

**Central Springs  
Community School  
District**



**1:1 Device Handbook  
2017-18**

# **Central Springs Community School District**

**1:1 Device Handbook  
2017-2018**

**Reviewed:06/13/17**

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## Central Springs Community Schools

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### **STUDENT/PARENT**

### **1:1 DEVICE USE AGREEMENT**

### **(PLEASE READ THIS ENTIRE AGREEMENT CAREFULLY)**

This agreement is made effective upon receipt of a 1:1 device, between the Central Springs Community School District (CSCSD), the student receiving a 1:1 device (“Student”), and his/her parent(s) or legal guardian (“Parent”). The student and parent(s), in consideration of being provided with a 1:1 device, software, and related materials (the “Device”) for use while a student is at Central Springs Community School District, hereby agree as follows:

#### **Equipment**

**A.1 Ownership: CSCSD retains sole right of possession of the device and grants permission to the student to use the device according to guidelines set forth in this document. Moreover, Central Springs administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.**

A.2 Equipment Provided: Efforts are made to keep all device configurations the same. Devices include a protective laptop case, software, and other miscellaneous items. CSCSD will retain records of the serial numbers of provided equipment.

A.3 Substitution of Equipment: In the event the device becomes inoperable, CSCSD has a limited number of spare devices for use while the device is

repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. Please note that if the Student forgets to bring the device or power adapter to school, a substitute will not be provided.

A.4 Responsibility for Electronic Data: The student is solely responsible for any non- CSCSD installed software and for any data stored on the device.

**It is the sole responsibility of the Student to backup such data as necessary.**

A.5 Students Eligible for 1:1 Device Program: Full time Central Springs Middle School and High School students will be issued a device at the start of each school year. Dual enrolled students are eligible depending on the class offering that the student is taking. Devices for Grades K-4 maybe either shared in carts or issued to a specific student. These devices may be allowed to leave the school facilities based the need of the program, grade of the students, and upon the approval of the administration

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## Damaged Or Lost Equipment

B.1 Insurance and Deductible: CSCSD has purchased insurance, which provides the broadest perils of loss regularly available. This insurance coverage is subject to a \$250 deductible per loss. CSCSD reserves the right to charge the student and parent the full cost for repair or replacement when damages occur due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended or unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
- Lending equipment to someone other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.

Students must keep the device locked (e.g. locked in your school locker, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Devices left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the device back. If the device is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the device back. Unattended and unlocked equipment, if stolen – even at school- will be the student's responsibility.

B.2 Responsibility for Damage: The student is responsible for maintaining a 100% working device at all times. The student shall use reasonable care to ensure that the device is not damaged. CSCSD reserves the right to charge the student and parent the full cost for repair or replacement when damages occur due to gross negligence as determined by administration.

B.3 Responsibility for Loss: In the event the device is lost or stolen, the

student and parent may be billed the full cost of replacement.

B.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the CSCSD Technology Department. If the device is stolen or vandalized while not at a CSCSD sponsored event, the parent shall file a police report.

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## **Legal and Ethical Use Policies**

C.1 Monitoring: CSCSD will monitor device use using a variety of methods, including electronic remote access – to assure compliance with CSCSD’s Legal and Ethical Use Policies. Electronic remote access software will allow the CSCSD Technology Department to take control of the device and fix any issues the student may have during its use without the student leaving the class. The device should not be turned on, used, or out of its case while in the restroom or locker room to ensure privacy to all of our students and staff.

C.2 Legal and Ethical Use: All aspects of CSCSD 1:1 Device Use Policy remain in effect, except as mentioned in this section.

C.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (e.g. music, video, images). Examples of such programs include but are not limited to the following: Bit Torrent, Limewire, Kazaa, and Acquisition. Students should not share their iTunes playlists with any other students. Individuals with legitimate, school- related needs to use these tools must seek prior approval from the CSCSD Technology Department or School Administration.

### **C.4 Allowable Customizations:**

- The student is permitted to alter or customize the assigned computer to his or her own working styles (e.g. background screens, default fonts, and other system enhancements). All customizations of computers need to be school appropriate.
- The student is permitted to download music to iTunes, but cannot download or install any other software without permission from the CSCSD Technology Department. CSCSD will not be responsible for backing up these files.

### **Standards for Proper 1:1 Device Care**

Read carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned device.

**Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.**

Read the manual that comes with the device. Following the manufacturer's advice and the standards below will lead to a device that will run smoothly and serve as a reliable, useful and enjoyable tool.

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## D.1 Your Responsibilities:

- Treat this equipment with as much care as if it were your own property.
- Bring the device and charging unit to CSCSD during every school day. (If you forget them, substitutes will NOT be provided.)
- A loaner will be provided for school day use only in the event of a hardware failure that is out of the student's control. If the device is damaged as a result of gross negligence on the student's part, then the loaner will not be provided. This can be reviewed on a case-by-case basis by the CSCSD Technology Department.
- Keep the device either secured (e.g. home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the device stored in a secure place (e.g. locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices, and trips, store the device in a secure place assigned by your coach/sponsor and arrange to retrieve it after the activity. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen –even at school- will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave devices in unlocked school vans or buses, in the gym, in a locker room, on playing fields, or in other areas where it could be damaged or stolen.
- Avoid storing the device in a car other than a locked trunk. Avoid leaving the computer in environments with excessively hot or cold temperatures. For example, warm days make very hot cars.
- Do not let anyone other than your parents/guardians use the device. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.

- **Adhere to CSCSD 1:1 Device Use Policy at all times and in all locations.**

- Read and follow general maintenance email alerts from school technology personnel.

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## **D.2 How to Handle Problems:**

- Promptly report any problems to the CSCSD Technology Department.
- Don't force anything (e.g. connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

## **D.3 General Care:**

- Do not attempt to remove or change the physical structure of the device, including keys, screen cover, or aluminum casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep equipment clean. For example, don't eat or drink while using the device.
- **Do not do anything to the device that will permanently alter it in any way.**
- **Do not put stickers or use any type of markers on the device. Do not write on the device with pen, pencil, marker or any other writing utensil.**
- Device Skins may be used but the following guidelines must be followed: The promoting of products which are illegal for use by minors such as alcohol, tobacco, or drugs will not be allowed. The display of obscene material, profanity, or references to subversion is not appropriate and will not be allowed. Device Skins should show respect for yourself, those around you, the school, and the community. Students will be required to remove any Device Skin not appropriate for a school setting.
- Device Skins purchased must fit the device properly:

## **D.4 Carrying the Device:**

- Always completely close the lid or case and wait for the device to enter sleep mode before moving it, even for short distances. Movement while the

device is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.

- Always store the device in the case issued with it. Note: do not store anything (e.g. cords, papers) in the area within the case designed for the device other than the device itself as this may damage the screen.
- We recommend you carry the device bag inside your normal school pack. The “vertical sleeve” style device case was chosen expressly for this purpose. Simply slide the device in and out while leaving the case within the school pack. Do not over-stuff your pack – extreme pressure on the device can cause permanent damage to the screen and other components. Or-- use the case provided shoulder strap crossing it over your neck.
- Do not grab and squeeze the device, as this can damage the screen and other components.
- Do not carry the laptop using the screen or lid.

D.5 Screen Care: The device screen can be easily damaged if proper care is not taken.

- Never leave any object on the device. Pens or pencils left on a laptop keyboard are guaranteed to crack the screen when the lid is closed. An ipad screen can crack or be scratched. Broken screens are NOT covered by the warranty. Screens are particularly sensitive to damage from excessive pressure.
- Clean the screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens. Windex® Wipes™ are recommended.
- If you are unsure if a cleaner is designed for the device screen ask the CSCSD Technology Department first.

#### **D.6 Battery Life and Charging:**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your device charging overnight.
- Do not charge your device while it is in the bag. Ensure the device has air

circulation while charging.

- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the device when it is not in use, in order to save battery life and protect the screen.

#### **D.7 Personal Health and Safety:**

- Avoid extended use of a laptop resting directly on your lap. The bottom of a laptop can generate significant heat and therefore causes temporary or permanent injury. Use a barrier such as a book or accessories made specifically for this purpose when working on your lap.
- Avoid lap based computing while a laptop is connected to the power adapter, as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- Read the safety warnings included in the Apple user guide.

#### **D.8 Syncing up Documents:**

- We will not sync/backup any documents.
- Music, pictures, and movies are not backed up. You may want to purchase a flash drive for laptop backups. In case a laptop is wiped or requires replacement, external storage/copy of valuable files (any type) is safest for successful preservation.
- Anything on a laptop desktop will not be saved or be retrieved if there are system issues.
- Use of cloud storage, e.g. icloud, dropbox, google drive, is encouraged.

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## **Equipment Lending Information**

This additional agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets, E readers, other audio-visual devices, and peripherals for multimedia school projects. The signed agreement is part of the Student 1:1 Device Agreement and Acknowledgement Form. The CSCSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

### **E.1 Agreements:**

1. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Approximate replacement costs include: laptop \$1,000, digital cameras \$500, video cameras \$600, and assorted peripheral items \$25-\$500.
2. I will treat this equipment with the same care as if it were my own property.
3. I will maintain the equipment in clean condition.
4. I will avoid use in situations that are conducive to loss or damage.
5. I will heed general maintenance alerts and advice from school technology personnel.
6. I will promptly report any malfunction, loss, damage, or theft to the CSCSD Technology Department, IMC, or School Office.
7. I will always transport the equipment within the case provided.
8. I will adhere to the CSCSD Acceptable Use Policy (605.6 & 605.6R1) when using this equipment at all times and locations.

### **E.2 Damage or Loss:**

**I am responsible for any costs incurred due to loss or damage of equipment as determined by the school. I understand that if I violate the above, I may not be permitted to checkout school equipment in**

**the future and may be billed for any costs incurred by the school.**

