Technology Handbook
Pleasant Valley School District

2026-2027 School Year

Pleasant Valley School District
Brodheadsville, PA 18322

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Excellence in Education: A Community Commitment

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SECTION 1: INTRODUCTION & ACCEPTABLE USE POLICY

1.1 Program Overview & Purpose

Welcome to technology in the Pleasant Valley School District! As part of our **commitment to excellence in education**, every K–12 student is provided with a district-owned device, protective case, and charging accessory to support seamless learning both in the classroom and at home.

Through the ethical use of technology, our learning community will be empowered to take intellectual risks, explore new ideas, and advance educational experiences and skills essential for meaningful participation in a global community.

This handbook outlines the essential **terms and conditions for the acceptance, use, and care** of all distributed district devices. Together, as a community committed to growth and safety, we look forward to an inspiring and innovative school year!

Because all students receive a district device, **personal computing devices from home are not permitted, and bringing personal devices may result in disciplinary action if this policy is not followed.**

- **Pleasant Valley Bears Academy (PVBA) Exemption:** Students enrolled in the Pleasant Valley Bears Academy (PVBA) are the only students authorized to use a personal device while attending school from home.
- **Opt-Out Notification:** Participation using a personal device requires written notification from the parent/guardian stating that they elect to use their own equipment so the District does not issue a PVSD device.
- **Transitioning Out of PVBA:** If a student leaves the PVBA program and returns to in-person instruction (or needs a district device), it is the parent/guardian's responsibility to notify the District in advance so a district device can be prepared and issued.

The use of district technology is a privilege, not a right. Unauthorized or inappropriate use, including any violations of the guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Students must comply with Board Policies 237, 815, and Administrative Regulation 815.7.

Agreement & Policy Acknowledgments

- **Acceptable Use Policy (AUP):** The AUP is maintained in district policy and is passively agreed to by attending the Pleasant Valley School District. This policy can be found on our District Website’s Policy Page.
- **Device Responsibility Agreement (DRA):** Acceptance of the DRA occurs passively when parents/guardians complete the mandatory Annual Contact and Agreements Form before the start of each school year. Likewise, parents/guardians of newly enrolled students agree to the DRA through this same form during the enrollment process.

1.2 Children's Internet Protection Act (CIPA) Compliance

In compliance with the Children's Internet Protection Act (CIPA) [47 U.S.C. § 254(h) and (l)] and the Protecting Children in the 21st Century Act, PVSD enforces technology protection measures (content filters) across all district technology resources and network connections. These protection measures block or filter visual depictions and material that are obscene, child pornography, or harmful to minors.

Pursuant to federal regulations, the District maintains an Internet Safety Policy that enforces:

- **Filtering & Protection:** Measures designed to restrict minor access to inappropriate, explicit, or harmful matter on the internet.
- **Monitoring:** Supervision and monitoring of the online activities of minors while utilizing district networks, devices, or communication tools.
- **Safety & Security:** Protection of minors using direct electronic communications (e.g., email), prevention of unauthorized online access (including "hacking" or other unlawful activities), and prevention of unauthorized disclosure, use, or dissemination of personal information regarding minors.
- **Digital Citizenship:** Education for minors regarding appropriate online behavior, including interactions on social networking websites and chat rooms, as well as cyberbullying awareness and response.

1.3 Network & Digital Etiquette

The District utilizes content filters, classroom management software, and safety monitoring tools to assist with appropriate educational use. Network access is subject to the following guidelines:

- **Educational Purpose & Domain Access:** District technology and user accounts associated with the district's domain are provided for school-related work, communication, and research. Students will primarily log in using their domain credentials; however, sign-in access for other approved domains (e.g., neighboring educational institutions or authorized partner programs) is permitted where required for academic instruction. Commercial, political, or unauthorized gaming uses are strictly prohibited.
- **School Accounts on Personal Devices:** While the District cannot physically prevent students from adding their school-issued domain accounts to personal devices (such as personal smartphones, tablets, or home computers), students and families are strongly discouraged from doing so.
- **Security Rights:** PVSD reserves the right to enforce security policies and access controls on any school-provided account, regardless of the physical device on which the account is accessed.
- **Core Reminder:** School-issued devices are provided specifically to handle all educational tasks safely and securely. District technology resources and accounts are intended for school use only, which is why a dedicated district device is provided to every student.

- **Account Security & Privacy:** Students must keep their passwords confidential and log off when leaving devices unattended. Network activity, files, and emails are not private and may be monitored or inspected by district staff at any time.
- **Student Account Data Retention:** When a student becomes inactive in the District (due to graduation, withdrawal, or transfer), the student's district-issued Google account and associated digital data will be preserved for 60 calendar days. Following this 60-day grace period, all account data and files may be permanently purged/removed from District servers and Google Cloud storage. Departing students are strongly encouraged to transfer any personal schoolwork or files to a personal Google account prior to leaving the district.
- **Digital Behavior & Cyberbullying:** Students must remain polite, courteous, and respectful. Intimidation, bullying, cyber behavior violations, or unauthorized electronic recordings of staff or students without prior consent are strictly prohibited.
- **Personal Safety:** Never share personal details (names, addresses, phone numbers) or account passwords online. Unapproved chat rooms and social media platforms are restricted and can result in disciplinary action.
- **Hardware & Software Integrity:** Peripherals or unauthorized hardware/software may not be added to devices or the network. Only flash drives or cameras for instructional activities are allowed. Data is expected to be saved to Google Cloud storage, not local hard drives. PVSD is not responsible for any data loss for not abiding by this expectation.
- **Copyright & Citations:** All digital content must be assumed copyrighted. Proper citations are required for all internet sources in academic work.

1.4 Operating System & Security

- **ChromeOS & Protective Software:** Devices operate on ChromeOS and update automatically upon startup. District devices utilize specialized software designed to block inappropriate content, flag safety/risk concerns, and provide classroom management tools for teachers.
- **Account Security Across Devices:** PVSD security protocols, monitoring rules, and access policies apply directly to the student's domain account. Logging into a district account on a non-district personal device subjects that account session to district security and administrative controls. Students are encouraged to keep all schoolwork and account activity strictly on their district-issued device.
- **System Integrity:** Students are prohibited from installing alternate operating systems, modifying hardware, or tampering with security and filtering settings. Unauthorized modifications will result in disciplinary action and repair fees.
- **Built-in Defense:** Devices utilize multi-layered security including verified boot, sandboxing, and cloud data encryption to protect against malware and security risks.

SECTION 2: DEVICE DISTRIBUTION, RETURN, & CARE

2.1 Receiving & Returning Your Device

- **Distribution:** Devices are issued to all K–12 students upon district enrollment and replaced upon entering their 5th and 9th grade enrollment. Completion of the annual contact and agreements forms is required; failure to complete these forms may result in the temporary disabling of the student's device until the forms are submitted.
- **PVBA Students**
    - First-time enrolling students: Parent/Guardian will be notified when their child's assigned device is ready for pickup with further instructions.
    - Returning to in-person instruction: If a student leaves the PVBA program and returns to in-person instruction (or needs a district device), it is the parent/guardian's responsibility to notify the District in advance so a district device can be prepared and issued.
- **Return Process:** Students keep their issued devices year-round. Devices and peripherals are only collected when a student is graduating, withdrawing/transferring from PVSD, or during a scheduled district-wide device refresh.
- **Unreturned Devices & Restitution:** Any device not returned when the student is no longer enrolled will be considered stolen property, and law enforcement agencies will be notified. Additionally, failure to return the device and all district-issued peripherals (e.g., charger, case) can result in a requirement for full financial restitution and/or disciplinary action.
- As a courtesy, students are offered a one-time replacement for chargers and cases per device refresh cycle; free of charge.
- **Inspection:** Devices will be inspected upon collection or repair. Students/parents may be held financially responsible for damage beyond normal wear and tear.

2.2 Care & Handling Guidelines

Students are responsible for the general care of their issued device. Defacing or mistreating a device may result in disciplinary action and repair costs.

- **Identification:** District asset tags and student identification tags must remain attached and unaltered at all times. Removing or altering tags will result in disciplinary action.
- **Physical Integrity:** Devices and cases must remain free of any writing, drawings, or stickers. Cords, cables, and removable storage devices must be inserted carefully.
- **Transport & Fluid Safety:** Devices must always be carried inside the district-issued transport case. Devices must never be stored or carried alongside food or drinks that could spill during transit. Never carry or move a device by lifting it by the screen.
- **Unattended Storage:** Devices should never be left in cars, unlocked lockers, or unsupervised areas (cafeterias, gyms, hallways, or unlocked classrooms). Store devices in locked lockers or designated safe classroom locations when not in use.

2.3 Screen Protection

Device screens are particularly sensitive to pressure and physical damage:

- **Lid Safety:** Always ensure the keyboard and screen area are completely clear of all debris, papers, pencils, or objects before closing the lid.
- Do not lean on or place heavy items on top of the device when it is closed or stored in a locker.
- Do not poke the screen with objects or place the device near strong magnetic fields or high electrical currents.
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. Never use cleaning solvents, as they can permanently damage the screen.

SECTION 3: DAILY USE, SUPPORT, & FINANCIAL RESPONSIBILITY

3.1 Daily Device Expectations

- **Daily Readiness:** Students are responsible for bringing their district-issued device to school fully charged every day.
- **Devices Left at Home:** If a student leaves their device at home, no loaner device will be issued. The student is responsible for completing any classroom assignments through modified non-digital means where possible and must make up any work that cannot be completed without their device.
- **Audio & Media:** Device audio must remain muted at all times unless permission is granted by a teacher for instructional purposes. All types of media and imagery used on this device must be school-appropriate.
- **Printing:** To minimize paper and ink waste, the district emphasizes digital sharing via Google Workspace and email. Printing is only available for staff and faculty. In the event printing is necessary for classroom use, the teacher will make the appropriate accommodations.

3.2 Technical Support, Repairs & Lost/Stolen Protocol

- **Reporting Repair Issues:** If a device breaks or fails to function properly, the student must visit their building's designated Help Desk located in the library of each building to submit a repair request.
- **Prohibition of Third-Party Repairs:** Students and families must never attempt to repair a broken device or take it to an outside computer repair service. Outside repairs void vendor warranties and may result in full repair or replacement charges.
- **Loaner Device Eligibility & Retention:** Loaner devices are only issued when a student's assigned device is officially submitted for hardware repair or reported lost/stolen.
- **Loaner Retention:** Students will retain their issued loaner device continuously until their original device has been fully repaired or until the lost/stolen investigation is resolved.
- **Loaner Protection Notice:** Students are fully responsible for the care of their loaner device. If a loaner device is damaged, lost, or stolen, an additional loaner device is not guaranteed.

Lost or Stolen Device Reporting Protocol:

1. **Immediate Reporting:** Lost or stolen devices must be reported to the building Help Desk or building administration immediately.
2. **Parent Notification:** Upon receiving the report, the Technology Department or school staff will notify the student's parent/guardian so they are aware of the situation.
3. **Search Window & Loaner Delay:** A 24-hour waiting period is initiated before issuing a replacement/loaner device to allow the student and parents adequate time to locate the device at home, in a vehicle, or in school.
4. **Investigation & Loaner Issuance:** After the 24 hours have lapsed, a loaner device will be issued to the student, and the district Security Team will be formally notified to conduct an investigation.

3.3 Accidental Damage Protection (ADP) & Financial Responsibility

District-Provided ADP

To alleviate financial burden on families, the Pleasant Valley School District provides Accidental Damage Protection (ADP) for all district-issued student devices. Under this policy, true accidental damages occurring during standard educational use are covered at no cost to the parent/guardian.

Exclusions, Denied Claims, & Financial Liability

ADP coverage is subject to vendor terms and conditions. Financial responsibility will shift to the student's parent/guardian at the discretion of the district in cases of:

- **Intentional Damage or Abuse:** Physical destruction, defacing, or deliberate mishandling.
- **Repetitive Damage History:** Multiple or recurring damage claims occurring beyond reasonable standards.
- **Negligence or Violation of Care Guidelines:** Damages resulting from failure to adhere to handling guidelines (e.g., carrying without the protective case, liquid damage from food/drink transport, or closing the lid on objects).

If a repair claim is denied by our warranty vendor due to intent, abuse, or excessive damage history, the parent/guardian will be billed for the actual cost of repairs as determined by the warranty vendor's denied claim invoice, and additional disciplinary action may be applied based on severity.

Device Replacement Value & Depreciation Schedule

If an assigned device is lost, stolen, destroyed, or damaged beyond repair through negligence or intentional acts, replacement fees are assessed using a standard depreciation scale based on a 5-to-6 year device refresh cycle.

Original device value depreciates by 25% after each year of ownership, subject to a minimum charge threshold:

Device Age / Year in Service	Replacement Cost (% of Original Value)
Year 1	100% of replacement cost
Year 2	75% of original replacement cost
Year 3	50% of original replacement cost
Year 4+	25% of original replacement cost (Minimum $50 fee)

- **Minimum Charge:** Once a device reaches or exceeds Year 4 of service, the replacement fee will not be less than $50.
- **Return Exemption:** As long as the assigned district device is returned in working condition at the end of enrollment/refresh, no replacement charges will be issued.

SECTION 4: ACKNOWLEDGMENT & BOARD POLICIES

4.1 Passive Agreement Acknowledgment

Please note that physical signatures are not collected for this handbook or its underlying policies. Attendance in the Pleasant Valley School District and the completion of annual registration materials constitute agreement to the terms outlined in this document.

Specifically, this Technology Handbook, the Acceptable Use Policy (AUP), and the Device Responsibility Agreement (DRA) are passively agreed to when a parent/guardian completes the mandatory Annual Contact and Agreements Form before the start of each school year, or during the initial enrollment process for newly registered students.

4.2 Related Board Policies & Documentation

By completing the required district registration forms, parents, guardians, and students acknowledge receipt of and compliance with:

The PVSD Device Responsibility Agreement (DRA):

> As the parent or legal guardian, I have read, understand, and agree that my student shall comply with PVSD Policy 815 and the terms and conditions of this agreement (Technology Handbook). I understand that utilization of the device is a privilege and

can be revoked if misused. I understand that if the device is damaged, lost, or stolen, my student and/or I will be responsible for reimbursing the district for the cost of the repair or replacement. By signing below, I agree to indemnify and hold harmless the school and the school district that provides a device to my student, against all claims, damages, losses and costs, of whatever kind, that may result from my student's use of said device or violation of the foregoing terms of use. Further, I accept full responsibility for supervision of my student's use of the district-owned device, if and when such access is not in the school setting. I hereby permit my child or ward to have possession of and use a device authorized and issued by the Pleasant Valley School District, and I agree to the aforementioned terms of use.

- **Board Policy 237:** Student Electronic Devices
- **Board Policy 815:** Acceptable Use of Internet, Computers, and Network Resources
- **Administrative Regulation 815.7:** Student Network and Internet Safety