

1:1 Secondary Device Implementation Procedure

1. The Purpose of the 1:1 Mobile Computer Initiative

The focus of the one-to-one (1:1) Mobile Computer Initiative at Lopez Island School District (LISD) is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program and as a result increasing access to technology is essential. One learning tool of 21st Century students is the use of mobile devices such as laptops; individual use of a laptop computer is a way to prepare Lopez students for college and the workplace.

Lopez Island School District's 1:1 vision promotes a student-centered learning environment where technology is equally available to every student. Technology use will be routine, transparent, and will support curriculum. The District will provide ongoing professional development and tools to support Lopez students in an evolving digital world.

Lopez School provides students and employees with extensive technology resources, including computing facilities, local area networks, internet access, and email addresses. The information within this document applies to all technology used at Lopez Island School District but is directed specifically towards District provided devices. The extended use of District owned technology is a privilege which requires responsible use which is listed in this document and in the student and staff Responsible Use Procedures.

2. Parent Assistance

- a. The District asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of mobile devices at home.
- b. Parents are responsible for filling out and signing this 1:1 Device Implementation Procedure form before a student can take home a District provided device.
- c. If necessary, parents are expected to assist their child fill out any forms needed to report theft or damage.
- d. Parents are encouraged to become familiar with the student's District provided device and to encourage appropriate and responsible use in the home and beyond.

3. Student Responsibilities

- a. Students are expected to use District provided devices for educational purposes.
- b. Students are expected to have their assigned District provided device in school each day with a fully charged battery. A limited number of "loaners" may be available on a first-come, first-serve basis in case of emergency. Losing track of a District provided device or neglecting to charge the battery will not be accepted as a reason for failing to complete work or turn in assignments.
- c. Students are responsible to download to the District provided device any necessary documents, apps, assignments, and/or materials from their teachers.
- d. Students may load photos on their District provided device, as long as all content complies with the Responsible Use Procedure. The playback of music on the District provided device during instructional time will be at the discretion of the classroom teacher. The presence of inappropriate music or photos, as determined by school officials, may result in the loss of technology privileges and/or other disciplinary actions, outlined in the Student Handbook.
- e. Students may not install software, or attempt to reconfigure the software of the District provided device. If non-conforming apps or software are discovered on a student's device, the District provided device will be restored to the school set of software, and disciplinary action may be enacted. IT staff is not responsible for saving, restoring or backing up documents, music, or photos that students may be storing on District provided devices.

- f. All data must be stored on Google Drive at a minimum and students are responsible for making sure that their data is backed up.
- g. Students are encouraged to store documents, worksheets, notes and other files in a **second** location such as a USB drive or other cloud storage.
- h. Students attempting to hack or jailbreak a District provided device will be subject to disciplinary action.
- i. Students are encouraged to use email and cloud-sharing solutions as an alternative to printing.
- j. Lopez Island School District makes no guarantee, written or implied, that materials on the District provided device, including student work, will be safe from deletion or corruption, accidental or otherwise. Storing data on Google Drive and a second location is the sole responsibility of the student.
- k. The District provided device comes equipped with a camera and video capacities. As with all recording devices, it is necessary to ask permission before recording an individual or group. Due to privacy laws, students must obtain school permission to publish a photograph or video of any school related activity.

4. Terms of the District Provided Device Loan

- a. District provided devices will be distributed at the discretion of the District Administration upon confirmation that the Technology Responsible Use Procedure and 1:1 Device Implementation Procedure forms have been signed and that the student is clear of any fees on their account.
- b. Legal ownership of the District provided devices remains with the District. The use of a District laptop is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Technology Responsible Use Agreement, and all other District policies.
- c. Student District provided devices and accessories will be checked in at the end of each school year at a date and time determined by the administration. Students who graduate early, transfer, withdraw, are suspended, or expelled will return the District provided device and accessories at the time of withdrawal. Students returning to school the following year will be issued the same District provided device that was previously assigned to them.
- d. Students will receive a charger, stylus, and case when they first get their District provided device. It is their responsibility to keep track of these peripheral items. If one of these items is damaged or lost, it is the student's responsibility to replace it. Students will NOT get new peripheral items each year. The cost of each peripheral item is as follows:
 - Charger: \$30
 - Pen/Stylus: \$40
 - Pen Tip \$3
 - Case \$27
- e. The District reserves the right to repossess the District provided device and accessories at any time.
- f. Failure to return the property in a timely fashion may result in the involvement of law enforcement.
- g. Software and apps will be managed by the District for the safety and security of the student and due to the need to comply with licensing agreements and student privacy rights.
- h. District provided devices will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users should have no expectation of privacy when using District-owned equipment or technology systems and should expect that their network traffic will be logged and monitored.
- i. Each District provided device has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the device itself in any fashion.
- j. Students are not allowed to use District provided devices for non-academic purposes.

5. General Care Instructions

- a. District provided device screens should only be cleaned with a soft, clean cloth, preferably a microfiber towel. Chemical cleaners and tap water, should not be used on the device. If a device has become soiled, a 1:64 solution of vinegar to *distilled* water can be used lightly if applied to a micro-fiber towel and then applied to the computer.
- b. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the device. When disconnecting, remove the cable from the device before pulling the cord from the wall outlet.
- c. District provided devices must be transported in the provided case. If the device is placed into a backpack without the protective case, the risk for breakage is high and the student will be held financially liable for any damage.
- d. Students should never put weight on computers, stack items on top of them or wedge them tightly into a backpack. The computer cases should not be used as a folder to carry other items, especially sharp or pointed items such as pens or pencils.
- e. Liquids, food and other debris can damage computers. District provided devices should be closed in cases and away from food and liquids when students are eating.
- f. Computers should not be exposed to temperature or humidity extremes.

6. Protection Plan

- a. Should a District provided device be damaged, lost, or stolen, the student and parent/guardian should immediately notify the Technology Department. The filing of a police report by the parent/guardian may be advised at that time.
- b. Lopez Island School District Device Assurance Plan (optional):
 1. Full Cost: \$30/yr
 2. REDUCED lunch \$20/yr
 3. FREE Lunch: \$10.00/yr
- c. These annual assurance fees cover any damages that may occur while a student is enrolled at Lopez Island School. **Each student is allowed one accidental damage per year.** If additional damage or loss occurs, the student will be responsible for the cost of the repairs or replacement of the device.
- d. Families can opt-out of the Device Assurance Plan and thus will assume the cost of all repairs or replacement if damage or loss occurs.
- e. If the District provided device is intentionally damaged, the device assurance plan is void and the cost of repair or replacement will be the responsibility of the student.

7. Security and Theft Prevention

- a. The District provided device may **ONLY** be used by the student to whom it was assigned except for project work in class. The student may not loan it to another person under any other circumstance.
- b. The student is responsible for the security of their District provided device at all times. The District provided device should never be left unsecured. When not with the student, the District provided device should be secured or stored in a locked location out of view.
- c. Students should keep personal information about themselves and others off their District provided device (banking access information, social security numbers, etc). It is the responsibility of the student to keep his or her information secure.

8. Damage, Theft, Repair

- a. Damage or hardware issues must be reported immediately to the district technology office. In these cases, a loaner will be provided for the student throughout the repair/replacement process.

- b. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the district provided device. Failure to pay for willful, negligent or intentional damage may result in legal consequences.
- c. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a theft report.

9. For Parents

- **My child and I have read the Lopez Island School 1:1 Device Implementation Procedure**
- I understand and agree to the procedures and requirements to which my student must comply, including the Technology Responsible Use Policy as well as the 1:1 Device Implementation Procedure.
- I accept responsibility for any damage or loss that may result from my student while the District provided device is his/her possession or control which may result in monetary charges.
- I understand that my student may lose his/her technology privileges and/or incur financial fees as a result of inappropriate behavior, damage, neglect, or loss to any District provided device.
- I understand my student must return the District provided device power adapter, and protective cover when requested at the end of the school year. I understand that I will be charged for any missing equipment or cables.

Furthermore:

- I understand that in order to be successful, my child will most likely need 21st century skills that relate to caring for, maintaining, and utilizing a mobile computer.
- I will fully support my child in appropriate and balanced use of technology.
- I will model good digital behavior for my child and encourage them to make good choices when online.
- I will work with LISD staff to create a positive, productive, and safe digital environment for my child to achieve academic goals.

I would like to enroll in the Device Assurance Policy and agree to the associated fee which is due at the time this paperwork is returned to the Technology Department. Yes No

By signing below I am stating that I have read and agree to all of the term of this agreement:

Student Name: _____

Student Signature: _____ Date _____

Parent Name: _____

Parent Signature _____ Date _____

I do *NOT WANT* a device wish to opt-out of the 1:1 program.

Please sign here: _____

