

MVRSD Device Care Packet: **School Year 2022/2023**



Note: This reference packet is intended to be a dynamic, adjustable resource and guide for the district devices. Each school may have their own specific guidance as it relates to their particular needs and environment. Where there might be a discrepancy or questions, check with the building admin and the technology department.

District technology is a district, school, administrator, parent, guardian, teacher, and student responsibility.

Notables in this packet you should be aware of:

Device charging protocols and charging areas

Fees for chargers (\$30 per charger) and case replacement (\$34)

Incidents and Damages reporting workflow

Policies - AUP and EGAG-R (2019) (For students and parents to review)

Receiving Your Device

District owned devices will be assigned by the first or second week of school. All transfers, new students, or students that miss the initial distribution, will be assigned a device as soon as possible. Staff and students must review the Acceptable Use Policy (AUP/RUP) and reference JICL-R/EGAG-R policy set by the MVRSD School Board. This agreement applies to all district-owned devices and school network use. Parents, staff and students will be notified and familiarized with our device care plan via the district website and other means of communication.

Device Damage Protocol

Each school will have 1-2 devices to be used as spares, if possible.

Device damage(s) and malfunctions will be reported to the principal who will then communicate with the Technology Department

Damaged and/or malfunctioning devices will be assessed and shipped to

our contracted repair warehouse for a repair cost. When we know the cost, payment decisions will be made.

Damaged and/or malfunctioning devices will be brought to the principal and not the media center.

The turn-around date for the repair process is 4-10 weeks.

If a student needs an alternate device for whatever reason, ie; damaged device, device not working, then the student will take their non-working device or device issue to the principal- not the media center. The student may be given a loaner device for the day, IF a spare device exists. The principal will have this information. If the student device is damaged or broken, an **incident form** will be completed by the principal and shared with parents, teachers, tech department- and police if necessary.

Whether or not fees or other consequences will be assessed will be at the discretion of the building administrator's investigation, the technology director's advisement if necessary, and a discussion with parents, the business and superintendent's offices. Community service could be an option.

Approximate Replacement Costs

- **Based on fluctuating market prices.
- Labor cost.....\$80.00/hour
- Battery.....\$50
- Camera..... \$65
- LCD Back Cover with LCD Cable..... \$50
- Internal Speaker Set\$19
- Palmrest/Bezel Assembly w/Keyboard & Touchpad.... \$100
- Wifi Card \$25
- AC Power Adapter \$35
- Case.....\$34
- LCD screen Assembly\$100
- Full Replacement\$317.00 to 350.00
(apprx)

****Chromebook (\$285) + Chromebook Repair Labor (\$32 to \$68 per

hour)

***The principal may decide that community service is required in lieu of payment for intentional damage to a device. Community service may be valued at 12.00 per hour.

Preventative Plan to ensure careful use of devices

All staff should assist students when it comes to chromebook care.

- Teach Digital citizenship: Students and staff will utilize a scheduled Device Care Time during “home room”. Teachers will sign off on the condition of the device at that time.
- It is critical to log off and shut down your chromebook when not in use.
- Monthly damage/repair/incident reports will be sent to principals.
- Parent, guardians, staff will fill out device condition agreement form, CB care damage and behavioral incident forms related to device damage will be signed by the student, parent/guardian, principal....and any witness to the damage/loss (theft should/could include police).
- Increase charging station availability

Proper Care and Handling of your Laptop or Chromebook.

- No food or drink should be next to the device.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Always transport the device with care.
- If your device has a built-in handle, it is generally recommended that the handle not be used.
- Never lift the device by the screen.
- Never carry a device with the screen open.
- Do not put weight on the top of a device when it is closed.
- Do not store a device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or papers).

- Do not take your device to an outside computer service company for any reason.

Digital citizenship

Students and staff will utilize chromebook care time during “home room” or scheduled time and complete monthly Chromebook condition forms reporting the condition of their chromebook. Teachers will sign off on the condition of devices at that time. Monthly damage/repair updates will be sent to principals or review damages report spreadsheet.

Chromebook damage and/or behavioral incident forms related to device damage should be signed by student, parent/guardian, principal (theft should include police).

Reporting Protocols

What to Do if You Have a Loss

If you have a loss to property, notify the school principal upon discovery of the loss or theft. Complete an incident report related to theft and/or damaged property. The police may need to be notified.

DAMAGES and LOSSES Staff/Students/Guardians potentially could be charged for:

Intentional Acts: MVRSD will not cover loss or damage caused by your intentional damage or destruction of property. Intentional damage to the Chromebook could result and may result in discipline consistent with damaging of school property.

Dishonest Acts: MVRSD will not cover loss or damage caused by your dishonesty or anyone acting on your behalf. Nor will the district cover any loss or damage arising from illegal acts, whether committed alone or in collusion with others. However, if the loss or damage is caused by an act arising out of a pattern of criminal domestic violence and the perpetrator of the loss is criminally prosecuted for the act causing the loss, this exclusion

does not apply to an otherwise covered loss suffered by another insured who did not cooperate in or contribute to the act that caused the loss.

Electronic Breakdown: MVRSD will not cover loss or damage to electrical equipment caused by electricity other than lightning. This includes damage arising from using charging materials that are not Chromebook certified.

Theft : MVRSD will not cover loss or damage that is caused by or resulting from theft or a device unattended or from an unattended vehicle except when it is securely locked, its windows are fully closed, and there is visible evidence that entry into the vehicle was forced.

Charging and chargers....and charging a fee: Not only are you provided a device and a case but you are responsible for your charger and ensuring your device is charged when you come to school. If your device is not charged, find a charging station. A Chromebook can be fully charged in 3-4 hours. Classrooms should have charging stations. Students should be reminded it is their responsibility to charge their device. A fee may be assessed for a lost or damaged charger.

Chargers

- Avoid bending the charger's cord at sharp angles.
- It takes 3-4 hours to fully charge a chromebook
- Don't strain the power cord at right angles to the power port. This can damage the charger's cord, and the computer itself.
- Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
- Disconnect all connected cords, USB memory and any adapters before putting your laptop into a carrying case, backpack, or bag.
- Be careful and gentle as you connect and disconnect the power cord.

Heat

- Always place your device on a flat, stable surface.
- Do not place it on top of stacks of paper, blanket, upholstery, or

anything else that is an insulator.

- The bottom of your device is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper air flow to operate correctly.

Gravity - The enemy of a chromebook

Don't drop them. This can break the hinge, latch, or worse. Keep your laptop away from the edges of tables and desks.

Liquids

Keep liquids away from your device. Liquids damage the electronic components quickly and easily.

The Screen

- Your device LCD Display is a very expensive component, and physical damage to it is not covered by warranty.
- If you drop your laptop or slam the lid shut, it may crack.
- Make sure you don't have anything between the screen and keyboard as you close the case.
- If you open the screen beyond its hinge limitation it will break and be very costly to repair. IT IS NOT DESIGNED TO OPEN TO A FLAT POSITION!
- Do not pick it up by the screen
- Don't place items on top of your laptop as the weight can cause damage to the screen.
- Always keep magnetic devices away from your laptop.

Keep it clean

- Don't use your laptop while you eat.
- Make sure your hands are clean when using your laptop.
- To clean, shut down your laptop, disconnect the power adapter and network cable, and remove the battery.
- Use a damp, soft, lint-free cloth to clean the computer's exterior.
- Do not spray liquid directly on the computer. Avoid getting moisture in

any openings.

- Don't use aerosol sprays, solvents, or abrasives.

Proper way to carry your laptop

- Be sure to use both hands if you are moving your laptop when it isn't in its protective bag.
- Never lift or carry by the screen as you can either break the screen or damage the hinge. It is safer to close the laptop before moving.
- Don't squeeze your laptop case. You can damage internal components and/or the screen.

Authorized users

The school laptop is assigned to you for your use alone. Please don't allow others to use your computer-unless teacher and principal permission approves it. Remember you are responsible for any damage or misuse. Please keep away from small children and pets.

Keep your laptop secure

Please keep your laptop in a secure area when not in use. Do not leave your laptop sitting in an empty classroom or any other area without adult supervision. When traveling, take special care to ensure the safety of the laptop.

Stay out of the inside

Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you. Let a district technician handle any repairs that require the case to be opened.

Laptop Cases

If your laptop case is damaged, lost or needs to be replaced, report it to the principal.

How should I care for my laptop?

- Never carry by the screen (could crack screen)
- Don't slam the lid (could crack screen)
- Never close with something on the keyboard (could crack screen)
- Clean screen with lint free cloth
- Be careful with power cord. Don't place in a location that anyone could trip over it. Don't wrap the cord tightly around itself.
- Food and drink should be kept away from the laptop
- Do not place laptop on stacks of papers, blankets, or upholstery, or anything else that can act as an insulator. The bottom of your laptop is a cooling surface.
- Keep your laptop with you or locked in your locker at ALL times
- You are the only person permitted to use your laptop
- Keep your passwords private
- Keep your laptop away from edges of tables and desks
- Always carry your laptop from room to room stored in the laptop bag
- Always carry your laptop with two hands and the lid closed within the classroom
- Stay out of the inside of the computer. Under no circumstances should you open (or attempt to open) your school computer's case.
- Make sure you place the laptop on a clean surface and have clean hands when using. Don't use aerosol sprays, solvents, or abrasives to clean.

Proper Use of Computers

- Websites (we monitor websites access at home and at school)
- Music and lyrics (should be appropriate and legal)
- Only authorized programs are to be loaded on the computers. Do not attempt to install any software without authorization.
- Never attempt to access an admin account

Student Use of Computers at Home

Listed here are a few resources that can help Parents and Guardians keep children safe while online.

FAQ---https://www.mascomaschools.org/staff_resources/staff_technology/technology_faqs be sure to see the simplified [Help Desk 2021 Form](#) - and [School Board policies](#) on the district website as they relate to technology policies

Resources

[NetSmartz Parent/Guardian Workshop](#)

A program of the National Center for Missing and Exploited Children

[Common Sense Media Resources](#)

Common Sense is the leading independent nonprofit organization dedicated to helping kids thrive in a world of media and technology.

[ConnectSafely Tips for Parents](#)

Social Web tips for parents from Connect Safely.

[Family Online Safety Institute](#)

The Family Online Safety Institute brings a unique, international perspective to the potential risks, harms as well as the rewards of our online lives.

[Net Family News for Parents](#)

The mission is to document developments in the digital technology and media young people love and use most.

[Stay Safe Online Parental Controls](#)

Parental controls are available on most Internet-enabled devices, like computers, smartphones, tablets, gaming systems. When enabling parental

controls, use age-appropriate settings to filter, monitor and block your child's activities.

[Kids.gov for Parents](#)

Kids.gov website listing of online safety resources.

[Webwise Internet Advice for Parents](#)

Top 10 tips for parents on internet safety.

[Parenting Tips for Monitoring Social Media](#)

Internet safety tips for kids and their parents.