

Monticello School District Device Handbook

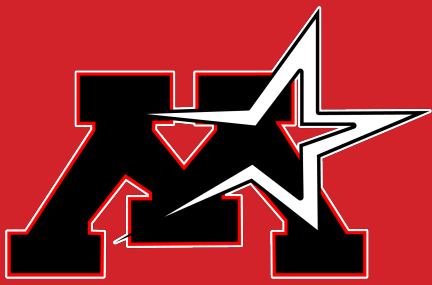
Why Devices in the Schools?

The focus of devices in the schools, is a program that provides devices and resources that meet the needs of today's students.

What it Facilitates?

1. Access to digital educational resources.
2. Availability beyond the school day.
3. Individualized learning.
4. Creativity and innovation.
5. Critical thinking and problem solving.
6. Communication and collaboration.
7. Technology literacy skills.
8. College and career readiness.

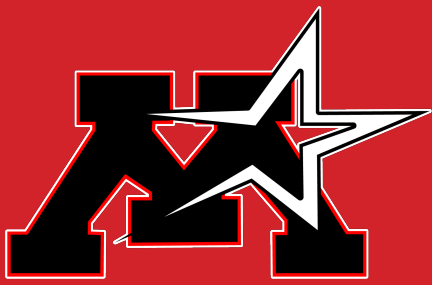
The information in this handbook applies to our 1:1 device program for students that attend Monticello Middle School and Monticello High School.



Monticello School District Device Handbook

Table of Contents

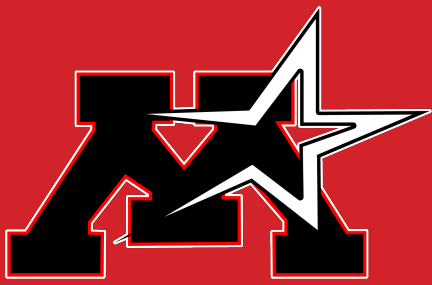
1. Device Pledge
2. General information
3. Care of your device
4. Device etiquette
5. School use
6. Repair and liability
7. Device and security
8. Device protection plan "Magic Care"
9. Device management
10. Theft or Loss
11. Building tech contact information



Monticello School District Device Handbook

Device Pledge

1. I will take care of my district issued device.
2. I will not leave my device unattended.
3. I will not loan out my device to others or give access to my user account.
4. I will know where my device is at all times.
5. I will charge my device's battery daily.
6. I will not disassemble any part of my device.
7. I will protect my device by only carrying it in the school district issued protective case.
8. I understand that my device is for educational use only.
9. I will not deface my device or case.
 - a. **(no stickers, writing, engraving, etc.)**
10. I understand that my device is subject to inspection at anytime without notice and remains sole property of the Monticello School District.
11. I will be responsible for all damage or loss caused by neglect or abuse.
12. I agree to return the device, case, power cords and all other accessories in good working condition at required check-ins.
13. I understand that my use of the device is subject to all applicable District policies, regulations, the Student Handbook, Student Code of Conduct and any individual school procedures.



Monticello School District Device Handbook

General Information

Middle School

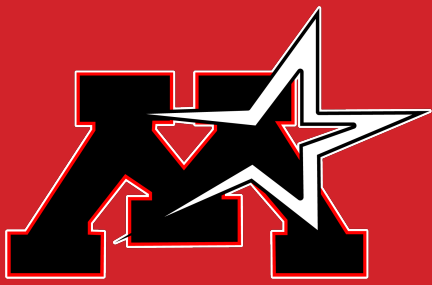
For grades 6-8, 1:1 iPads are provided for instructional use. Students will be issued a new device when they transition to the high school.

High School

For grades 9-12, students will be issued 1:1 Chromebooks for instructional use. Students will keep their issued Chromebooks for the remainder of their academic career with the Monticello School District.

If a parent **DOES NOT** wish their student to be issued a device, they will need to indicate that on the Student Handbook acceptance form.

Withdrawal: If a student withdraws from the District, their device and all accessories will need to be returned at the time of withdrawal. Students will be responsible for paying for any damages to the device and accessories. ***Failure to return the device and all accessories may result in a warrant for arrest on theft charges.***



Monticello School District Device Handbook

Care of your Device

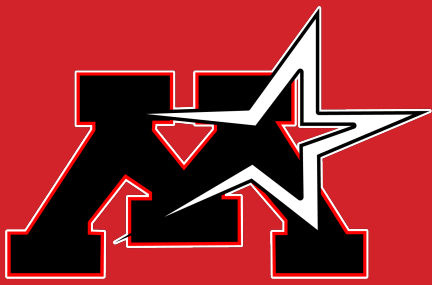
When using your district issued device, it is imperative that students remain cautious at all times when the device is in their possession.

This includes and is not limited to, eating/drinking near your device, maintaining all device accessories, not stacking any heavy materials on top of the device, etc.

The student must make sure the device is fully charged before the start of each school day.

Do not lean on top of the screen when the device is closed or front-facing. The student can also lightly spray the cloth with a mild cleaner or water before cleaning.

Gently close the cover when you are done using the device. When the device is not in use or before placing it in a backpack, make sure your device is in its case.

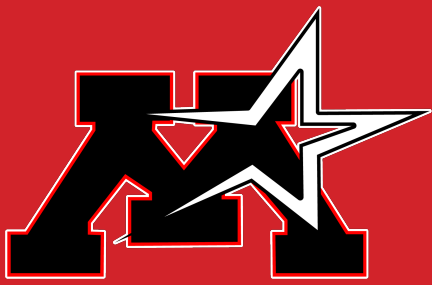


Monticello School District Device Handbook

Device Etiquette

The use of your account must be consistent with the educational objectives of the Monticello School District. Students are expected to abide by **District Policy 524 (Network System and Internet Acceptable Use)**. Respect and proper use of educational resources are a large part of the goals and objects for all students. Inappropriate activities include but are not limited to the following.

Sending or displaying offensive messages or pictures, using profanity and/or obscene language, etc.



Monticello School District Device Handbook

School Use

District issued devices are for school use only. In addition to teacher expectations for devices, school messages, announcements, calendars, and schedules may be accessed during after school hours. Students are responsible for bringing their devices to all classes, unless instructed otherwise.

If students leave their devices at home, they are responsible for getting their course completed as if they had their device present.

If a student consistently does not bring their device to class, or bring their device charged. The parent or guardian will be contacted.

Media, Sounds, and Games:

All photos (***including desktop backgrounds***) and videos must meet District acceptable use guidelines.

Media that violates the acceptable policy (***guns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang related symbols, or pictures***) will result in disciplinary action and may also result in a loss of device privileges.

Use of media, sounds and games must be in accordance with classroom procedures.



Monticello School District Device Handbook

Repair and Liability

Students and parents will be responsible for district-owned property that is issued, just as they are for other district-owned items such as textbooks, athletics equipment, etc. The district will repair or replace the device, but students and parents will be fiscally responsible for the cost of these repairs or replaced devices.

Devices that are broken or fail to work properly must be taken by the student to the building tech office in a timely manner.

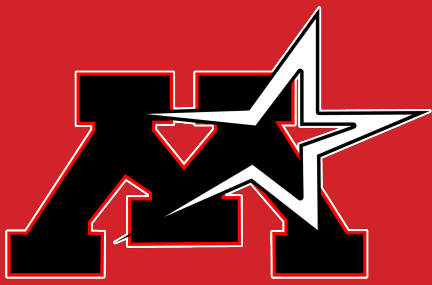
Middle School Tech Office- Room 103

High School Tech Office - 2nd Floor (west side)

If another student damages the primary owner's device, the situation will be investigated on a case-by-case basis. The situation should be reported to the building tech team immediately and the Student Resource Officer may be involved if it is suspected to be an intentional act of vandalism.

Middle School - Ms. Majeski

High School - Mrs. Schuster



Monticello School District Device Handbook

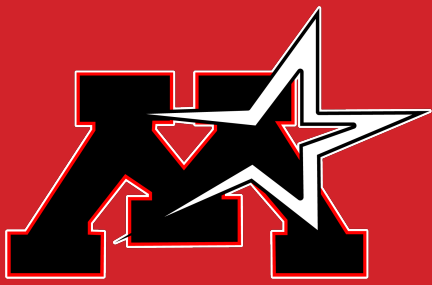
Device Security

The protection of student personal information and network information is the Technology Department's highest priority.

Key Notes:

Do not use another individual's account or allow your account to be used by others. This includes and is not limited to, modifying content, sending emails, creating accounts or posting messages or other online content (e.g., text, images, audio or video) in someone else's name.

Attempt to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.



Monticello School District Device Handbook

Device Protection Plan

We know accidents happen, and that's why the District has set up an optional program called Magic Care to reduce liability of families and students. The District Magic Care can be purchased for \$45.00 per year, per device.

The District Magic Care will repair or replace the device at a significant savings to the student and their family. The plan is done through the school.

The payment is due prior to September 30 and prior to an accidental incident.

1. Accidental damage (including drops, cracked or broken screens, liquid spills etc.).
2. Fire/Flood.
3. Theft (police report required).
4. Liquid Submersion.
5. Power surge due to lightning.
6. Natural Disaster or Perils.
7. Mechanical Failure
8. The device protection plan DOES NOT cover intentional damage.



Monticello School District Device Handbook

Device Management

Devices are assigned exclusively to individual students; only the assigned student is authorized to log into and use their designated device.

All devices remain the sole property of the School District and are fully managed by the Technology Department. Any attempt to modify, bypass, or remove the management software is strictly prohibited and will result in disciplinary action, up to and including the permanent confiscation of the device.

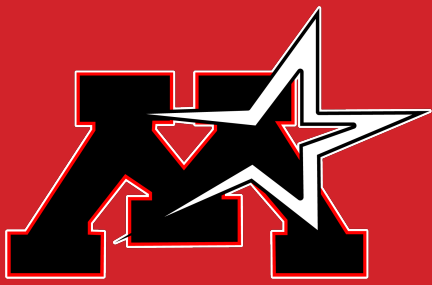
Software Updates

Operating system updates are managed by the District Technology Department with established deadlines. Users have the flexibility to choose a convenient time to install these updates within the allowed window; however, updates must be completed by the designated deadline.

If a device appears to be unmanaged, runs unusually slow, or has persistent trouble connecting to the network, it should be turned in to the building technician for maintenance.

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High School Tech Office - 2nd Floor (west side)



Monticello School District Device Handbook

Theft or Loss

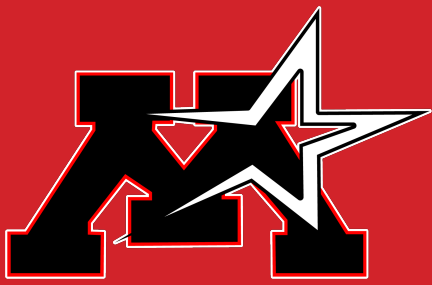
All devices are monitored using GoGuardian and/or Apple Classroom. If a device is lost, the student must report the lost device immediately to their building tech.

Middle School Tech Office- Room 103

High School Tech Office - 2nd Floor (west side)

This is so the device can be tracked for recovery. The District Technology Department can run specialized software that allows devices to be locked down so they cannot be used by anyone.

A police report is required for the replacement of the device. Students who lose their device and do not have a theft report will be required to pay the full replacement cost.



Monticello School District Device Handbook

Building Tech Contact Information

If you have any questions, please reach out to your building tech.



Middle School - Ms. Majeski

P: 763-272-2199



High School - Mrs. Schuster

P: 763-272-3081



HELP DESK