



SAND CREEK
COMMUNITY SCHOOLS

STUDENT DEVICE HANDBOOK

**School Year
2022 – 2023**

Introduction

Sand Creek Community Schools will provide 21st Century curriculum, instruction, and assessments with an emphasis on accountability to academic achievement and instructional excellence. We believe that all students should be prepared for a global workplace. Our students must be equipped with essential skills such as effective communication, creativity, collaboration, and critical thinking. We believe that teaching and learning does not end when the final bell rings. We believe that mobile device technology is the appropriate method for allowing students to become self-directed learners.

Goals of the 1:1 Initiative

- Provide students the technology to gain access to educational resources in the classroom, during non-instructional time, and at home.
- Increase technology to address the integration of Michigan's Learning Standards, to prepare for online assessments, and to meet the day-to-day instructional and learning needs of students and teachers.
- Provide an opportunity for ongoing, instantaneous, and spontaneous use of technology to provide the most accessibility for the greatest number of students and teachers, making the integration of technology a natural part of the learning process.
- Provide an opportunity for teachers to instruct and students to learn in an environment where there is a parallel educational tool and parallel access to software.
- Provide an opportunity for increased differentiation to meet the district's mission of challenging and inspiring each student to reach his or her unique potential.
- Provide professional development, materials, support, and technology tools for teachers to enhance delivery of instruction within their classrooms to best meet the needs of students.
- Promote the National Educational Technology Standards for Students (NETS-S) developed by the International Society for Technology in Education (ISTE): Creativity and Innovation; Communication and Collaboration; Research and Information Fluency; Critical Thinking, Problem Solving, and Decision Making; Digital Citizenship; and Technology Operations and Concepts.

The use of any district technology is a privilege and not a right, including the use of Chromebooks through the Sand Creek Community Schools 1:1 Initiative. Students are expected to use their devices in accordance with these policies and procedures, the District Network Use Policy, the Student Code of Conduct, and any applicable laws.

Cost/Optional Insurance

There is no upfront cost for the device. We have provided a protective case, which will be included with the device upon distribution. Your child will be asked to keep the device in its case at all times so that the risk of damage is minimized. If your child takes good care of their device and leaves it in its protective case, the risk of accidental damage is minimal. Families may opt to pay for an insurance policy to cover accidental damage (see device insurance agreement for pricing). The devices will be covered for accidental damage and theft if accompanied by a police report. Any device that has damage or is believed to be lost or stolen needs to be reported to administration as soon as possible. Without insurance, you are responsible for all device repair or replacement. Even minimal repairs may be costly; for example, a cracked screen will cost \$150. See the table below for details on replacement costs. The insurance policy only covers the device, so if the case is broken, or the power cord is lost, YOU are responsible for replacement cost.

The insurance covers malfunctions or accidental damage to the following:

- The shell of the Chromebook (plastic exterior)
- The screen of the Chromebook (with a \$15 deductible after the 1st damaged screen repair).
- Malfunctioning Keys on Chromebook Keyboard
- Theft of Chromebook with a police report

The insurance does not cover, but is not limited to, the following:

- A lost or broken power cord
- Excessive carelessness of the Chromebook shell
- Excessively careless damage to the screen
- Removal of keys from the keyboard
- Any Intentional destruction
- Lost protective case
- Lost Chromebook without police report

Below are the costs for purchasing a replacement device, protective case and power cord.

- \$360 replacement cost for lost Chromebook, protective case and cord
- \$300 per Chromebook device
- \$150 per screen
- \$125 per keyboard
- \$30 per power cord/charger
- \$30 per protective case
- \$20 + void insurance for missing, marred or disfigured Asset Tag
- \$10 for sticker removal from Chromebook or protective case
- \$5 for missing, tampered and defamed case tag
- Unforeseen expenses to be determined by repair cost.

Home Use

We expect that our 1:1 mobile device program will help students learn and maintain good digital habits that will last a lifetime. A device that goes home must be treated as if it were still in school and be used according to the Network Use Policy. Communicating to your child about setting and conveying at-home standards that are in-line with the Network Use Policy is important.

Handling, Care, and Transport

- When moving your device, carry the device with two hands.
- Always make sure that the device's protective case is securely attached.
- Do not leave the device in a hot car or in direct sunlight.
- Do not leave the device in a car in frigid temperatures.
- Avoid having any sharp objects near the device.
- Avoid eating and drinking by the device.
- Be careful when transporting the device in a backpack or other bag.
- The device will come with a district provided Asset Tag (sticker). Do not peel or rip off this sticker.
- Additionally, the device should stay in its Sand Creek Community Schools provided protective case at all times.

Power Management

Students will be responsible for having a charged device for class each day. To help preserve the battery follow these tips:

- Make sure to charge your device every night.
- When not using the device, put the device into sleep mode.
 - On Chromebooks, closing the screen will enter sleep mode.
- Keeping the device out of extreme temperatures will help the overall life of the battery.
- Consistent instances of not having your Chromebook charged or having a charger may result in disciplinary action.

Expectations and Care

Care and Maintenance of the Chromebook

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to your school's Technology Department as soon as possible. Device repair/replacement options will be determined by Technology Department. You may be issued a temporary device or other materials until your device is working properly or replaced.

2. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's main office.
3. Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store any technology.
4. Technology does not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device.
5. School owned technology MUST remain in the provided case at all times. Including on the bus to and from school and during dismissal times. The student will be charged for any damage to the device outside the school-issued case.
6. Failure to have your device in school issued protective case voids current insurance policy. Student/Parents will have the option to repurchase insurance for the remainder of the school year.
7. Avoid placing weight on the device.
8. Never throw or slide any technology.
9. Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued device accessories are the responsibility of the student.
10. Any violation of the Network Use Policy is grounds for disciplinary action.
11. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.
12. Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device rests solely with that individual.
13. Your device is an electronic device and care must be exercised when handling. Never throw a book bag that contains a device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
14. Your device is designed for daily use; therefore, each device must be charged and ready for use each school day. Your device/s should be charged at home.
15. The District-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment.
16. Students who leave Sand Creek Community Schools during the school year must return their device, along with any other accessories when they leave the district. Failure to return a device in a timely fashion may result in legal action or payment in full.
17. In the event of theft, loss or damage due to intentional abuse or misuse, it is the parent/guardian responsibility to cover the replacement cost. It is the parent/guardian responsibility to cover the cost of district-issued accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse.
18. District-issued software applications (apps) are needed for student learning and should not be deleted.

19. Modifying the settings of the district-issued device or deleting district-issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

Damaged Lost or Stolen Devices

In the event that a district-issued device is lost or stolen, the student and parent/guardian should immediately notify the school administrator within 3 days. In the event that a device is intentionally damaged the parent/guardian will be assessed a fee for the repair or replacement of the device. In the event that a police report is filed for a lost or stolen device, Sand Creek Community Schools may aid the police in recovering the device. All devices are tagged with an asset label. The label is not to be tampered with or removed. Students who un-enroll from Sand Creek Community Schools during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's Technology Department. Failure to return a device in a timely fashion may result in legal action or payment in full.

“3 Strike Program”

We understand that accidents happen, and this is why we encourage students and their families to purchase an insurance plan for their device. Excessively careless or lost device without a police report are not included. A three damage claim limit per academic school year will be in place on all devices covered by the insurance plan. This means that the repair costs for damages to the students' school issued device will be paid for by the district for their first three claims (With the exception being a \$15 deductible after the 1st damaged screen repair). When additional claims are filed, the circumstances resulting in the damage will be evaluated. After this evaluation is concluded, Parents/Guardians may be held financially responsible for the costs of the repairs. Having a device is a privilege and continued abuse and damage of school issued devices can result in the loss of that privilege.

Student Use of District Technology

1. All District owned technology is the property of Sand Creek Community Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on any District owned technology or a school supplied or supported email service.
2. Devices come equipped with a camera and video capacities. As with all recording devices, it is expected that students will ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.
3. Students are responsible for bringing their charged device to school every day. Failure to bring the device or any other class material(s) does not release the student from their

responsibility for class work. If a student repeatedly fails to bring materials to class, including the device, the student will be subject to disciplinary action.

4. It is the student's responsibility to bring their device to school fully charged. A student's repeated failure to bring their device charged may result in disciplinary action.
5. While personalized screen-savers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
6. Games, music, videos, and sound use, while at school, will be at the discretion of the classroom teacher and building administrator.
7. The District issued device is designed as a tool for learning; misuses of the device may result in disciplinary action.
8. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
9. A student should not share their personal security code with anyone. Responsibility for the contents/actions of the device rests solely with that individual.
10. Sand Creek Community Schools expects students to take their device home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.
11. Sand Creek Community Schools makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise. Backing up files is recommended.
12. Parents / guardians have the right to limit use of the device at home. (See school website – Go Guardian Parent App)
13. The use of any mobile device is prohibited in the following locations:
 - a. Locker rooms
 - b. Bathrooms
 - c. Cafeteria
 - d. Busses
 - e. Any private area used for the purpose of changing clothes
 - f. Any other areas as designated by administration
14. Malicious destruction or theft of hardware or software may result in immediate termination of technology privileges for up to the remainder of the school year AND/OR Disciplinary AND/OR legal action will follow. The student and/or parent/guardian will be held financially responsible for replacing any vandalized/damaged equipment.

School Responsibilities

Sand Creek Community Schools will provide Internet and email access to its students while on school property and provide Internet filtering at all times. Through the use of Google and Google Apps we will provide cloud based data storage areas. These will be treated similar to school lockers. Sand Creek Community Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Sand Creek Community Schools owned equipment and

to investigate inappropriate use of resources. Sand Creek Community Schools will provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

Sand Creek Community Schools will not have **any role or responsibility** in connecting school devices to home/residential WIFI networks. It is the responsibility of the parent/guardian to connect school devices to home network.

Parent Responsibilities

Your son/daughter has been issued a device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer,

- I will supervise my child's use of the device at home.
- I will discuss the districts expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I accept responsibility of connecting the school owned device to the home network.
- I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report, to the school, any problems with the device.
- I will make sure my child recharges the device nightly.
- I will make sure my child brings the device and charger to school every day.
- I understand that if my child comes to school without the device, I may be called to bring it to school.
- I will make sure my child has a good bag or backpack to transport the device to and from school.
- I agree to return the device to school when requested and upon my child's withdrawal from Sand Creek Community Schools. Any device not returned will incur a charge of \$360.