



Highlands School District

1:1 STUDENT DEVICE PROGRAM GRADES PK-12

Highlands School District
1500 Pacific Ave
Natrona Heights, PA 15065

One-to-One Technology Integration

In preparing students for 21st century learning, the Highlands School District deploys a 1:1 technology program, where every student in grades PK through 12 receives a device for learning. This initiative helps ensure we graduate students who can work digitally, collaborate meaningfully, and communicate in connected, real-world ways.

Highlands School District has a Google management license that connects our learning community via Google Drive and its productivity suite. This license affords our students the full array of Google Apps for Education and their features. Google offers many educational apps that teachers and students utilize to personalize their learning experience. When students sign into Google Chrome with their *Highlands School District provided* account, these apps are instantly available wherever they go, making a smooth transition between home and school, on any device they may utilize.

The most powerful app on the device is the web browser, which brings the world within students' reach at the touch of a keystroke. Both Chromebooks and iPads alike are built with this in mind. Chromebooks run the Chrome OS (operating system) and provide the internet via the Chrome browser and accompanying apps. Devices are secure and are set by the district to automatically update their OS ensuring they remain up to date with the latest innovations and security patches available.

Students are protected at school and at home when browsing the internet through a district provided filter that monitors and blocks objectionable content.

This document outlines the district's expectations for students of proper handling of devices, describes students' responsibilities and ways they can best take care of their technology, and includes an agreement for them and their parents. Understanding and abiding by this agreement is necessary to provide the best use of technology to our students. Its regulations, along with the district policy on Acceptable Use of Internet, Computers, and Network Resources and Student Handbooks, provide safeguards to ensure students have a positive experience, as we provide a 1:1 integration of educational technology for all.

As we begin a new school year, we are excited about the possibilities. We know our teachers and students will find new apps, new lessons, and new discoveries as they prepare for tomorrow's opportunities and personalize their learning experience within the Highlands School District.

Device Loan Agreement

A device and accessories in good working order are being loaned to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment always remains the property of the Highlands School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way, including—but not limited to—writing on the device or placing stickers on its surface. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her privilege to the use of the device. The equipment will be returned when requested by Highlands School District, at the end of the school year, or sooner, if the student enrollment changes or withdraws from the district prior to the end of the school year.

The district property may be used by the student only for noncommercial purposes, in accordance with district policies and rules, the district's Acceptable Use of Internet, Computers, and Network Resources Policy, as well as local, state, and federal law.

The student may not make or allow others to make any attempts to add, delete, access, or modify district owned information on any device or any school owned computer. The Highlands School District

network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the school network.

Asset tags have been placed on the devices. Asset tags are for easily identifying ownership of the equipment. These labels are not to be removed or modified. If they become damaged or missing, please notify your teacher or building secretary so replacements can be issued.

A Google account - a district licensed Gmail account firstname.lastname@goldenrams.org -- will be available for each student to use for appropriate academic communication with other students and staff members. This email is for communication within the Highlands School District and approved senders.

The student agrees to use best efforts to assure that the district property is not damaged or rendered inoperable by any electronic malware while in the student's possession.

District Provided Headphones

Beginning in the 2021-22 school year, the Highlands School District distributed headphones for students entering Kindergarten, Grade 2 and Grade 5. These headphones are property of the school district provided for use with age-related curriculum. Students will receive these headphones as part of the first days of the school year through their homeroom teachers.

Students are responsible for the use and care of these headphones. Headphones that become lost, damaged, or broken will not be repaired or replaced. It is the responsibility of the family to purchase a replacement.

Students who leave the district are required to return all property of the district. This includes the learning device, charger, and headphones. Failure to do so will result in cost restitution to the district for the un-returned property.

Student Responsibilities:

The device is an important learning tool and is to be used for educational purposes only. To take the device home each day, you must be willing to accept the following responsibilities.

- When using the device at home, at school, and anywhere else I may take it, I will follow the [policies of Highlands School District](#) and abide by all local, state, and federal laws.
- I will treat the device with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the device to anyone, not even my friends or family members; it will always stay securely in my possession.
- I will not remove district-owned programs or files from the device.
- I will charge my device nightly so that it has a full charge at the start of school every day.
- I understand that if I leave my device at home or do not charge it, I am still responsible for getting coursework done as if I had my device present and charged.
- I will bring the device to school every day. If I leave my device at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the device.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.

- I will not attempt to repair the device. If it is not working properly, I will notify IT support staff, teachers, or administrators.
- I will bring the device to IT support staff or an administrator if it needs repair. If it needs repair, the student's record will be checked, a loaner may be checked out if the student is eligible and device is available, and appropriate fees will be charged to the student.

Parent/Guardian Responsibilities:

- Your son/daughter will be issued a device to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient, and ethical operation of this computer.
- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the device, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the device and will not delete any district software.
- I will make sure my child recharges the device nightly.
- I will make sure my child brings the device to school every day.
- I understand that if my child comes to school without the device, I may be called to bring it to school.
- I agree to make sure that the device is returned to school when requested or upon my child's withdrawal from the Highlands School District.

Use and Care of Your Device

- **Bring it to school every day.** Devices are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their device with them with plenty of charge. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using devices. You are expected to be responsible to bring your device to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- **Charge your device every night.** Be sure to have a full charge as you enter school each day. Make charging your device part of your nightly routine before going to bed on school nights.
- **Makeup work is a must if you do without.** If you leave your device at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your device at home for multiple consecutive days, your teacher or principal may request you bring the device in to verify possession and condition of your device. Repeatedly not having your device at hand or not having it charged for class, may be cause for disciplinary action.
- **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the device and may not be used as a screensaver or background image. The device should not be used to take photos unless as part of an assignment or instruction by school staff.
- **Do not take images, video or audio without subject consent and school staff permission.** Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.
- **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your device; however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the district's Acceptable Use of Internet, Computers, and Network Resources Policy and leads to disciplinary action.
- **Abide by media content expectations.** Parents should work in conjunction with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and etexts on your device. The following are NOT allowed on student devices: apps rated 17+ or ESRB M (Mature), films rated R and NC-17, television shows with TV-MA-rated content, and media rated

Explicit Content. Inappropriate content is not allowed, and any violation of this policy will result in disciplinary action.

- **Keep browsing safe and through the school filter.** The district's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the district's internet filter, in accordance with all applicable laws. Students are expected to abide by the Acceptable Use of Internet, Computers, and Network Resources Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
- **Turn down the volume and pull out the headphones.** Speakers are to be always muted, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- **Leave the district-loaded apps on your device.** Do not delete any district-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- **Avoid eating and drinking while using your device.** Doing so puts your device at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.
- **Never leave your device unsecured.** Your device should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
- **Never leave your device exposed to extreme elements.** Technology such as Chromebooks and iPads are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
- **Notify IT support, teachers, or administration if your device has a problem.** Whether your device is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your device yourself. Clean only with a dry cloth.
- **Limit damage.** More than one occurrence of loss, theft or damage in 30 school days will be interpreted as neglect. More than two occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.

No Expectation of Privacy

No one should have any expectation of privacy or confidentiality regarding any usage of a technology device issued by the district, regardless of whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the district may access, supervise, view, monitor, log, and record student use of devices at any time for any reason related to the operation of the district. At any time, the district may inspect the contents and condition of device. By using a device, students agree to such access, monitoring, and recording of their use.

Monitoring software

School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school. Devices are Wi-Fi capable GPS tracking.

Files downloaded onto devices

All images, documents, files, and apps downloaded onto the device become the property of Highlands School District as allowable by law.

Device Warranty and Repair Costs

Highlands School District no longer offers a separate device protection plan. Instead, HSD has partnered with our device vendors to provide comprehensive warranty coverage for the devices. Student devices include accidental damage coverage through the vendor warranties provided at the time of purchase. Details of the warranties are as follows:

Chromebooks –

- \$0 deductible.
- Hardware failure coverage.
- Accidental Damage Protection (ADP) included.
 - Device – unlimited
 - AC Adapter – excludes theft/loss, replacement for manufacturer defect or one accidental damage incident over the lifetime of the warranty.
- Extended battery coverage (3-year battery warranty with 1 replacement per device).

Apple devices –

- \$0 deductible
- Covers hardware defects in materials/workmanship and battery service if capacity drops below 80%.
- Includes USB cable and power adapter.
- Includes accidental damage from handling (drops and liquid contact) when the damage affects functionality.
- Eligible for up to two (2) accidental damage service events every 12 months.
- Does not cover lost or stolen devices/accessories, cosmetic-only damage not affecting functionality, or catastrophic damage (e.g., crushed/bent or submerged).