



# Camdenton R-III Schools

## 1:1 Student Device Handbook

### **Camdenton Schools Personal Learning Device Initiative**

As our society moves further into the 21st century, instructional practices must quickly adapt to fully prepare our students to be successful. A focus on creativity, critical thinking, communication and collaboration is essential to prepare students for the future. In addition to these skills, effective 21st century citizens and workers must be able to create, evaluate, and effectively utilize information, media, and technology. Implementing appropriate technology into the teaching and learning process will aid our students in acquiring these necessary skills.

In order to ensure our students are provided with opportunities to attain these skills, our school is providing our students with personal learning devices. Beginning with the 2017-2018 school year, Camdenton Schools is providing student assigned Chromebooks to seventh and ninth grade students - fifth grade students will be assigned a Dell Chromebook that will be kept at school. We hope that providing our students with devices will better allow our teachers to incorporate more effective and meaningful technology lessons into their teaching and help our students to be college and career ready upon graduation.

### **The Camdenton Schools Technology Team believes technology allows for the following:**

- gives students opportunities to learn anytime and anywhere
- improves student achievement
- prepares students for their futures
- allows students to learn and demonstrate what they learn in different ways
- provides for enrichment and creativity
- opens classrooms to the world

### **The Camdenton Schools Technology Team believes technology should be used when it accomplishes the following:**

- allows for a more efficient classroom
- transforms learning from teacher-centered to student centered
- allows for innovation, critical thinking, and problem solving for the 21st century
- supports a project-based (challenge-based, inquiry-based) lesson
- incorporates the tools students use outside of school and connects them to the curriculum and real-life applications
- assists in achieving the Missouri Learning Standards
- helps to personalize learning for our students
- encourages collaboration between peers and global connections
- promotes more timely and appropriate feedback for students
- incites creativity
- brings authentic learning opportunities into the classroom
- allows for learning opportunities not possible in traditional settings
- allows students to gain and practice information retrieval, curation, and communication skills
- promotes ethical use of information and digital citizenship skills

# HANDBOOK

## OWNERSHIP

The Chromebook is the property of the Camdenon R3 School District. Camdenon Schools retains the sole right of possession of the Chromebook and grants permission to the student to use the Chromebook according to the guidelines set forth in this document. Camdenon retains the rights to collect and/or inspect the Chromebook at any time and to alter, add, or delete data.

Your right of possession and use of the borrowed device is limited to, and conditioned upon, your full and complete compliance with the expectations detailed in the Student/Parent Handbook and the Camdenon R3 Student Acceptable Use Policies. Because the borrowed device is the property of Camdenon Schools, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on a district-owned device.

By taking possession of a school owned device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property.

The school owned property must be turned in no later than the last day of the school year or upon withdrawal from active enrollment unless earlier terminated by the Camdenon District for noncompliance.

## TERMS OF AGREEMENT

### Care

Each fifth grade student will be assigned a Dell Chromebook that will be kept at school. Each seventh and ninth grade student will be assigned a Dell Chromebook, charger, and protective case. Students are responsible for returning these assigned components at the end of the school year.

Students will be using their Chromebooks in class each day. The teachers will be designing lessons and classroom activities based on students having access to their Chromebooks. It is imperative that seventh and ninth grade students bring their fully charged Chromebooks, chargers, and protective cases to school each day. Students failing to bring/charge their devices each day will face any of the following consequences: warning, loss of privileges/device, alternative assignments, disciplinary actions, and others as deemed necessary.

Students should treat equipment with as much care as if it were their own property. Care includes, but is not limited to, the following expectations:

- Leave the serial number and identification placed on the Chromebook intact.
- Leave the keyboard intact.
- Store the Chromebook in its protective case (7th & 9th).
- Protect the screen by closing the lid of the Chromebook when it is not in use and when walking from one location to another.
- Keep the assigned device clear of personal labels, stickers, or tags.
- Make sure the surface of your/our device is not altered or defaced.
- Store the Chromebook in a safe location, protected from small children, weather, food, drink, pets, lake, pool, dock, etc.
- Keep the Chromebook in a temperature controlled location (avoid extreme temperatures).
- Students should take all necessary precautions with their Chromebook.

- Keep the equipment clean.
  - Use a soft, dry, lint-free cloth when cleaning the Chromebook. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Never use any cleaning products, other than a dry soft cloth or dampened soft cloth, on the Chromebook. Computer screens show fingerprints and smudges easily, so be sure to follow proper cleaning procedures to keep your screen looking new.

Chromebooks left in bags in unattended classrooms or other areas are considered “unattended” and will be secured by staff as a protection against theft. If picked up by a staff member, the student will receive a warning before the Chromebook is returned. If the Chromebook is left unattended a second time, the parents/guardians will be notified, along with other potential appropriate consequences.

Students are responsible for all media, Internet usage, downloads, file creations, file deletion, file sharing, file storage, and other actions that involve installs and applications accessed via their assigned Chromebook. Sharing of Chromebooks is not allowed. **The designated Chromebook owner is responsible for all actions and data on the Chromebook.**

The Chromebook is only for creation of, storage of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with the Chromebook. Only Camdenon Schools Tech Department personnel and designees are authorized to troubleshoot, diagnose, or repair the borrowed device. Only Technology Department employees may remove district installed programs.

If on an extracurricular trip, never leave the Chromebook on a school bus, in the gym, in a room, on playing field, or in other areas where it could be damaged or stolen. Communicate with appropriate staff to secure storage of the Chromebook at school related activities, performances, sporting events, etc.

In the case of theft, the incident should be reported as soon as possible to school or police authorities. Administrators and/or police authorities will take all steps necessary to resolve reported incidents. If the stolen device is found to be unattended or unlocked- including at school - it will be the student’s responsibility.

## **Privacy**

Camdenon Schools works to ensure the safety and privacy of our students. The Camdenon School District abides with all national and state laws regarding student data and privacy. Please visit the school web site to learn more about how Camdenon protects student data.

## **Internet**

At school, students will have access to the Internet through the school network. The district’s wifi provides the same content filters as wired computers. When not at school, students can access the Internet using the district Chromebook if they have Internet access available to them in their home or other locations. However, school filters **ARE NOT** available outside our school. **As with any other Internet-enabled device, Camdenon Schools recommends that parents/legal guardians monitor their student's time and activities on the internet. Guardians should contact the Internet provider to discuss the best options for ensuring a secure network.** Students should understand that their parent’s/guardian’s rules about Internet usage outside of school are applicable even when the student is using the school Chromebook. There is no expectation of privacy while using Chromebook, networks, or technology.

Camdenon will not provide students with Internet access outside of school. Students may access the Internet on their Chromebook at any time outside of school.

The Chromebook is the property of Camdenton Schools. The District's Acceptable Usage Policy defines appropriate use of District technology, including the Chromebook, and defines "inappropriate matter." Students who access inappropriate sites at school and off site will be subject to disciplinary action. If prohibited or inappropriate web sites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

## **Problems**

It is a student's responsibility to maintain the Chromebook at all times. If the student's Chromebook is not working properly, the student should first talk to the teacher in the class to determine if minor troubleshooting will take care of the problem. If the problem persists, the student will be issued a different Chromebook to use on a temporary basis. Do not attempt to remove or change software on the computer or the physical structure of the computer. Do not allow anyone else to use your Chromebook. Loss or damage that occurs when anyone else is using it will be your responsibility.

## **Loss, Theft or Damage**

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. Students and/or families may choose to participate in the district's self-insurance plan (see details below).

In case of accident, fire, flood, or careless handling of the property or complete loss, the student agrees to pay the required deductible to repair or replace the device per the district approved insurance policy.

In the case of loss or theft occurring at school, the student must report the incident to a building administrator within one school day of the occurrence. In the case of loss or theft occurring away from school, the student must report the incident to the law enforcement officials of jurisdiction within 24 hours of occurrence and then provide documentation of the aforementioned law enforcement report to a building administrator and the district student device help-desk technician.

Failing to report loss or theft in the manner described in this document will result in the missing property being categorized as lost rather than stolen and the student/parent/guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

Any damages deemed careless, intentional, or negligent may result in any of the following:

- loss of device
- financial responsibility
- disciplinary action

## **Optional Insurance**

Camdenton Schools has established a self-funded and self-administered insurance program. This program is administered through the district technology department in cooperation and conjunction with individual building staff. Participation in this insurance program is optional, but participation is highly recommended. Students are responsible for protecting the Chromebook from loss or damage, but if an accident or loss does occur, the Camdenton School insurance policy coverages are outlined below. Those students opting not to participate in the insurance program are responsible for ALL loss, theft or damage occurrences. The cost of the optional annual insurance is \$25.00 per student and coverage is summarized in the following table.

Problem	Examples	Cost to Student		Action Required by Student
		Insured	Uninsured	
Level 1 Damage: Doesn't impact the performance - still usable Fee: None	dinged corner cracked screen in corner scratches dents	\$0	\$20	Report to school at turn in or when starts to interfere with performance. Uninsured \$20 fee due at turn in
Level 2 Damage: Affects performance of the device	cracked screen power supply damaged or lost	\$25 / \$50*	Full cost of repair	Report to school immediately
Level 3 Damage: Totalled or Lost	device is lost or damaged beyond repair as determined by district technician	\$150*	Full cost of device replacement	Report to school immediately
Lost Case	case is lost or damaged beyond	\$0**	Full cost of replacement	Report to school immediately
Vandalism	intentional damage			School may file a police report
Theft				At school, report to media center. Outside of school file a police report immediately
*Note: Level 2 first offense deductible = \$25 Level 2 second offense deductible = \$50 Level 2 third offense = full cost of repair Yearly insurance cap of \$150				
**Note: First lost case is covered. Student must pay full cost of case for subsequent losses				

Students who qualify for free or reduced priced lunches or are otherwise financially stressed are eligible to apply for a reduction or waiver of the insurance fee. Parents must complete a Reduction/Waiver Request Form by the deadline on the form in order to be considered for this opportunity. This waiver/fee reduction is in reference to the annual enrollment fee for the district's insurance plan. If the device is damaged or destroyed, the student/parent is still responsible for the standard deductible that applies for all repairs or replacements. For families qualifying for the waiver/fee reduction, the district will work with the family to determine a payment plan for this amount.

To enroll in the Camden Schools insurance program go to the district website. Payment for the insurance fee can be made online with a credit card through Permission Click. Payment can also be made by cash or check to the Library Media Specialist in the student's assigned building.

Parents/Legal Guardians/Students have the right to waive the 24/7 access to the Chromebook by filing a written waiver with the school's main office. A record of that waiver will be kept on file. The student will be issued a Chromebook for access while at school, but will not be allowed to take the Chromebook from school. A location will be provided to store and charge the Chromebook at school.

## Student and Parent/Guardian Consent Form

*I hereby acknowledge that I have been issued an electronic device by the Camdenton R-3 School District for the sole purpose of enhancing my educational experience, and I am wholly and entirely responsible for loss or damage to this District-owned device. I will only use this device in accordance with all applicable policies and procedures of the District.*

*In order to minimize the possible financial impact on myself from accidental loss or damage to the device, I understand that I have the option to accept the District's offer to partially waive my financial responsibility for a future loss, by participating in the district student device insurance policy which is subject to the terms, conditions and deductibles as outlined above, and payment of an annual insurance fee.*

*I understand that if I choose NOT to participate in the optional insurance program, I am responsible for any loss, damage, or theft of the device or any other consequences resulting from the occurrence.*

*I understand there are certain conditions not covered by this damage waiver which include: 1) any dishonest, fraudulent, malicious or criminal acts, 2) any loss to software, data, documents, music, videos, recordings or other personal information that I have placed on the device, 3) additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged, 4) disappearance of the device not reported to local law enforcement, and 5) any use not in accordance with my District's policies and procedures.*

*I am responsible for a per occurrence deductible (as outlined in the above insurance policy). All claims covered under this damage waiver are to be paid immediately upon confirmation of a loss, such confirmation being at the District's sole discretion. I understand the District reserves the right to revoke any and all of my privileges under this program should there be evidence of careless or destructive behavior on my part.*

*I have read, understand, and agree to the expectations as listed in the Camdenton High School Personal Learning Device Handbook. I understand that if I violate any of the rules stated above or in the acceptable use policy or perform any other disruptive technology-related actions I will be subject to loss of electronic devices, may receive a written referral, and may be subject to further discipline actions. I also understand that I may be financially responsible for the repair or replacement of stolen or abused hardware or materials.*

Name of Student: \_\_\_\_\_ Date \_\_\_\_\_

Building: \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Consent \_\_\_\_\_ Date \_\_\_\_\_