

Community Unit School District #2 One-to-One Device Handbook



The policies, procedures, and information within this document apply to all devices used at Community Unit School District #2 Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for devices used in their classrooms.

Receiving Your Device:

Devices will be distributed each fall during the first week of school. ***Parents & Students must sign and return the Device Handbook Sign-off and Student Pledge document before the device can be issued to their child.*** This document will need to be signed during student registration. A parent meeting will be held the week prior to the beginning of the school year to highlight district policies. Parents choosing to attend the meeting and complete all necessary paperwork will be issued their student's device at this meeting.

Returning Your Device:

Student devices and accessories (charger and case) will be collected at the end of each school year for maintenance and inspection over summer vacation.

Any student who transfers out of CUSD2 will be required to return their device and accessories. If the device and its accessories are not returned, the parent/guardian will be held responsible for the full replacement cost of the device. If payment is not received, the parent/guardian will be turned over to a collection agency.

Taking Care of Your Device:

Students are responsible for the general care of the device which they have been issued by the District. Devices that are broken or fail to work properly must be returned to the District Technology Office located at Serena High School. A limited number of loaner devices will be available at each school. If a loaner device is needed, one may be issued to the student until their device can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open unless directed to do so by a teacher.
- Devices should be shut down when not in use to conserve battery life.
- Devices should never be shoved into a locker or wedged into a bookbag as this may break the screen.
- Do not expose your device to extreme temperature or direct sunlight for extended periods of time.
Extreme heat or cold may cause damage to the device.
- Always bring your device to room temperature prior to turning on.
- Always leave your device within the provided case.
- Any damage should be reported immediately.

Carrying the Device:

The protective shell/case of the device will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the device in a padded backpack or padded bookbag is acceptable, provided the backpack or bookbag is handled with care. For example, do not toss the bag or drop the bag if your device is inside.

Screen Care:

The device screen 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 top of the device.
- Do not grab the device by the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pencils, notebooks, earbuds).
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. You can also purchase individually packaged premoistened eyeglass lens cleaning tissues to clean the screen.

Using Your Device:

At School:

The device is intended for use at school each and every day. In addition to teacher expectations for device use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the device. Students must be responsible for bringing their charged device to all classes, unless specifically advised not to do so by their teacher.

At Home:

All students 3-12 are required to take their device home each night throughout the school year for charging. ***Devices must be brought to school each day in a fully charged condition.*** Students leaving their device at home may be issued a loaner device for the day if one is available. If no device is available, it shall be teacher discretion as to the student consequences for that class period. Repeated violations of this policy may result in referral to the administration and possible disciplinary action and or loss of loaner privileges. Students who do not return loaners at the end of the day will not be issued loaners again.

It is recommended that students **not** carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students will be allowed to use personal headphones if the teacher permits the use of them.

Printing:

At School: Printing functionality will be available on a *limited* basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

At Home: The device will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

Managing Your Files and Saving Your Work:

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Google Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Device:

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of CUSD2. Spot checks for compliance will be done by administration or the CUSD2 Technology Department at any time.

Software on Devices:

Originally Installed Software:

Device software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the device must remain on the device in usable condition and easily accessible at all times.

All devices are supplied with the latest build of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the device due to the unique nature of its design, and its inability to install 3rd party applications.

Inspection:

Students may be selected at random to provide their device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, technical support staff will use the “10-minute” rule. If the problem cannot be fixed in 10 minutes, the device will have its local data wiped. In a One-to-One environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Wiping all local data will restore the device to the state in which the user originally received it. All files saved on the device that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it before it is wiped.

Protecting & Storing Your Device:

Device Identification:

Devices will be labeled by bar code and checked out to students via cataloging system. Devices can be identified in the following ways:

- Record of serial number and CUSD2 asset tag
- Individual’s Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels. Any identification labels deemed to be modified, removed, or destroyed may result in forfeiture of technology privileges.

Storing Your Device:

When students are not monitoring their device, they should be stored in their lockers *with the lock securely fastened*. Nothing should be placed on top of the device, when stored in the locker.

Students need to take their device home with them every night. The device is not to be stored in their lockers or anywhere else at school outside of school hours. The device should be charged fully each night at the student’s home. Devices should *never* be stored in a vehicle.

Storing Devices at Extra Curricular Events:

Students are responsible for securely storing their device during both home and away extra-curricular events.

Devices Left in Unsupervised / Unsecured Areas:

Under no circumstance should a device be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular buses, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised devices will be confiscated by staff and taken to the Principal's office. Disciplinary action will be taken for leaving a device in an unsupervised location.

Repairing or Replacing Your Device:

Devices Undergoing Repair:

- Loaner devices may be issued to students when they leave their device for repair at the Technology Office or Library.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner device.
- Repaired devices will end up with the original factory image as first received. It is important that students keep their school data synced to their Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for device damage that is a result of misuse or abusive handling. Parents will be billed for device parts and handling.

Fees for repairs and replacements are subject to change

Replacement of a device - \$230 (device must be purchased by CUSD2)

AC Adapter & Power cord - \$35

Keyboard or Touchpad - \$90

Screen - \$45

Manufacturer's Warranty:

Most manufactures warranty their devices from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date CUSD2 takes delivery of the device. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the device. The factory warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all device problems to the Technology Office.

If a device becomes defective (at no fault of the student) after the manufacture warranty expires, CUSD2 will replace the device at no charge with a refurbished device of the same age or newer.

Device Technical Support:

The CUSD2 Technology Office or Library located in the high school will be the first point of contact for repair of the devices. Services provided by the Technology Office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner devices
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring devices to factory default
- System software updates

Community Unit School District #2

DEVICE USE AGREEMENT

Student/Parent Device Use Agreement

In this agreement, "device" means the school-issued device and all of its components, software, battery, charger and case.

Parent and Student please initial each section:

P: S:	TERMS: <ul style="list-style-type: none">• You will comply at all times with the CUSD2's One-to-One Device Handbook and its guidelines as well as the CUSD2 Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Devices are assigned to a single individual and are not to be shared.
P: S:	TITLE: <ul style="list-style-type: none">• Legal title to the device is in the School District and it shall remain in the School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the One-to-One Device Handbook.
P: S:	LOSS OR DAMAGE: <ul style="list-style-type: none">• If the property is accidentally damaged or incurs loss due to an act of nature, CUSD2 will assess the device damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the School District by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
P: S:	REPOSSESSION: <ul style="list-style-type: none">• Students not complying with all terms of this Agreement and the One-to-One Device Handbook, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence, or other location of the device to take possession.
P: S:	TERM OF AGREEMENT: <ul style="list-style-type: none">• Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by the School District or upon student withdrawal from CUSD2 schools.
P: S:	APPROPRIATION: <ul style="list-style-type: none">• Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

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One-to-One Device Handbook

Sign-Off and Student Pledge

- I will take good care of my device and know that I will be issued the same device each year.
- I will never leave my device unattended in an unsecured or unsupervised location.
- 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 to full capacity each night.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by always carrying it in a secure manner to avoid damage.
- I will not leave my device in a vehicle as the heat and cold can damage and/or ruin the device.
- I will use my device in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the device.
- I will not use my Chromebook out of the case.
- I understand that the device I am issued is subject to inspection at any time without notice and remains the property of CUSD2.
- I will follow the policies outlined in the One-to-One Device Handbook and the District Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my device, power cord/charger, and case in the event that any of these items are lost or intentionally damaged.
- I agree to return the device, power cord/charger and case in good working condition at the end of each school year.

**Your signature below confirms your agreement to abide by the CUSD#2
One-to-One Chromebook Policy.**

Student Name: _____ (Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____

Only if you **DO NOT** want your student to be allowed to bring their school issued device home.

Waiver to Decline Taking the Device Home

I decline the option of allowing my student to take their assigned device off of school property. The device will be returned to the Technology Office (at the high school), or school library (for grade schools) at the end of each school day. If the device is not returned, the student will be subject to school discipline policies.

Parent Signature: _____ Date: _____