

THE ORTONVILLE SCHOOL DISTRICT INSTRUCTIONAL TECHNOLOGY MOBILE DEVICE PARENT LETTER

Dear Parent(s)/Guardian(s),

Your child is about to embark upon an exciting use of personal mobile technology devices in the classroom. Thanks to our school board and district administration we have been granted the opportunity to continue the use of student mobile devices for the new school year. Mobile devices are a powerful piece of technology that many students carry with them on a daily basis. They can provide students with a vast, diverse, and unique set of resources. The goal in using this technology is to promote educational excellence by facilitating resource sharing, innovation, and communication. ***Your authorization is needed before your child may use their personal mobile device at home and school.***

With this opportunity also comes responsibility. There is a Device Handbook included at the beginning of the student registration process for your review. You and your student should review the handbook together. Inappropriate use may result in the loss of the privilege to use their mobile device at school. All standard school and district policies are in effect on and off campus including the Acceptable Use Policy that all students and parents must electronically sign along with the Student and Parent Device Use Agreement and protection plan option of your choice.

Please note: Students will never be asked to use their mobile devices in class in a way that will incur charges for them or you. However, if your student disobeys the rules set forth and does incur charges on their mobile device the district, school, and teacher are not responsible for any costs that your child incurs while participating in this opportunity.

All forms and protection plan options are a part of the student JMC online registration process. Forms included in this packet are for review only unless you do not have access to a computer.

Please be sure to review the protection options under Section 8 of the Student Parent Handbook. Parents adding protection must make a payment of either check or cash with the K-12 Office or a credit card option is available using JMC. If the student leaves the district prior to taking possession of the device in the Fall the payment will be fully refundable. Payment plans are also available by contacting the District Office.

If you have any questions you would like to discuss prior to signing these documents, feel free to contact us. The quickest form of communication for us is e-mail, shawnda.johnson@ortonville.k12.mn.us or hunter.merritt@ortonville.k12.mn.us. If you cannot e-mail, we do have a phone extension 839-6181 ext. 402 (Shawnda) ext. 433 (Hunter). Thank you for your time, we are looking forward to working with your student to keep education cutting edge.

Sincerely,

Tech Department

Fall Student Device Deployment

Students & parents can view and sign forms electronically and pay online as a part of the JMC online student registration. Paper copies of these forms are also available in the K-12 office.

All students will receive their device in their homeroom classes provided that they have met these requirements:

- a. Internet Use and Parent Permission Form is electronically signed
- b. Student & Parent Device Use Agreement is electronically signed by both.
- c. Protection Plan option is selected and electronically signed and payment received either through JMC, by check or cash in to the K-12 Office.
- d. Outstanding repair fees from the previous year have been paid either electronically or by check or cash at the K-12 Office.

PARENT ACCESS TO SCHOOLOGY!!

With Schoology, students can digitally submit homework assignments, review grades, participate in interactive discussions, receive announcements and feedback, take tests, write academic blogs, and more. As a parent, you will be able to view your child's activity within the platform. **Please contact the K-12 Office to obtain you access code.**

Ortonville Student/Parent Public School Handbook

The Personal Learning Device Student Parent Handbook provides information regarding the care and use of the device and responsibilities of the parent and student.

Personal Learning Device: Student/Parent Handbook

1.0 GENERAL INFORMATION

The policies, procedures and information within this document apply to all students engaged who are issued an electronic device owned by Ortonville Public Schools. Classroom teachers may set additional requirements for use in their classroom.

1.1 Receiving your device

Devices will be distributed at your school. All incoming 7th graders and new students will receive a new case with their device. All other students will use the same case they used in previous years. 8th-12th can purchase a case at the current pricing. Parents and students must sign this contract in order to take the device home. Additionally, students must have a signed the Acceptable Use Policy before accessing the school network.

1.2 Returning your device

Devices and power supplies will be returned to the school at the completion of the school year. If a student transfers out of the school before the end of the school year, the device will be returned at that time. Students who withdraw, are expelled, or terminate enrollment at a Ortonville Public School for any other reason must return their individual school device with accessories on the date of termination.

2.0 CARE OF THE DEVICE

The device is school property and all users will follow this contract and the Ortonville Public Schools Acceptable Use Policy#524 for this technology. Students are responsible for the general care of the device they have been issued by the school. Devices that are **damaged** must be taken to one of the IT Staff as soon as possible for an evaluation of damage. If the device **fails** to work properly it must be taken to the District or Tech Office for an evaluation of the equipment.

2.1 General Precautions

- * Any personalization of the device (writing, drawing, stickers, and labels) will not be allowed.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left in an unlocked locker, unlocked car or left unattended.
- Students are responsible for keeping their device's battery charged for school each day.

2.2 Carrying devices

Carrying cases **MUST** be used to carry the device at all times. Failure to comply will result in loss of the device at the discretion of the administration with the possibility of further disciplinary action. Please note that the device screen is sensitive and avoid placing too much pressure and weight on the device screen.

2.3 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not overload carrying cases to cause pressure against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
 - Do not "bump" the device against lockers, walls, car doors, floors, etc as it will eventually break the screen.

3.0 USING YOUR DEVICE AT SCHOOL

Devices are intended for academic use, but responsible personal use is expected. Classroom teachers have the authority to manage use during class time, and may choose to have students put devices away if it is a distraction or students exhibit off-task behavior. Students are responsible to bring their device to all classes unless specifically instructed not to do so by the classroom teacher.

3.1 Devices Left at Home

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. For students who repeatedly leave their device at home, loss of home use privileges will be left to the discretion of the school personnel.

Personal Learning Device: Student/Parent Handbook

3.2 Device Undergoing Repair

Loaner devices may be issued to students if the device is in need of repair. There may be a delay in getting a device should the school not have enough to loan. If the repair is due to a violation of general precautions or malicious intent, as determined by administration, the student will be required to check out and return the loaner device each day from the media center. Failure to comply will result in loss of the device at the discretion of the administration with the possibility of further disciplinary action.

3.3 Charging your Device's Battery

Devices must be brought to school each day in a fully charged condition. Repeat violations of this policy may result in students losing at home privileges.

3.4 Screen Savers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions.

3.5 Sound, Music, Games, or Programs

Sound must be muted during class unless the instructional activity requires the use of audio. Headphones or earbuds are not allowed during school hours unless the intent is for instructional purposes only. In an effort to conserve network bandwidth, Internet games and videos are not allowed on the devices during the school day unless they have been identified for instructional purposes.

3.6 Printing

Printing will be available with the device but used sparingly. Shared printers are available in the library and throughout the school.

3.7 Home Internet Access

Wireless network access is available throughout the school. Additionally, students are encouraged to connect to home networks and wireless hot spots. School and district technical support staff are not responsible for supporting or troubleshooting connectivity to home networks and personal peripheral devices, but will provide guidance on common connection issues and how to resolve them.

3.8 Device Settings

Passwords on screensavers are not to be used. Hard drive/BIOS passwords and VPN/proxy servers are forbidden. If used, students may be responsible for the cost of replacement hardware. Failure to comply will result in loss of the device at the discretion of the administration with the possibility of further disciplinary action.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving on the device

Ortonville Schools has adopted Google for email and cloud-based storage and document creation; students may use this or choose other cloud-based storage solutions. Students should not save data on the desktop because this data is not backed up. Students will be shown how to create and save data as part of the orientation session when they receive their device.

4.2 Network Connectivity

The Ortonville School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON DEVICES

5.1 Originally Installed Software

The software originally installed by the Ortonville Public Schools must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course.

5.2 Additional Software

All installed software must be district provided. Students will not have access privileges to install personally-owned software.

5.3 Inspection

Ortonville Public Schools reserves the right to inspect devices as necessary.

Personal Learning Device: Student/Parent Handbook

5.4 Procedure for re-loading software

If technical difficulties occur, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students are responsible for following procedures required to update the device.

6. RESPONSIBLE USE

6.1 Statement of Responsibility

- Network access is essential for accessing classroom resources and communication. The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy; therefore, it is important for the user to stop and think before communicating and to show respect for other people and for their ideas.
- An efficient network is essential to a productive learning environment. Each user must take responsibility for conserving bandwidth and avoiding system disruption.
- Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.
 - Internet access is available on every computer with network access in the Ortonville Public Schools. In general, the Internet is itself a complex network of regional, state, national, and international networks. This requires users to adhere to the same rules and guidelines outlined here for our network, as well as to any additional network policy procedures required, when the Internet connects them to other networks.

6.2 Parent/Guardian Responsibilities

Talk to your children about values and the standards that they should follow on the use of the Internet just as you would on the use of all media information sources such as television, phones, movies, and radio. Internet security is tighter during the school day, but students will have a more relaxed filter on Internet resources when they are at home. Please talk with your student about your expectation for appropriate and responsible use in your home.

6.3 School Responsibilities

- Provide Internet access and course content to its students.
- Provide Internet filter of inappropriate materials as able.
- Provide network data storage areas. These will be treated similar to school lockers. The Ortonville School District reserves the right to review, monitor, and restrict information stored on or transmitted via Ortonville School District owned equipment and to investigate inappropriate use of resources.
- Teach students the 21st Century Skills.
- Monitor behavior and manage consequences as outlined in the district Acceptable Use Policy #524.

6.4 Student Responsibilities:

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to network use and according to the Ortonville Public Schools Acceptable Use Policy #524. This policy is available online in the student handbooks and must be signed by students and their parents each year as part of the student handbook.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Help Ortonville School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s) and keep passwords private.

- Students should always secure their device after they are done working to protect their work and information.
- If a student should receive email or other electronic messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the K-12 office.

Personal Learning Device: Student/Parent Handbook

6.5 Device Care

- Students are responsible for keeping their device's battery charged for school each day. • Students will be held responsible for maintaining their individual devices and keeping them in good working order.
- Any personalization of the device (writing, drawing, stickers, and labels) is not allowed. • Any cases supplied for the device by the school district must be returned with only normal wear and no alterations.
- Devices that malfunction must be reported to the District or Tech Office. Devices that are damaged must be reported to the K-12 office. The school district will be responsible for repairing devices that malfunction. • Accidental damage insurance options are available (Please see Section 8.1)

6.6 Student Discipline

The discipline procedure in the Ortonville School Handbook addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the device. Depending on the seriousness of the offense students may lose device and/or network privileges as well as being held for detention, suspension or even in extreme cases expulsion.

1st Offense: Failure to comply will result in loss of the device at the discretion of the administration with the possibility of further disciplinary action. Further incidents will be determined at the discretion of the administration.

7. PROTECTING & STORING YOUR DEVICE

7.1 Device Identification

Student devices will be labeled in the manner specified by the school. Devices can be identified by their serial number and Ortonville Schools asset tag number.

7.2 Storing Your Device

When students are not using their devices, they should be stored in their locked lockers. Nothing should be placed on top of the device when stored in the locker. Students are encouraged to take their devices home every day after school. **Devices should not be stored in a student's vehicle at school or at home.** Devices do not react well to extreme heat or cold temperatures. If a student needs a secure place to store their device, they may check it in for storage in the library. Library hours are 7:30am-3:30pm.

7.3 Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unattended areas. Any device left in these areas is in danger of being stolen. If a device is found in an unattended area, it will be taken to the K-12 office. **A student will be charged \$5 to retrieve their device.** Consequences for carelessness will be left to the discretion of the school personnel.

8. LOSS OR DAMAGE.

8.1 Optional Accidental Damage or Loss Protection

Ortonville Public School strongly recommends the purchase of device protection for all students and parents to cover device repair for accidental damage. It does not cover acts determined by administration to be malicious, theft, loss of device, chargers or protective cases. Cost of the school protection plan is available for \$40 per device per year with a cap of \$80 for a family. Any repairs or replacement will be assessed fees based on a deductible. Please see Table of Estimated Repair/Replacement Pricing in Section 8.5.

8.2 Lost or Stolen

If a device is lost or stolen, the family of the student will be required to file a police report if the theft occurred off campus. If the device is lost or stolen on school grounds then contact the K-12 Office immediately. The school district will contact the police department.

Personal Learning Device: Student/Parent Handbook

8.5 Loss / Damage Payment

In the event that a family's homeowner policy is responsible for payment, due to loss, theft or intentional damage, an invoice will be sent to the parents from the Ortonville Schools District Office with a brief explanation and amount due. Payments can be made at District Office or mailed to the Ortonville District Office, 200 Trojan Drive, Ortonville, MN 56278. Payments must be made prior to repair or replacement. Loaner devices will be issued once payment is made or determined by administration. Loaner devices cannot be taken home and must be check-in and out of the Library each day until the damage fees have been paid.

Table of Estimated Repair/Replacement Pricing for Intentional/Accidental Damage, Theft, Loss of Device, Charger Loss or Protective Case damage.

Type of Damage	Repair/Replacement Costs	Intentional Damage or Accidental Damage without Plan	Accidental Damage w/Plan *
Broken Screen	\$150	Not covered	Claim #1 pay \$75 Claim #2 pay \$150
Keyboard Damage	\$50	Not covered	Claim #1 covered Claim #2 pay \$25
Lost Charger	\$25	Not covered	Not covered
Abandonment Fee (if eventually found)	\$5	Not covered	Not covered
Replacement Case	\$15	Not covered	Not covered
Replacement of Device	\$330	Not covered	Not covered
Hinge Repair	\$75	Not covered	Claim #1 covered Claim #2 pay \$75
Broken Headphone Jack	\$50	Not covered	Claim #1 covered Claim #2 pay \$25
Broken Power Port	\$50	Not covered	Claim#1 pay \$25 Claim#2 pay \$50
Others TBD			

***Within current year**

8.6 Continued Participation in 1:1 Project

A student may continue his/her academic learning via 1:1 device of lost, stolen or damaged device provided the student complies with the requirements set out in this handbook. Failure to comply will result in loss of the device.



Ortonville Public School Mobile Device Protection Plan

Ortonville Public School strongly recommends that a protection plan be purchased prior to the distribution of the devices that serves to protect families from expenses from theft or damage of the device assigned to the student. Therefore, the District is offering families a choice of protection plans. Parents must choose one of these options.

Student Name _____ Grade _____

I am choosing:

____ **OPTION 1: School Protection Plan.** Payment method: On-line _____ or Check # _____ \$40 (\$80 for families with more than two students) per year **non-refundable** fee. I understand my account will be charged appropriately and I will pay online through JMC or in the K-12 Office with a check or cash. Repairs or replacement costs will be assessed a deductible fee based on the table in Section 8.5 of the Student/Parent Handbook. It **does not include** deliberate or negligent damage to the device. Deliberate/negligent damage to a device will result in full repair replacement costs. *Payment plans are available by contacting the district office.*

____ **OPTION 2: Refundable Deposit.**
Families may make a refundable deposit of \$810, representing the amount of the full value of the device. This deposit will be cash and deposited into the District account. This deposit will be returned at the end of the school year if the device is returned in good condition. A portion of this deposit will be withheld if the device is returned with damage. See section 8.5 of the Student/Parent Handbook.

Protection Plan notes:

- Protection plan will only be available to be purchased **prior** to the devices being issued.
- Protection plan is non-refundable if student withdraws early.
- Protection plan is in effect once the student takes possession of the device.
- Taking apart or tampering with the device will void coverage and result in loss of protection plan and deductibles.
- Protection plan does not cover theft or mysterious loss of device, lost charger or protective cases.
- All previous year fees/charges must be paid prior to a student being issued a device. Students will be able to check out/in their device with the Library daily, until outstanding fees are paid.
- If protection plan is refused, the student and their parent(s)/guardian(s) will be responsible for all damages/theft/loss of device. Student(s) will be able to check in/out device daily from the Library. Students will not be allowed to take the device home.

Payment options can be selected electronically through the JMC Online Registration process.



Ortonville Public School Student/Parent Device Use Agreement

Ortonville Public Schools Pledge For Device Use

- I will take good care of my assigned device.
- I will never leave my device unattended.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device's battery daily.
- I will keep food and beverages away from my device.
- I will not disassemble any part of my device or attempt any repairs.
- I will use my device in ways that are appropriate, meet Ortonville Public School expectations and are educational.
- I will not place decorations (such as stickers, markers, etc.) on the device. • I will not deface the serial number device sticker or Ortonville School asset tag on any device.
 - I understand that my device is subject to inspection at any time without notice and remains the property of the Ortonville Public School District.
- I will follow the policies outlined in the OHS device Student-Parent contract while at school, as well as outside the school day.
- I will file a police report and notify the K-12 in case of theft, vandalism, and other acts covered by the school protection plan.
- **I will be responsible for all damage or loss that I caused by neglect or abuse. If the device is damaged intentionally, the cost is the full repair or replacement cost.** • I agree to return the device and power cord in good working condition. • I understand and agree to the stipulations set forth in the above document and the Student Acceptable Use Policy #524.

I have reviewed the Student/Parent Handbook, the Student/Parent Device Use Agreement and reviewed the District Mobile Device Protection Options and have made my selection.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____



Ortonville Public School Mobile Device Protection Plan Refusal

Ortonville Public School strongly recommends that a protection plan be purchased prior to the distribution of the devices that serves to protect families from expenses from theft or damage of the device assigned to the student. Payment plans are available by contacting the Business Office 839-6181 ext. 404.

Student Name _____ Grade _____

I do not wish to purchase protection through the Ortonville Public School and understand that I am financially responsible for 100% of the damages, theft/loss of device. If you choose this option, students will be able to check out a device for daily use in the Media Center. Students will not be allowed to take the device home.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

This option can be made electronically through the JMC Online Registration process



Ortonville Schools

*“Empowering every
Student to thrive through
relationships, high
expectations, and growth.”*

200 Trojan Drive
Ortonville, MN 56278
320-839-6181

Fax 320-839-2499

CONSEQUENCES FOR INTERNET and NETWORK USE POLICY REGARDING PERSONAL LEARNING DEVICES

Kris Evje
Superintendent

Kristyanna Brandriet K-6 Principal

Antony Seemann Counselor

Trevor Keller
7-12 Principa

This list is for students who have been identified to have violated Ortonville Public Schools Internet and Network Use Policy regarding Personal Learning Devices.

Ways in which a student may have violated this policy include (but are not limited to):

- Internet gaming
- Inappropriate media
- Installing non-district provided and approved software
- Inappropriate and/or irresponsible and unethical use of the device
- Use social media outlets (whether cached in the browser or actively using) ○
Facebook, Twitter, Snapchat, MySpace, etc.
- Disobeying of general school rules that relate to behavior and communication •
- De-facing the devices writing, drawing, or placing stickers/markers on the device •
- Reckless care or damage to the device

Progressive discipline will take place for all students who choose to violate the agreed upon conditions stated in the district's Acceptable Use Policy #524.

This steps will include* (and are accumulative 9-12th grade):

- **1st violation**=Detention; as well as parental notification.
- **2nd violation**=The personal learning device will be confiscated for up to 5 days. A parent meeting with administration is required before the device can be returned.
 - The student must communicate with their teachers and make other arrangements to complete their assigned work on time.
- **3rd violation**=The personal learning device will be confiscated for a minimum of 5 days and up to a maximum of 10 days. A parent meeting with administration is required before the device can be returned.
 - The student must communicate with their teachers and make other arrangements to complete their assigned work on time.
- **4th violation**=The device is confiscated **indefinitely**.
 - The student must communicate with their teachers and make other arrangements to complete their assigned work on time.

*Administration does reserve the right to modify disciplinary action based on the severity of the violation. **Agreement and Permission Form on reverse side of this page.**

**Ortonville Public Schools
Internet & Network Use Policy
User Agreement & Parent permission Form**

As a user of the Ortonville Public Schools computer network, I hereby agree to comply with the Ortonville Public Schools Internet Acceptable Use and Safety Policy No. 524 posted on the Ortonville Public Schools' web page. I agree to honor all relevant laws and restrictions.

Student Signature

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services. I understand that individuals and families will be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media.

Parent Signature

Date

Name of Student

Grade

Address

Telephone #

Ortonville School Web Site/Social Media Articles & Pictures

Adding interest and news to the Ortonville School website and social media sites often entails student pictures, articles about student activities, performance and student work.

As the parent or legal guardian of the minor student signing above, I grant permission for my son's or daughter's picture to appear on the Ortonville School website and social media sites. The picture shall not identify the student's full name.

Yes No

As the parent or legal guardian of the minor student signing above, I grant permission for my son's or daughter's first name to appear on the Ortonville School website and social media sites, not to be included with a picture for identification.

Yes No

Parent Signature_Date

Name of Student

These option can be made electronically through the JMC Online Registration process