backups. The District is not responsible for the support or backup of external flash drives.

The District keeps students' data for one year after enrollment is terminated. It is the student's responsibility to back up files and store them in a personal account if they are no longer enrolled in the District.

Using Your Device At Home

Students are bound by the Acceptable Use Policy and the school's specific Student Code of Conduct wherever they use the devices. The same guidelines for proper care, use, and maintenance apply while the device is off school grounds. Any costs related to accidental damage, loss, or theft will be the responsibility of the parent/guardian.

Charging

All students are required to take their devices home each night throughout the school year to charge them. *Devices must be brought to school each day fully charged.*

Students are encouraged to leave their chargers at home and use other charging methods during the school day. This includes using the classroom charging stations or contacting the student-led helpdesk.

- If chargers are brought to school, they should be left in the student's book bag or locker until they

are needed. Lost or stolen devices and/or chargers will be billed for replacement.
- **Under No Circumstances** should a family purchase substitute devices, charges, or parts in the event of a damaged or lost device. Doing so may damage the surrounding area of the device.

Wireless Connectivity

Devices can easily connect to most wireless access points. While wireless connectivity will be required for most device use, some applications will work offline.\

Personalizing the Device

Devices must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable on the bottom of the device. This identification label cannot cover any vented areas. Spot checks for compliance will be done by the Student-Led Helpdesk, teachers, and the Educational Technology Department.

Students may add appropriate music, photos, and videos to their devices. Personalized media are subject to inspection and must follow the Moline-Coal Valley School District Acceptable Use Policy.

Originally Installed Software

The device will come with pre-installed district-approved software that must remain on the device until the district determines otherwise. The school may occasionally add software applications for use in a particular course.

Virus Protection

Virus protection is unnecessary on the device due to its unique design. Virus protection is provided by the district.

Inspection

In addition to periodic inspections, students will be required to bring their devices to a designated location before the end of the school year for inspection and inventory. Any damage to the device or missing components must be resolved before taking the device home over the summer.

Device Identification

The District will maintain records of all devices that include:

- The serial number of the device.
- MCV #40 asset tag.
- Student's ID number.

Under no circumstances are students to modify, remove, or destroy identification labels.
Disciplinary action will be taken if a student is found to be in possession of a device other than the one on record with the district.

Supervision of Use

Students should not assume that confidentiality or privacy rules apply to any use of a device, whether for district-related or personal purposes, unless specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the District. By using a device, students agree to such access, monitoring, and recording of their use.

Devices Left in Unsupervised / Unsecured Areas

Under no circumstances should a device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, bus used for extra-curricular activities, car, or any other place that is not securely locked or in which there is no supervision.

Unsupervised devices will be confiscated by staff and taken to the school administration for disciplinary action. Any device damage or theft caused by a lack of supervision will be assessed an Abuse/Neglect fee, as stated on page 11.

Students can request that their device be stored at the school's HelpDesk or designated area, rather than taking it home during breaks or over the summer. Please coordinate with the HelpDesk coordinator at each school or the elementary school principal.

Content Filter

The district utilizes an Internet content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All devices, whether inside or outside school, will have their Internet activity protected and monitored by the district. If educationally appropriate content is blocked, students should contact their teachers to request that the site be unblocked.

Appropriate Uses and Internet Safety

District-issued devices should be used for educational purposes, and students are to adhere to the Acceptable Use Policy (6:235 and all procedures/exhibits within).

The District Acceptable Use Policy guidelines for Internet safety and digital citizenship include the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not disclose personal information, such as addresses or telephone numbers, of students, families, or classmates.
4. Recognize that email and electronic communication are not private. People who operate the system have access to all emails.
5. Messages relating to or supporting illegal activities may be reported to the authorities.
6. Adhere to all copyright and web publishing guidelines as exhibited in the district's Acceptable Use Policy.

Repairing or Replacing Your Device

The Limited Warranty DOES NOT cover the following:

1. Damages that are caused by misuse, abuse, accidents, fire, theft, disappearance, improper electrical conditions, reckless, willful, or intentional conduct.
2. Damages caused by third-party vendors, software, or support technicians.
3. Damage caused by a product or part that has been altered to work with the device (i.e., corrupt USB drives, external monitors, or substitute chargers).
4. Damage caused by malware, viruses, or other malicious software attempts.
5. Damage resulting from normal usage, such as gradual image degradation, uneven screen aging, burned-in images, or pixelation.
6. Loss of data.
7. Minor imperfections that meet design specifications.
8. Products that are missing the original serial number.
9. Any external peripheral that is damaged while connected to the device.
10. Damage caused by improper transportation of the device.
11. Wireless data services.

Repairs Covered by Device Maintenance Fee

Every student within the LEAD Moline program is assessed a $10 Device Maintenance Fee annually. This fee will cover two (2) repairs during the school year resulting from normal wear and tear or manufacturer defects. In some instances, a full device replacement may be necessary and is covered by the fee.

Any device that requires more than two (2) repairs within the school year will be subject to review by the Educational Technology Department and school administration. Parents/guardians may be held responsible for the full cost of the third and subsequent repairs.

Abuse/Neglect of the Device

Any repair or replacement resulting from intentional abuse, negligence, or failure to adhere to the guidelines outlined in this handbook will be the responsibility of the parent or guardian. This includes devices that are stolen due to careless supervision. The Board of Education has adopted a specific fee for the abuse or neglect of the device, which will increase by $25 for each instance. For example, a device that has been dropped and requires multiple parts will be assessed a $25 repair fee for the first instance. The second instance will be charged $50, and subsequent instances will be charged accordingly. See the fee schedule below for specific Abuse/Neglect charges.

Parents/guardians with waived fees will be charged the full cost of any repair or replacement resulting from abuse, negligence, theft, or loss. Requests for financial assistance with these repairs or replacements can be made to the building Principal.

Devices Undergoing Repair:

- Loaner devices will be issued to students while their devices are under repair. Refer to the Loaner Device guidelines in this procedure for more information.
- Repairs required due to intentional abuse or negligence may require administrator approval before a loaner is issued.
- It is important that students keep their school data synced to their Google Drive so documents and

class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.

Device Repair, Replacement, and Accessory Costs

The following are costs related to repairing or replacing the device and any district-issued accessory. These costs are subject to change based on parts availability and the vendor selected. Any parts replaced from used inventory will cost less. Used parts are limited, and new parts will be installed if a used part is unavailable.

Devices that are damaged by another student or family member, whether intentionally or unintentionally, will be investigated by the school's administration and addressed on a case-by-case basis. Lack of evidence or an admission by the other party will result in fees being assessed against the owner.

The following are **example** costs for specific parts and repairs. Specific bills for the repair costs will be sent home and posted to the student's Skyward account. The district will make every attempt to use used parts at a lower fee when available.

New Part Replacements

Full device Replacement - $160	Display Bezel - $5
System Board - $100	Battery - $30
Power Supply - $25	TrackPad - $15
LCD Screen - $30	Camera Assembly - $5
Upper Case/Keyboard - $35	Speaker - $5
Bottom Case - $5	General Labor - $5
Display Enclosure - $25	Device Maintenance - $10
Abuse/Neglect Instance #1 - $25	Abuse/Neglect Instance #2 - $50
Abuse/Neglect Instance #3 – 75	Abuse/Neglect Instance #4 - $100

Used Part Replacements – supplies are limited and may not be available

Used Full Device Replacement - $75	Used Screen - $15
Lost Loaner Device Replacement - $25	Used Power Supply - $15

Prices above are reviewed annually and subject to change. The District reserves the right to add additional fees as necessary and approved by the School Board.

Student Resources

If available, the Student-Led Helpdesk and Digital Learning Support Assistants will be the primary points of contact for device repairs and the first line of tech support. Fifth-grade students will report any device or account issues to their teachers. Services provided by the Student-Led Helpdesk resources include:

- User account support
- Coordination of warranty repair
- Distribution of loaner devices
- Hardware maintenance and repair

- Restoring the device to factory default
- System software updates
- Published technology integration resources
- Wireless connectivity issues

Moline-Coal Valley Schools Personal Technology Device Sign-Off and Student Pledge

1. I will take care of my device and abide by this handbook.
2. I will never leave my device unattended.
3. I will never loan out my device to others.
4. I will know where my device is at all times.
5. I will charge my device's battery daily before coming to school.
6. I will be responsible for <u>any</u> damage caused by failure to adhere to this handbook.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will not deface my device (no stickers, writing, engraving, markings, etc.).
9. I will file a police report if there is theft or vandalism.
10. I will be responsible for the full cost of all damage or loss caused by neglect or abuse.
11. I understand that my device is for educational use.
12. I understand that using my device is a privilege, not a right. My device can be confiscated at any time.
13. I understand that my device is the sole property of Moline-Coal Valley School District.
14. I understand that use of my device is subject to all applicable District policies, regulations, and procedures.
15. I understand the conditions for transferring ownership if I decide to keep my device after the four-year hardware cycle.
16. I will not substitute any device, device charger, or part for any reason.

Student Name (print): _____

Student Signature: _____

Date: _____

Grade Level: _____

Parent Signature: _____

Date: _____