

Student Device Handbook



Table of Contents

Overview of the One-to-One Program	1
Receiving Your Device	2
Ownership of the Device	2
Student's Responsibilities	2
Devices Left At Home	3
Protecting Your Data and Files	3
Cost of Repairs / Replacement	4
Vandalism and Theft	5
Technical Issues/Damage/Loss	5
Audio & Sound	5
Device Identification	5
Personalizing Devices	5
Check-In	5
Care of the Device	6
Transporting Devices	6
Passwords	7
Chromebook FAQ's	7
Device Care Reminders	8
Technology Protection Plan for One-to-One Devices	8

Overview of the One-to-One Program

River Valley Local Schools is proud to say that we are entirely One-to-One with all of our students. That means that each student will be loaned a device (Chromebook, Windows Laptop or MacBook) that will be theirs for the school year. Students in grade 6-12 will be able to take the device home with them from the start of the school year to the last couple weeks of the school year. Students in grade K-5 will take their devices home as needed. As a One-to-One district, there are a few procedures that parents need to be aware of.

- Devices are the property of River Valley Local Schools.
- Students will retain the same device for multiple years. It is the student's responsibility to keep the device in proper working order.
- Students need to charge the device at home. No charging will be allowed at school. All devices have an 8-12 hour battery to last throughout the school day. All power cords need to stay at home.
- River Valley offers a yearly Technology Protection Plan to protect against accidental damage. More information is in the **Technology Protection Plan for One-to-One Devices** section of this document.
- All devices are filtered 24/7 against inappropriate websites. Alerts will be sent to administrators about improper use. Teachers have the ability to monitor student use throughout the day.
- The River Valley Acceptable Use Policy is in effect 24/7 when using these devices.
- Printing will not be allowed on these devices, as part of the plan is to share documents digital and use less paper.
- Students are only permitted to download the apps that have been approved by the district.
- River Valley Local Schools will create a Google Workspace for Education account (email address) so students can log in to their device and additional educational services. Creation of this account will allow RV schools to share access to additional educational resources via account information, which includes things like name and email address.
- If your device becomes lost or stolen, please let the main office of your school know ASAP. We can track your device, but we only activate that on devices that have been reported as lost or stolen.

Receiving Your Device

The Chromebook, Windows laptop, or MacBook, and all accompanying equipment, such as the charger (hereafter, collectively "device") will be distributed during the first week of school. Parents must sign and return the Device Agreement before the device can be issued to the student. The Device Agreement is available through Final Forms.

Ownership of the Device

River Valley retains the sole right of ownership and possession of the device. The device is lent to the student for educational purposes only for the academic year. Moreover, River Valley's administrative staff and faculty retain the right to collect, monitor, and/or inspect the device at any time, including via electronic remote access and to monitor student work or alter, add, or delete installed software or hardware.

Student's Responsibilities

Students and parents/guardians are solely responsible for the device issued to them and must adhere to the following:

- Students must comply with the District's Acceptable Use Policy and the Student Device Handbook when using their device.
- Students must bring their device to school every day and make sure it is fully charged. Failure to do so may result in loss of instruction.
 - Note: A fully charged device should last at least 8 hours.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must report any problems with their device to their teacher or the RV technology staff as soon as possible.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the device's physical structure, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run any operating system on the device other than the operating system installed and supported by the District.

Responsibility for Electronic Data

- The students are solely responsible for any apps or extensions on their device that are not installed by a member of the River Valley Instructional Technology staff or by classroom educators.
- Students are responsible for backing up their data to protect from loss.
- Users of District Technology 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 and are given no guarantees that data will be retained or destroyed.

Devices Left At Home

If students leave their device at home, they are responsible for getting the coursework completed as if they had their device present. If a student repeatedly leaves his/her device at home, he/she may be subject to appropriate disciplinary action.

Protecting Your Data and Files

Students are responsible for the appropriateness of all files, data, and internet history on their device. Although these devices will be logged and filtered on campus, it is still the student's responsibility to use good judgment when accessing or transmitting data. Do not take photos or videos of other students or staff without their permission. **The possession, forwarding, or uploading of unauthorized data, photos, audio, or video to any website, network storage area, or person is strictly forbidden.** Do not access another individual's materials, information, or files without permission.

Cost of Repairs / Replacement

River Valley Local School District recognizes that with the implementation of the one-to-one initiative, there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following charges in place, which are subject to change.

River Valley Local School District has created the Technology Protection Plan. See the [Technology Protection Plan section](#) below for more specific details about this option to reduce student/parent/guardian liability.

If you do not select the Technology Protection Plan, you will be responsible for paying for the needed equipment, repair, or replacement of the device if needed. The prices do not include labor, which is at least \$40 per repair. You will be issued one charger with your device. The Technology Protection Plan does not cover the charger if lost or damaged. If the device needs to be replaced, assessed charges will equal the total replacement cost for the device. During the school year, over 25% of district-issued devices suffered damage requiring a repair.

The following will be considered damage(s) due to intentional, reckless, willful, wanton, and/or malicious conduct and are not covered by the Technology Protection Plan.

- Key Removal (with or without the rubber stopper being intact)
 - Keys do not fall off without force being applied to them to break the parts that hold them in place. Key removal is indicative of picking at the device and removing keys.

- Rubber Removal
 - Rubber around the device and on the bottom cover is adhered with adhesives and has notches and rubber nubs that hold it in place. These parts do not just fall off. They must be pulled or picked to separate them from the plastic they are attached to.
- Coloring, Drawing, or writing on the device.
 - Cleaning fines will be applied for any markings on the device. If they cannot be removed due to the permanent nature of the medium used to color, draw, or write, there will be a cost to replace those parts.
 - Harsh chemicals cannot be used to clean off devices as they cause further damage to plastics.
- Etching or carving
 - Any etching or carving on a device will be considered intentional.

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report must be filed by the student or parent as soon as practicable, but in no case more than 48 hours after the theft or vandalism is discovered. The police report must be presented to the building principal. Further, students/parents must contact their building principal ASAP after the device is determined to be stolen, lost, or vandalized. There is geo-location software that can be activated by the technology department once the principal is notified.

Technical Issues/Damage/Loss

If you experience any technical problems or damage, contact your teacher or a member of the RV technology team. If it cannot be fixed at that time, a loaner device may be issued to you, if available. All device policy agreements and the technology protection plan (if applicable) will remain in effect for the loaner device.

Audio & Sound

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones may be used in the classroom only with individual teacher approval.

Device Identification

Student devices will be labeled in the manner specified by the District. Devices can be identified based on the serial number. Do not remove any identifying labels or markings.

Personalizing Devices

Other than any identification stickers/decals (the asset tag) added by the district, **Devices must remain free of any writing, drawing, or stickers.**

Check-In

Any student who withdraws, terminates enrollment, or is expelled must return their device and accessories immediately. If a student fails to return the device and accessories when requested, the student/parent will be billed for the replacement cost of the missing items. Any device not returned or immediately paid for in full will be considered stolen property, and law enforcement will be notified.

Care of the Device

The device is the property of River Valley Local Schools, and all users will follow these rules and the Acceptable Use Policy. Students are responsible at all times for the care of the device to which they are assigned.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must not be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas, including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unattended devices will be confiscated, and disciplinary action may be taken.
- Students will not have the opportunity to charge their devices at school, and devices are to come to school each day charged to 100%.
- Too much pressure may crack the screen, so avoid placing anything on top of the device.
- Do not cram the device in a bag or locker.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a car that may reach very hot or cold temperatures.

- Never leave your device on the floor, a chair, or a sofa. Stepping or sitting on the device could cause significant damage.
- Do not disassemble or attempt to repair the device, or take it to a third-party for repair. The River Valley Technology Department must make or authorize all repairs.

Transporting Devices

When transporting the device between classes or outside the building, you are required to close the lid. Never walk with the device open. Students in grades 6-12 are required to take their devices home every day after school, regardless of whether they are needed.

Passwords

Students will be required to maintain an updated password on their device. Students may never share, distribute, or otherwise allow other students access to their password. At any time, a parent, teacher, or school administrator may request and obtain the password and access to the device.

Chromebook FAQ's

Q. What is a Chromebook?

A. Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display, clickable trackpad, all-day battery life, lightweight, and built-in ability to connect to wi-fi and mobile broadband networks, the Chromebook is ideal for any time, anywhere access to the web.

Q. What kind of software does a Chromebook run?

A. Chromebooks run thousands of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store. Additionally, Chromebooks can run Android apps.

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of River Valley Local School District Technology Department will maintain devices through our Google Apps for Education account.

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a wi-fi signal to access the web. There is an offline option, as well, when using Google Drive, and when students enter a wi-fi connection, it syncs again with the student's Google account.

Q. Will our Chromebook have 4G/LTE/Cellular Signal?

A. No. The district Chromebooks will not have broadband or a cellular signal.

Q. Is there antivirus software included with the Chromebooks?

A. No, there is not. As all of the data is stored in the cloud, there is no need for antivirus software.

Q. How long will the Chromebook run on a fully charged battery?

A. Chromebooks have a rated battery life of 8-10 hours. However, we expect students to charge them each evening to ensure maximum performance during the school day without interruption of use.

Device Care Reminders

- Take good care of your device. You will use the same device for multiple years.
- Carry your device with both hands or in a case.
- Set your device on a flat surface to use it. An example of a flat surface is a desk or table.
- Keep food and drinks away from your device. In other words, do not eat or drink while you are using the device. Instead, take a study break away from your device.
- Never place a heavy object or a lot of objects on top of your device.
- Charge your device every night at home.
 - If you close the lid of your device, you will help save the battery.
 - You can use your device when the level is low. Just remember to charge when you get home.
 - When you plug in your device to charge it, look for the charging light indicator. This will assure you that your device is being charged.
 - Let the device completely charge to a full battery.
 - Charging a device could take up to 4 hours. Therefore, plug it in to charge and leave it until fully charged.

Technology Protection Plan for One-to-One Devices

Please read this entire document to determine if this plan is needed for you and your child's protection against the cost of damage to the loaned device in your care. This plan is available for all students grades K-12 for the current school year.

Coverage and Benefit

This annual agreement covers the Chromebook, MacBook, or Windows laptop ("device") loaned to the student against any accidental damage and/or repair costs. This agreement costs \$35 per device per school year for a total of \$600 worth of repairs, replacement, and/or labor costs. Any costs above and beyond \$600 will be the responsibility of the parents/guardians/student. The charger is NOT covered and is the sole responsibility of the student/parent/guardian. The coverage is 24 hours per day. Damage(s) due to intentional, reckless, willful, wanton and/or malicious conduct is not covered. The technology protection plan will not cover lost devices. The technology protection plan will cover stolen devices if a filed police report for the stolen device is submitted to River Valley. The Technology Protection Plan (TPP) will cover damage and repairs for loaner devices but will count towards the total allowed for the TPP.

Effective Date and Expiration

Coverage is effective from the date the technology protection plan is purchased through MySchoolBucks. Subject to immediate termination for failure to timely pay the premium, coverage shall end on the date the device is required to be returned to school, whether or not that device is returned to school by that date. This is an annual plan.

Premium & How to Purchase the Technology Protection Plan

The premium cost is \$35 for the school year for this optional coverage, and the premium will not be prorated. This premium will be added to your child's account at the start of the school year. Payment is due by September 1st, for the plan to be in effect. Coverage will be removed for those students whose parents/guardians do not pay this premium by September 10th. Payment may be made via the MySchoolBucks Portal, or at your child's school.

The Technology Protection Plan is non-refundable. Administration, in its sole discretion, will determine if damages were due to intentional, reckless, willful, wanton, and/or malicious conduct (please see River Valley Student Device Handbook for more specific information). This is an annual (School Year) plan, previously purchased River Valley Technology Protection Plans will not cover the new school year. The Technology Protection Plan is not subject to waiver for free and reduced students as it is an optional fee; students/parents are not required to have this coverage. This is an annual plan and does not extend from one school year to the next.

If you are new to the District after September 10th, you can still purchase the Technology Protection Plan. Purchase and pay for the plan for it to be active. This is an annual plan and does not extend from one school year to the next.

If the Technology Protection Plan is not Purchased all damages and replacement parts will be charged at the current market rate with a labor fee of at least \$40 determined by the repair. Damage fines without the Technology Protection Plan will range between \$40 – \$400. If the cost of the damage exceeds \$400, then a new device will be issued at the cost of the replacement device. All damage, replacement parts and labor costs will be applied through the parent portal in MySchoolBucks.

Additionally, when a student is provided a loaner device, all of the regulations apply for proper care of loaner devices. Any damage to the loaner device will be the parent/guardian/student's responsibility.

If your device is damaged (if you have the Technology Protection Plan or not) alert your teacher or contact a member of the RV Technology team about the issue with the device. A loaner device will be supplied during the time in which your issued device is being repaired. Loaner devices are only available to students who have submitted a damaged device for repair.

How to Protect Your Device

- Avoid using Themes. Many seem to cause issues with the battery and freezing.
- Do not eat or drink over your device.
- Use a microfiber cloth to clean your display regularly.
- Do not spray any household cleaners on your device.
- Do not leave your device in an unsecured location.
- Please report any problem to the media center as soon as possible. (including damage)

- Do not remove the Serial Number or ID tags.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. The River Valley Technology Department must make all repairs.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.

Avoiding Physical Damage

- Do not pick off any of the rubber around the edges of the device or on the bottom.
- Keep liquids out of your backpack when your device is in it.
- When walking with the device, always keep the lid closed.
- Do not draw, write, or etch on your device.
- Do not remove or change the physical structure of the device, including the keys, screen cover, or plastic casing.
- Too much pressure may crack the screen, avoid placing anything on top of the device.
- Do not cram the device in a bag or locker.
- Never leave your device on the floor, a chair, or a sofa. Stepping or sitting on the device could cause significant damage.
- Be cautious of breaking off headphones when using them in the device. We may not be able to remove the broken piece, which would lead to a repair.