



# Pemayetv Emahakv Charter School Device Handbook

The procedures and information in this handbook apply to all devices such as a MacBook, iPad, MiFi, etc. used at or for Pemayetv Emahakv Charter School (herein after known as 'PECS') by students, parents, staff, or guests. Individual teachers or administrative staff may set additional requirements or guidelines for device use in their schools and/or classrooms.

## 1. Receiving your device

**Before student devices will be issued, parents and students must sign and return the 1:1 Classroom Acceptable Use Policy sign-off document.** This document must be signed annually and will be kept on file at the school where the student is enrolled.

### CHECK-OUT

Devices will be checked out through the individual school.

### TRAINING

Students will be trained on how to use the device.

## RETURN

Student devices will be collected at the end of each school year prior to summer vacation for maintenance and upgrades. Students who transfer from one school to another within the district, or students who transfer out of district, will be required to return their devices upon withdrawal to the school from which it was assigned. If a device is not returned, or is returned in non-working order and cannot be repaired, the parent or guardian will be held responsible for payment in full. (If a non-working device can be repaired, the fee or deductible will apply.) PECS devices can only be used with a current 'ourwayschool' domain login. It should not be used with personal gmail accounts or as a Guest.

## **2 Taking Care of Your Device**

Students are responsible for the general care of the device in which they have been issued. Devices that are damaged, broken, or fail to work properly must be taken to the teacher or school designee immediately. The school designee will assess the device and submit a help desk ticket to the technology staff. If a loaner device is needed and available, the school designee will issue one to the student on a day-to-day basis. In the event the school designee issues a loaner device, it is to be returned to the specialist at the end of the school day and should not be taken off campus. If a loaner device is needed for a long-term repair/replacement, the student will be issued a different device.

## GENERAL PRECAUTIONS

The following precautions should be observed at all times with the use of 1:1 devices:

1. No food or drink should be near any device: MacBook, iPad, or Chromebook.
2. Students should never throw or slide Macbooks, iPads, or Chromebooks.
3. Cords, cables, and removable storage devices (such as flash drives, headphones, power cables, etc.) should be inserted and removed carefully from the device to avoid damage.
4. Students should never loan their device to other students. Each device is assigned to an individual student, and it is the responsibility of that student to maintain proper care at all times.
5. Students should always carry their device carefully and with two hands or secured in a case or sleeve to minimize chances of dropping or breakage while in a backpack.
6. MacBooks, Chromebooks, and iPads should be shut down when not in use for more than two hours to conserve battery life.
7. Devices should never be left inside of a hot vehicle or in an unsupervised area to protect against damage and/or theft.
8. Students are responsible for bringing their devices to school with the battery charged for the school day.
9. ALL devices should remain free of stickers, writing, paint, marker, or any other forms of adornment. Each device is the property of PECS and is on loan to the student.

### TRANSPORTING Devices

Students should take the following precautions when transporting their devices:

1. The MacBook/Chromebook should be closed before transporting or carrying.
2. Devices should not have heavy books or other items placed on them, even when closed, to avoid placing too much pressure and weight on the device itself and the screen.
3. The MacBooks, Chromebooks, and iPads should be shut down or in sleep mode before transporting it.
4. If transporting the device in a backpack or book bag, extra precautions should be taken to avoid damage by heavy textbooks, student feet, lockers, etc.
5. Never place a device in a book bag with food, liquids, heavy objects, or sharp objects. Never throw or drop a book bag or backpack with a PECS device inside.

### SCREEN CARE

The screen is easily damaged if subjected to rough treatment. Avoid any activity that would cause extra pressure or damage to the screen. Observe the following precautions:

1. Do not lean on top of the MacBook, Chromebook, or iPad or place elbows, etc., on top of the closed device.
2. Do not place anything inside the closed MacBook/Chromebook.
3. Do not place anything on top of the closed MacBook/Chromebook, including textbooks, workbooks, etc.
4. Do not use sharp objects such as a pen or pencil to point to a device screen.
5. Do not use window cleaner, household cleaners, aerosol sprays, solvents, abrasives, ammonia, or other chemicals on the screen. Devices can be cleaned with a soft, dry, lintfree cloth, such as a microfiber cloth or a clean cotton t-shirt. Alternately, you may use individually packaged, pre-moistened eyeglass lens cleaning tissues to clean the screen.  
AVOID PAPER TOWELS, ROUGH CLOTHS, CHEMICALS, ETC., AS THESE MAY CAUSE IRREVERSIBLE DAMAGE TO THE SCREEN, RESULTING IN A FEE FOR REPAIRS.

### MAINTAINING YOUR BATTERY

1. For students authorized to take home a device, you are expected to come to school with a fully charged battery. Each night when you go to sleep, so does your technology device. Plug it in for a full charge at night. Keep in mind that there are limited number of charging ports available at school and it is your responsibility to arrive with a fully charged battery.
2. When you plug your technology device in, be mindful not to cause a tripping hazard.

## 3 Using your devices

### AT SCHOOL

The device is intended for use by the student at school every day. In addition to teacher expectations for device usage, school announcements, messages, communication, calendars, handbooks, gradebooks, schedules, and online school sites will be accessed using the devices. Students are responsible for bringing the device to all classes unless specifically advised not to do so by the teacher of that class.

### AT HOME

**Students that have checked out a device are expected to bring their device back to school in a fully charged condition.** If a student leaves their device at home, a loaner device may be issued by the school designee pending availability for a loan period of one school day. Students who repeatedly fail to bring their devices to school will be referred to administration for possible disciplinary action.

### MACBOOKS/CHROMEBOOKS & IPADS BEING REPAIRED

Loaner devices may be issued to students based upon availability when they leave their device with the tech department for repairs. MacBook/Chromebook and iPad loans are typically short term, for one school day, but long-term loans may be available. The school designee will coordinate device loans and submit help desk tickets for devices in need of repair.

### SOUND

Students must use self-provided headphones or earbuds for any activities involving sound (unless otherwise directed or approved by the teacher). Otherwise, devices should be muted during the school day.

### PRINTING

MacBooks will not have a print functionality. Teachers will provide digital copies of homework, handouts, etc., and students will have access to these documents as needed.

## **4 Managing Files and Saving Work**

Students may save documents and manage documents in multiple ways. Folders and files may be organized in the school issued student drive or saved to a flash drive. It will be the responsibility of the student to save and organize all necessary documents for retrieval and use in class. Students will be given instruction on proper file management as part of their device training.

## **5 Software on Macbooks/Chromebooks & iPads**

The software originally installed on the device prior to student issuance must always remain on that device in usable condition and easily accessible. All Macbooks are supplied with Google, Splashtop, GoGuardian software and many other applications conducive to an educational environment. All Chromebooks are up to date on the needed software and other applications conducive to an educational environment. The school may occasionally update software applications through the automatic update process. A school designee may physically install the updates, or it may be accessed remotely.

### **VIRUS PROTECTION**

Due to the nature of Apple products, they are very safe when it comes to computer security. Chromebooks are automatically updated to reflect the school restrictions.

As it goes with anything in life, common sense and logic should be applied to your online use. Don't give your personal information to random sites across the web, be care of imposters, and do not open any email that looks suspicious.

### **ADDITIONAL SOFTWARE**

Students do not have privileges to install or remove software from their MacBook/Chromebook or iPad. These are not personal devices and may be subject to an additional fee if the computer is damaged as a result.

### **INSPECTION**

Students may be selected at random to provide their device for inspection. Devices may be selected at random for a remote inspection. Students may also be selected for device inspection if a staff member suspects that inappropriate material resides on the device or if the student has violated the Acceptable Use Policy in any way.

## **PROCEDURE FOR TECHNICAL DIFFICULTIES OR “GLITCHES”**

If technical issues occur, technical support staff will employ a “10 minute rule.” If the problem cannot be fixed in 10 minutes, the MacBook/Chromebook or iPad will be restored to factory defaults. **In the event that the device must be restored and re-imaged, all student created files stored on the device will be lost.** Materials stored on flash drives or on the ‘ourwayschool’ student Google Drive will be maintained.

## **6 ACCEPTABLE USE POLICY**

Students will be expected to abide by the PECS acceptable use policy at all times. This policy will apply to both the individually issued student devices as well as the use of computers and other devices on the school campus that the student may have access to, including but not limited to computers in the school computer lab(s), library, classroom(s) etc.

### **ACCEPTABLE USE EXPECTATIONS**

- All aspects of the district’s Acceptable Use Policy apply when using the devices.
- Students will be allowed to take their devices home if they have been approved and completed a device check-out form.
- Students are responsible for any damage that occurs while the device is off the PECS campus. Parents are responsible for monitoring off campus internet access and use.
- These devices are an educational tool and should be primarily used in that capacity. Once issued, students are responsible for taking excellent care and caution in the protection and use of the devices. In the event of a device malfunction or need of repair, students will not attempt repair but will promptly return it to the school administration office for repair and diagnosis.
- These devices are the property of Pemayetv Emahakv Charter School, all content and use will be monitored, and the device can be remotely accessed at any given time.
- Messages, internet content or any other illegal activities will be reported to appropriate authorities. *Students have **no** expectations of privacy and can expect teachers, support staff, and administrators to conduct reviews and checks of their internet history and device usage, etc. This includes in person inspections or inspections done remotely by a Tech Specialist.*
- The property record and identification tags on the devices must always remain intact and on the devices.
- The student is responsible for the devices throughout the day. The school will not be responsible for damaged devices, nor devices that are left unattended in classrooms, walkways, lockers, etc.
- All passwords must be kept confidential and not shared with any other students.
- “Cyberbullying” will not be tolerated. Cyberbullying of any kind, email, instant messaging, texting, blogs, via social networking, mobile phones, online activities, websites, etc. will not be tolerated. This will result in the loss of privilege of devices and any applicable consequences.
- Students are expected to notify staff whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Work diligently to make the most of your opportunity to enjoy the use of these devices and expand your learning potential.

## 7 Protecting and Storing Your Devices

### MacBook/Chromebook / iPad IDENTIFICATION

Devices will be labeled in the manner specified by the school. MacBooks can be identified in numerous ways in addition to the label.

### STORING YOUR Device

When devices are not being used or monitored by the student, they should be stored in a safe place. Nothing should be placed on top of the device when they are stored in student lockers. If a device has been checked out- that device should never be stored in a vehicle.

In the event of a school program or extra-curricular event, students are responsible for storing their device in a secure, safe location.

Under no circumstances should a device be left or stored in an unsecure or unsupervised area, including but not limited to hallways, the cafeteria, unlocked classrooms, bathrooms, the library, locker rooms, playground/recess area, the gym, on a bus, in a car, etc.

In the event of a school program or extra-curricular event, students are responsible for storing their Chromebooks in a secure, safe location. Unsupervised devices will be confiscated and taken to the principal's office.

## 8 USER FEES, DEDUCTIBLES AND REPAIR/REPLACEMENT COSTS

Pemayetv Emahakv Charter School is providing each student with a device for their use during school and the option to check out a device to bring home to complete homework assignments and conduct research for projects. Students and parents are responsible for the safe keeping of the device to ensure it is not damaged, stolen or lost. To sustain the 1:1 initiative, a per year user fee is being collected to support devices, repairs, maintenance, insurance and warranties of the devices.

The PECS 1:1 Insurance Program participation begins when students who have been assigned PECS technology devices are eligible to take the device home or within the school.

This non-refundable insurance premium will be offered annually and will not be prorated. This coverage is intended to reduce the financial impact of damaged devices to parents, guardians, and PECS. This insurance coverage will only be available for one (1) major damage (that exceeds \$100 or more cost to repair) per school year. ***All other loss or damage expenses that occur during the same school year will be the responsibility of the Parent or Guardian.***

Eligible Student Devices (that are property of PECS) and their respective book value and replacement costs are listed below:

<b>\$30 per school year</b>	
<b>First Offense Costs: (NOT Covered By Deposit but applicable if premium is paid)</b>	
Device-	iPad \$100 (Lost/Stolen)    MacBook: 11 in \$150 (Lost/Stolen) Chromebook: \$200 (Lost/Stolen)
<b>First Offense Costs: (Covered By Deposit)</b>	
Liquid -	\$249
Screen-	\$149
Keyboard-	\$149
Touchpad-	\$149
Charger-	\$20
<b>Second Offense Costs:</b>	
Device-	iPad \$350 (Lost/Stolen)    MacBook: 11 in \$200 (Lost/Stolen) Chromebook: \$400 (Lost/Stolen)
Liquid -	\$249 if negligent
Screen-	\$149 if negligent
Keyboard-	\$149 if negligent
Touchpad-	\$149 if negligent
Charger-	\$20 if negligent
<b><i>Third Offense Costs or First Cost Expense for unpaid maintenance fees or Opt-Out Uninsured: Full Cost for replacement as listed under a Second Offense Cost.</i></b>	

PECS understands that fees place burden on families. This is not the intent of this fee. However, fees must be paid before student can take a device home.

If a Student Device is lost or stolen:

- The Parent/Guardian must notify the school within 5 business days following the loss and submit a completed District device damage/loss form to their school.
- The Parent/Guardian must file a police report with the School Resource Officer (SRO) for the stolen device within 5 business days of the occurrence.
- The Parent/Guardian must provide the school a copy of the Police report within 10 business days following the date of the police report.
- Students may be offered the use of another school device (when available) (sometimes called a spare) only for use at school. Students will not be authorized to check out the spare computer (device) until PECS is fully reimbursed for the lost/stolen device.
- The first replacement device, eligible to go home, will be acquired soon after the parent(s) and/or guardian(s):



- Provide payment to their school for the value of the device as listed in the above tiers
- Or lost or stolen device is found/recovered;
- f. Students will not be assigned a third replacement device if the first two devices were either lost or stolen or damaged (requiring major repair, greater than \$100) for any given school year. In these cases, the student will use a spare device during school only (if available).

If a Student Device is damaged:

- a. The Parent/Guardian/Student must report the incident to the school within the first 5 business days following the damage and submit a completed a PECS device damage/loss form to their school.
- b. The Parent/Guardian/Student must deliver the damaged device to the school within the first 5 business days following the incident.
- c. Students will be offered the use of another school device (when available) (sometimes called a spare) only for use in class. Students will not be authorized to take the spare computer (device) home until PECS is fully reimbursed by the student's parent(s) and/or guardian(s) or until such time when the optional student device insurance covers the damaged device.
- d. The first replacement device, eligible to go home, will be acquired soon after the parent(s) and/or guardian(s) either:
  - Provide payment to their school for the value of the device as listed in the above tiers •

Or, it qualifies under the Device Insurance Option within the terms noted herein.

- e. Students will not be assigned a third replacement device if the first two devices were either lost or stolen or damaged (requiring major repair, greater than \$100) for any given school year. In these cases, the student will use a spare device during class only (if available).
- f. Device insurance does not apply when student device damage is determined to be intentional. Damage expenses in this case would be the responsibility of the parent.

Failure to comply with these Student Device Insurance terms and conditions will void the insurance benefit.

Parents/Guardians/Students will not be liable for device defects that are covered by the device warranty.

## 9 Chromebook Technical Support

The school designee will be the first point of contact for device repair and will assist the student in collecting the damaged or non-working devices. A tech support claim will be made and the device will then be collected and assessed by the PECS Tech Specialist and they will issue a replacement loaner device, if available.