



**CUSD #3**

Fulton County

# Student Device Handbook

The policies, procedures, and information within this document apply to all devices used at Cuba Elementary, Middle, and Senior High Schools by students, staff, and guests. Individual teachers may maintain additional requirements for use of devices in their classrooms.

*Updated: August 2021*

## Receiving & returning your Device

- Devices will be issued to each participating student at the beginning of the year upon student and parent agreement to the policies in place.
- Students and parent/guardian must sign and return the Compact (located at the end of this packet) before a Device is issued to the student along with the Acceptable Use Policy, which outlines procedures and policies for student use and for students and families to protect the investment for CUSD #3.
- Devices will be identified using a tracking label applied by the school district. Students are not permitted to remove or tamper with this label, or make it unreadable in any way.
- Devices will be collected at the end of each school year and may be reissued to the same student every year while they are still enrolled in the same building.
- Students who leave the district for any reason prior to the official end of school year (including, but not limited to moving, transferring, dropping, graduating, etc.) are required to turn in their device before their last day of school, and those devices are subject to the same inspection that usually occurs at the end of the year. CUSD #3 can seek financial compensation, regardless of a student's individual fee structure, for devices not returned.

## Caring for your Device

### General precautions

- ✓ No food or drink is allowed near your Device while it is in use.
- ✓ Cords, cables, and removable storage devices must be inserted carefully into the Device and stored carefully to prevent breakage from wear.
- ✓ Students should never carry their Chromebook while the lid is open unless directed to do so by a teacher.
- ✓ Devices should be powered off when not in use to conserve battery life.
- ✓ Devices should never be forced, squeezed, or wedged into a locker, desk, bookbag, or any storage space, as this is likely to break the screen.
- ✓ Do not expose your device to extreme temperature or direct sunlight for extended periods of time. This includes inside an unattended vehicle. Extreme heat or cold may cause damage to the device.
- ✓ Always allow the Device to reach room temperature prior to turning it on.
- ✓ Carry the device closed so as to not damage the screen.

### Screen care

The screen of your device is the most susceptible part to damage and breakage.

- ✓ Do not lean on the device or stack items on top of it.
- ✓ Do not place anything near the device that could place pressure on the screen.
- ✓ Do not place anything in between the keyboard and screen and close the lid.
- ✓ Clean the screen only with a soft, dry cloth (microfiber or t-shirt material works best)
- ✓ **Do not** use Windex or any other wet or chemical cleaners on the screen.

### Personalizing your device

No permanent or physical changes may be made to the Device that is issued to you. It is at all times property of CUSD #3. **No stickers, writing, drawing, labels, or decals may be used on the Devices.** Students are free to purchase and use laptop sleeves or bags if the device fits properly within it, but may not place any protective "shells" on the device itself.

## Storing your device

- Store your device in a secure place like a locked locker, backpack you are carrying, or other designated safe area. Devices should never be left in a vehicle (locked or not) anywhere. They are a target for theft, and vehicle temperatures can be harmful to devices.
- Never force, squeeze, or wedge your device into a locker, desk, bookbag, or any other storage space. This is likely to cause breakage.
- Students are responsible for supervising and securely storing their device at all times, including at extra-curricular activities.

## Using your Device

- Devices are intended for use at school every day.
- Students are responsible for bringing their charged device to all classes, unless specifically advised otherwise by their classroom teacher.
- A set of headphones will be provided by the school for use during annual testing periods.
- Students are responsible for using personally purchased headphones or earbuds for all other purposes in and out of school.
- Files produced, downloaded, and received using the devices are all stored within the student Google Apps account.
- Google Drive is the tool that students will use to produce and manage all files.
- Any apps originally issued and installed by CUSD#3 must remain on the device in usable condition and must be easily accessible at all times.
- CUSD#3 may add/remove apps at any time as needed.
- Inappropriate media may not be used as a screensaver or background on your device. Presence of weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols or pictures will result in disciplinary action.
- Devices are monitored continuously.

## Repairs, replacements, and loaners

- Devices in need of repair should be turned into an IT staff member and a support ticket should be created (either by student or IT staff).
- Students and families should never attempt to fix a broken device, nor should they have anyone else attempt a repair.
- If a repair is necessary, a loaner may be issued to the student while awaiting the repair.
- Students using a loaner are responsible for any damages incurred while in their possession.
- If a student leaves his/her device at home, he/she will be allowed to phone their parent/guardian to bring it to school. This should occur before the school day starts or on lunch time to reduce distractions during the school day.
- If unable to contact parents/guardians to bring the device to school, the student can request a loaner from an IT staff member, or the office.
- The school may refuse to provide a loaner device to a student at its discretion, especially under circumstances where the student has been repeatedly negligent, or caused malicious damage to the device.

- The student in whose name a device is issued will be responsible at all times for its care and appropriate use of the device and the account associated with the device.
- This means if someone else misuses, abuses, breaks, loses your device, or uses your device to break the rules, you are still responsible.
- Noncompliance with the policies of the Device Handbook and Technology Acceptable Use Policy located in the Student Handbook will result in disciplinary action and/or financial reimbursement for repairs/replacement.

### **Repair/Replacement Costs**

- New Chromebook:\$225
- New iPad: \$329
- Chromebook Charger replacement:\$30
- iPad charger replacement: \$38
- Chromebook screen replacement:
  - Dell Screen: \$80
  - Samsung Screen: \$100
- Chromebook keyboard replacement:
  - Dell 3100 Keyboard: \$30
  - Samsung XE310XBA Keyboard: \$60

### **Law Enforcement, State, and Federal Compliance**

The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of device crime laws.

# CUSD #3 Device Compact 2021-2022

In an effort to provide our students and teachers with the tools they need to prepare for the 21st century, CUSD #3 has implemented a one-to-one device initiative for students. This form must be signed by the parent and student before a device will be issued. Official policies to follow.

## Read the below statements and sign at the bottom of the page to show both student and parent/guardian agreement to follow the guidelines:

- I will take care of my device according to the policies outlined in the Handbook, and know that I will be issued the same device each year whenever possible.
- I will bring my fully-charged device to school every day, and re-charge it to full capacity each night.
- I will never leave my device unattended in an unsecured or unsupervised location.
- I will never loan out my device to anyone else.
- I will know where my device is at all times.
- I will always keep food and drink away from my device since they may cause it damage.
- I will not disassemble any part of my device or attempt any repairs myself.
- I will protect my device by always carrying it in a secure manner to avoid damage.
- I will never leave my device in a vehicle, as heat and cold can damage and/or ruin the device.
- I will use my device only in ways that are appropriate, educational, and follow existing school policies.
- I will not place any decorations (stickers, markers, writing, etc.) on the device.
- I understand the device is continually monitored by CUSD #3..
- I understand that the device remains the property of CUSD #3 throughout my use of the computer.
- I will follow the policies outlined in the 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, in the event that any of these items are lost due to neglect or intentionally damaged.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_