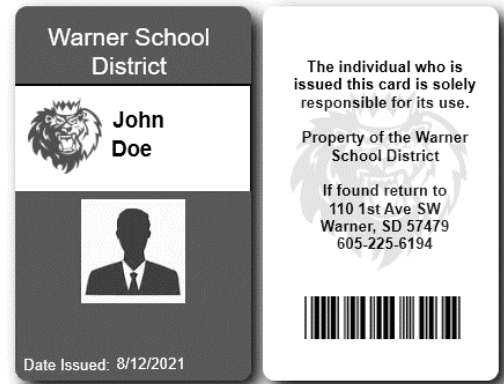


# Warner School District Device/ID Card Policy Handbook



The policies, procedures, and information within this document apply to all Devices/ID cards used at Warner School District by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Device/ID Card use in their classroom.

## *Warner School District – Student Identification (ID) Badge Policy*

The Warner School District uses a school-wide Identification (ID) badge system for our students.

- First, it adds an additional safety measure for our staff, and students. IDs are important for safety and security. Everyone knows at a glance who is “official” and it is a quick way for emergency personnel who may not be familiar with our students to know who is who in an emergency situation. It helps to identify who belongs where. We want to provide a safe and orderly environment to foster student learning, and the ID badges will assist in the security of everyone on campus.
- In addition, the ID’s will help students prepare for the world after high school, where real-world identification is often needed. Identification badges are required in government and military facilities, colleges and universities, and in most workplaces to emphasize the importance of identification and security. We believe that school is an important place too.
- IDs provide the school with an efficient way to manage our computerized library, print services and cafeteria systems thus improving services to students. In addition, using the cards virtually eliminates all income-based identification.
- Finally, besides enhancing school safety, badges can create a feeling of unity among students.

## Policies and Procedures

1. Each student will be issued an I.D. card after fall pictures are taken. ID's have already been issued for this year.
2. Students must always carry their ID badge while in the building. ID badges must be carried every day during the school day while students are in the school building. IDs should be left in students' lockers at the end of the day, and NOT be taken home.
3. The ID's may not be changed or altered in **any way**.
4. The first ID is free. Since ID's are required, the cost of additional replacement ID's is \$5.00. ID's may be obtained at the Main Office.
5. Students are to adhere to the following guidelines, procedures, and consequences:
  - Intentionally damaged or defaced ID cards will be confiscated and must be replaced at the student's expense. The student will also receive two Saturday School Points per offense.
  - Students are responsible for their I.D. cards. A student who has lost his/her identification card should apply for a replacement in the Main Office (must be replaced at the student's expense).
  - ID badges shall not be duplicated.
  - Any student with unauthorized possession of an I.D. card not belonging to him or her will be subject to disciplinary action.
  - A student must surrender his or her I.D. card to any staff member upon the staff member's request.
  - Anyone without an ID badge may be stopped and questioned as to their purpose.
  - You may not check out a library book if you do not have your ID.
  - You will not have *any* pass privileges, including Senior, if you do not show your ID.
  - You will be required to go to the back of the lunch line if you do not have your ID.
  - Students withdrawing from school must return the ID badge in order to complete the checkout process.

## Attention WHS Parents

### ID Policy Facilitates Lunch Process

- Our Cafeteria uses a computer and program that requires the use of the bar-coded student ID tags for students to use when they “check out” with the cashier. The machine reads the student’s ID, and based on the lunch the student has selected, records the items purchased, and deducts the appropriate amount from the student’s account. This will also allow parents to periodically request an account summary from the cashier, which will indicate what items students purchased on the account. Because **every student has an account**, and every card is scanned at lunch, this **system also eliminates any socioeconomic differences among students, ideally eliminates the necessity for cash transactions between the student and the cashier, and makes the lunch line move faster, resulting in more time for the students to eat.**
- For this to work as effectively as possible however, **we would encourage students/parents to pre-pay on their lunch accounts on a weekly, or monthly basis.** Parents may send in cash or checks (made payable to: Warner School District) with their child to give to the cashier in the cafeteria (a receipt will be issued) who will apply the funds to the student’s account. Then, when they go through the lunch line, they will only need to have their card scanned, and no cash transaction would be necessary. Students may ask the cashier at any time what their remaining balance is so they know when their account is getting low. Automated Messages will also be sent out via a phone call from the school to parents when account balances reach below \$10.
- **Prepaying on lunch accounts may begin immediately and will help to improve our cafeteria services to your child. Thank you very much for your cooperation.** If you have any questions, please call the school at 605-225-6194.

## **Receiving Your Device:**

Devices will be distributed each fall during the first week of school. ***Parents/Guardians & Students must sign and return the Device Policy Sign-off and Student Pledge document as well as the \$20 annual fee before the Device can be issued to their child.***

### **Accidental Damage Protection:**

Warner School District requires that Device protection be purchased prior to deployment of the Device to your child. The annual fee will be \$20 per device and must be paid for at student registration.

### **Return:**

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

Any student who transfers out of Warner School will be required to return their Device and accessories. If a Device and accessories are not returned, the parent/guardian will be held responsible for payment in full. 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 school. Devices that are broken or fail to work properly must be taken to the Tech Office located in the High School. If a loaner Device is needed, one will 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 never be shoved into a locker or wedged into a book bag 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 laptop.
- Always bring your laptop to room temperature prior to turning it on.

## Carrying the Device:

The protective shell 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 sleeve is acceptable provided the backpack or sleeve is handled with care. For example, you should 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 place anything near the Device that could put pressure on 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. pens, pencils, notebooks).
- 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.**

# 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 Device to all classes, unless specifically advised not to do so by their teacher.

## **At Home:**

Students in grades JK-5 will not be allowed to take their devices home unless they are required to stay at home for unforeseen issues.

Students in grades 6 and 7 must leave their Device at school in the Device docking stations in the Technology classroom (room 401) unless they are required to stay at home for unforeseen issues.

Students in grades 8-12 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 need to charge their Devices each evening. If students leave their Device at home, they must immediately phone parents to bring the Device to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

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 always be muted unless permission is obtained from the teacher for instructional purposes.

## **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, or they may save to an external memory device such as a miniSD card or USB flash 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 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 placed on the Device by Warner School District.**

Students may add appropriate music, photos, and videos to their Device. Personalized media are subject to inspection and must follow the Warner School District acceptable use policy.



# Software on Devices:

## **Originally Installed Software:**

Device software is delivered via the Chrome Web Store or Apple 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 apps and extensions originally installed on the Device must always remain on the Device in usable condition and easily accessible.

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 apps for use in a 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.

## **Additional Software:**

Students are unable to install additional software and/or web-based applications on their Device other than what has been approved by Warner School District.

## **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 device OS:**

If technical difficulties occur, the technology coordinator will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Device will be restored to factory defaults. In a one-to-one environment it is impossible for the technology coordinator to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the device’s OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. 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.

# Protecting & Storing Your Device:

## Device Identification:

Devices will be labeled in the manner specified by the school.

Devices can be identified in the following ways:

- Record of serial number and other identifiable information
- Individual's K-12 Google Account username

*Under no circumstances are students to modify, remove, or destroy identification labels.*

## Storing Your Device:

When students are not monitoring their Device, they should be stored in their lockers or in their classroom. Nothing should be placed on top of the Device when stored in the locker. Students who are allowed, 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 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 bus, 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 Technology office. Disciplinary action will be taken for leaving a Device in an unsupervised location.

## Suspended Privileges

This policy will help ensure that student Devices are well-cared for, and that they will be available for use throughout the student's career at Warner High School. In addition to these consequences, some violations may incur disciplinary and/or legal action. Refer to the Technology Acceptable Use Policy and Warner School District Handbook for a complete description. Because of the dynamic nature of technology, all technology disciplinary cases are subject to administrative discretion.

| <b>Violation</b>  | <b>Verbal Warning, action logged</b> | <b>2 Days suspended device use and student meeting with principal and Technology Coordinator</b> | <b>5 Days suspended device use and 5 Saturday School Points</b>                            | <b>10 Days suspended device use, 5 Saturday School Points and parents notified</b>  | <b>1 month suspended device use, 10 Saturday School Points, Parents Notified</b> | <b>device use suspended for semester, 10 Saturday School Points, Parents Notified</b> | <b>device Use suspended for remainder of the school year, Parents Notified</b> |
|---|--------------------------------------|--|--|---|--|---|--|
| <b>Unsupervised/ Unsecured device</b>                                       | 1 <sup>st</sup>                      | 2 <sup>nd</sup>  | 3 <sup>rd</sup>  | 4 <sup>th</sup>   | 5 <sup>th</sup>  | 6 <sup>th</sup>   | 7 <sup>th</sup>  |
| <b>Accidental Damage to device</b>  | 1 <sup>st</sup>                      |  | 2 <sup>nd</sup> (student may be responsible for repair/replacement costs)                  | 3 <sup>rd</sup> (student will be responsible for repair/replacement costs)  |  | 4 <sup>th</sup> (student will be responsible for repair/replacement costs)            | 5 <sup>th</sup> (student will be responsible to repair/replacement costs)      |
| <b>Device Use Violation</b>   | 1 <sup>st</sup>                      | 2 <sup>nd</sup>  | 3 <sup>rd</sup>  | 4 <sup>th</sup>   | 5 <sup>th</sup>  | 6 <sup>th</sup>   | 7 <sup>th</sup>  |
| <b>Network Violation</b>  |                                      |  | 1 <sup>st</sup>  | 2 <sup>nd</sup>   | 3 <sup>rd</sup>  | 4 <sup>th</sup>   | 5 <sup>th</sup>  |
| <b>Intentional Damage to a device</b>                                       |                                      |  |  |   |  |   | 1 <sup>st</sup> (Student will be responsible for repair/replacement costs)     |
| <b>Middle School Violations</b>   | <b>Verbal Warning Action Logged</b>  | <b>1 Saturday School Point</b>   | <b>2 Saturday School Points, Student meeting with principal and Technology Coordinator</b> | <b>2 Saturday School Points, 2 Days suspended device use, and student meeting with principal and Technology Coordinator</b> | <b>5 Days suspended device use and 5 Saturday School Points</b>                  |   |  |
| <b>Device not returned to Charging station at end of day</b>                | 1 <sup>st</sup>                      | 2 <sup>nd</sup>  | 3 <sup>rd</sup> and above  |   |  |   |  |
| <b>Device taken home without permission from the Technology Coordinator</b> |                                      |  | 1 <sup>st</sup>  | 2 <sup>nd</sup>   | 3 <sup>rd</sup>  |   |  |

# Repairing or Replacing Your Device:

## Devices Undergoing Repair:

- Loaner Devices may be issued to students when they leave their Device for repair at the Media Center Tech Office.
- 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 cloud drives 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 Lenovo parts and labor.

## Warranty:

The device manufacturer warrants the Device 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 Warner School District 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 device manufacturer 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 device manufacturer warranty expires, Warner School District will replace the Device at no charge with a refurbished Device of the same age or newer.

## Accidental Damage or Loss Protection:

As part of the 1:1 Device initiative, Warner School District is requiring the purchase of accidental damage protection prior to the deployment of the Device to your child. Warner School District will be the sole provider of this protection. Under this protection policy the Devices are protected against accidental damage or loss due to an act of nature. The Warner School District will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This protection policy does not cover for loss of the Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Warner School District will assess the Device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. A 2<sup>nd</sup> instance of damage may be deemed misuse or an act of carelessness, and parent/students may be responsible for the repair or replacement costs. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

**Lost or Intentionally Damaged Device and Accessories:**

A Device or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Device (\$349 for devices purchased by Warner School District)
- Chromebook Screen Replacement - \$100
- Keyboard Replacement - \$50
- AC Adapter & power cord - \$30

## **Device Technical Support:**

The Technology Office located in Room 402 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 Device to factory default
- System software updates

# Warner School District Device Policy 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 use my Device in ways that are appropriate for education.
- **I will not place decorations (stickers, markers, writing, etc.) on the Device.**
- I understand that the Device I am issued is subject to inspection at any time without notice and remains the property of Warner School District.
- I will follow the policies outlined in the Device Policy 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 or intentionally damaged.
- I agree to return the Device, power cord/charger in good working condition at the end of each school year.

# STUDENT/PARENT DEVICE/ID CARD SIGNATURE PAGE

Warner School District

## Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Parent Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**\*\*Required: \$20.00/Device annual protection fee. Annual protection fee is required for each child issued a Device. Payment must be received before Device can be issued to your child(ren).**

## Technology Acceptable Use Agreement

### Student Agreement

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by the Warner School District Acceptable Use Policy Guidelines as stated in this document.

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

### Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of the Warner School District technology and computer resources, I hereby release the Warner School District and its agents from any and all claims of any nature arising from my student's use or inability to use the Warner School District technology and computer resources.

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