

Limestone County Schools Digital Passport Initiative Handbook



Digital Passport Initiative

Handbook

Device Purpose, Qualifications and Accommodations

Purpose of the Digital Passport Initiative

Limestone County Schools is focused on providing resources for our K-12 students and staff to become immersed in a Digital Conversion. The purpose of the Digital Passport Initiative is to employ technology in ways that improve teaching and learning through increased student engagement while teaching the Alabama state-approved curriculum standards. It is imperative to note that this is a curriculum and instruction initiative, not a technology initiative. Through this paradigm shift in methodology, we are changing the way teachers teach and students learn, while utilizing an advanced set of technological tools.

Qualifications

A student who is enrolled in a qualifying DPI grade at a Limestone County school will be issued a district-owned MacBook Air. To maintain use of the device, students must comply with the rules and expectations identified in this Digital Passport Initiative Handbook and the Limestone County Schools Responsible Use Procedures, as the same exist now or are later amended. Any failure to comply with these rules and expectations may suspend or terminate the student's qualification for use of a device and its accessories (charging cable, charging adapter, carrying bag).

The legal title to the device and its accessories belongs to the Limestone County Schools and shall at all times remain as such. The student/parent/guardian's temporary rights of possession and use are limited to, and conditioned upon, full and complete compliance with the exceptions detailed in the Digital Passport Initiative Handbook and the Limestone County School's Responsible Use Procedures, as the same exist or are later amended. Because a device is the property of the school district, it is subject to monitoring and content searches at any time. There is no expectation of privacy whatsoever in the use or data stored on a device.

A device issued by the Limestone County Schools has been assigned a unique identification code, which is indicated by a barcode affixed to the bottom of the device. This asset tag is one method used to track a device; a device will also be tracked electronically. A device and its accessories shall remain the property of Limestone County Schools. Students will make a device and its accessories available to Limestone County Schools' faculty for necessary inspection, physical maintenance, and software maintenance at any time.

Devices and accessories will be distributed and allowed to go home once the student and parent (or guardian) have:

1. Attended a Limestone County Schools Digital Passport Initiative Orientation
2. Read, agreed to, and signed the Limestone County Schools' Device Agreement and Responsible Use Procedures
3. Paid the mandatory Device Usage fee

Accommodations

It is the belief of Limestone County Schools that every student should be granted equal access to resources provided by the school district. It is not the district's recommendation that a student be restricted access to any learning resources granted to all other students. However, if the student's parent (or legal guardian) believes circumstances call for a student to have restricted access to the use of the mobile device outside of school hours, a written request by the student's parent must be submitted to the school principal or designee. Once the request is approved, arrangements will be made to store the student's laptop at school after school hours.

Device Content, Filtering and Privacy

Content

Limestone County Schools will provide the necessary programs and applications needed for course materials and assignments. Limestone County Schools may push updates to student devices each time they are logged on to the district's network. Students are not allowed to download unauthorized software programs or add-ons. Limestone County Schools do not allow students to alter the integrity of a device. Downloading illegal software to a device may result in disciplinary action, and/or the suspension/termination of the student's use of a device and its accessories.

Internet Filtering

Internet filtering is set to function at any time a student accesses the Internet - both in and out of school. However, no content filter is capable of preventing all access to all online content that is not school-related and/or inappropriate; therefore, the user assumes responsibility for information accessed on a device and is bound by the terms and conditions of the Limestone County Schools' Responsible Use Procedures. Violating this policy may result in disciplinary action, and/or the suspension/termination of the student's use of a device and its accessories.

Privacy

No right of privacy exists in the use of a device. Files and content downloaded, created, transmitted and stored on a device are not private and shall be subject to inspection, adjustment, removal, and/or deletion by Limestone County Schools' personnel. To ensure compliance with the Responsible Use Procedures and the Digital Passport Initiative Student/Parent Handbook, Limestone County Schools' personnel may monitor all files, communications, and online activities of individuals who access a device.

Be advised that Limestone County Schools may be required to disclose information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board of education, as a response to a public records request or as evidence of illegal activity in a criminal investigation. Additionally, any writings that indicate a student might be subject to harming themselves or someone else will be reported to officials and civil authorities. Again, there is no expectation of privacy with respect to the use of a device.

Device Responsibilities and Precautions

Responsibilities

- Keep the device and its accessories (charging cable, charging adapter, carrying bag) in a secure, supervised area and damage free.
- Bring the device to school or class each day.
- Fully charge the device before arriving to school or class each day.
- Back up data and other important files regularly. Limestone County Schools will at times perform maintenance on the laptops by imaging. All files not backed up to server storage space or other storage devices may be deleted during this process.
- Ensure that the device will receive secure storage if you have it at school related activities, performances, sporting events, etc.
- Use the provided protected computer bag at all times.
- Insert charging cables and USB devices carefully to avoid damage.
- Handle the device with care in the classroom and during transportation.
- Clean the device screen with a soft, non abrasive, microfiber cleaning cloth.
- Clean the carrying bag with a soft cloth.
- Keep the device in the carrying bag at all times while on the bus or in a car.

Precautions

- Do not clean the device with liquid cleaning products.
- Do not leave the device unattended.
- Safeguard accessories at all times.
- Do not let other students or siblings borrow the device or its accessories.
- Avoid leaving the device in a vehicle.
- Do not leave the laptop outside.
- Avoid allowing pets in close proximity to the device.
- Avoid eating or drinking in close proximity to the device.
- Do not use the device near water such as a pool, tub or shower.
- Do not stack or place heavy objects on the device.
- Do not lean or push on the device.
- Do not check the device as luggage at the airport.
- Do not place pencils, paper, or other objects on the device keyboard.
- Do not place pencils, paper, or other objects in the device or in the device section of the carrying bag.
- Do not place the laptop on the floor or on a sitting area, such as a chair or couch.
- Do not leave the laptop near table or desk edges.

Loss, Damage and Misuse

Loss or Damage to Accessories

A student/parent/guardian is fully responsible for the replacement cost of any device accessories (charging cable, charging adapter, carrying bag) damaged or lost while in their possession. Replacement costs of the accessories are based on the price for which Limestone County Schools purchase replacement accessories from 3rd party vendors. All replacement accessories must be purchased through Limestone County Schools and may not be purchased on your own.

Damages or Loss Caused by Bad Acts

Students/parents/guardians may be held fully responsible for damages or loss caused by dishonest, fraudulent, intentional, negligent, or criminal acts, including but not limited to altering the operating system and the removal of the Limestone County Schools provided identification code. This may include the suspension or termination of the student's ability to use a device and its accessories, disciplinary action against the student, and/or legal action against the parent (or legal guardian(s)). State law provides that parents, custodians, and guardians are responsible financially for their minor child's destructive acts against school property or persons (Alabama Code - Section 16-1-24).

Repairs only by School District

Although students/parents/guardians are responsible for the costs of any repairs to a mobile device, Limestone County Schools is responsible for arranging for the performance of any and all repairs to a mobile device. Students and parents (or legal guardians) may not and should never attempt to repair a device themselves or through any party other than the school district.

Fees

The usage fee will be \$50 per year. Siblings of an existing DPI student will pay \$40 per year. The fee will be \$25 per year for all students that have been approved for the free and/or reduced lunch program. The fee is payable when the computer is assigned to the student. A payment plan can be set up if a student is unable to pay the full fee upfront. Willful and deliberate damages to the computer will cause Limestone County Schools to charge the student/parent the full cost of the repairs and/or replacement of the computer. Such cases may be turned over to the Limestone County Sheriff's Department. ALL damage incidents will be investigated by administration.

The usage fee will NOT cover repairs from issues resulting from:

- damage caused by use with non-Apple product
- damage resulting in a broken screen
- damage caused by accidental abuse, misuse, flood, fire, earthquake, or other external cause
- damage as a result of a pet

- damage as a result of a violation of the Internet Safety and Use of Technology Policy 4.10 in the Limestone County Board of Education Policy Manual, revised 2015 (i.e. involving food, drink or other liquid on or near the laptop)
- damage as a result of negligence (i.e. the laptop is placed in an unsafe location or position, misuse or laptop not handled properly resulting in drop damage)
- damage caused by operating the product outside the permitted or intended uses described by Apple
- damage caused by service performed by anyone who is not a representative of Apple or an Apple Authorized Service Provider
- damage to a part or product that has been modified to alter functionality or capability without the written permission of Apple
- consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship
- damage that is cosmetic, including but not limited to scratches, dents, and broken area around ports, that does not otherwise affect functionality or materially impair use
- any issue when the Apple serial numbers and/or LCS Asset Tag have been removed
- loaning your laptop, charger or bag to another student

Misuse

The student issued device is property of Limestone County Schools. It is to be used purposely for educational use. If a student misuses their device, the device will be reported and turned over to Limestone County Police Department.

Reportable inappropriate material involves two types of material:

1. Photographs or videos of children under the age of 18 years engaged in any act of sexual content.
2. Terrorist Threats/ Predators

Limestone County Schools Inappropriate Misuse Procedures:

1. Mandatory reporting of inappropriate material is required of such said acts by the State of Alabama code 26-14-3 (D) and of 26-14-1 (1)
2. Laptop seized by Limestone County Sheriff's Department
3. Parent notified by Limestone County Sheriff's Department
4. Pending investigation, possible charges will be filed

Device Return

Return

Devices and their accessories will be returned during the final week of school unless otherwise instructed by school officials.

Student Withdrawal

If a student withdraws or is expelled from Limestone County Schools, the device will be returned at that time. Refunds will be in the amount of \$5 per month (August-May) upon written request from the parent/guardian and approval at the school level. This will ensure the machine is returned and in working/acceptable condition. The refund fee for siblings (\$4/month) and/or students who qualify for free and/or reduced lunch (\$2.50/month) will follow the same pattern.

Failure to Return

A student failing to return a device and/or its accessories at the end of the year or before his or her departure from Limestone County Schools may be subject to criminal prosecution or civil liability. The student's parents (or legal guardians) may also be subject to liability. School records may be held until the issue is resolved and a theft report will be filed with the local authorities if a Limestone County Schools' owned device and accessories are not returned.

Fee Guidelines

Mandatory Device Usage Fee to be Paid by Student/Parent

Non-Refundable Per School Year Fee		
Regular Fee	\$50	
Free/Reduced Lunch Fee	\$25	Applies to students currently qualified for free/reduced lunches
Multiple Child Fee	\$40	Applies to parents/guardians with multiple children enrolled in Limestone County Schools who do not qualify for free/reduced lunches.
*Payment plans may be established if needed prior to receipt of the device. Parents should contact the school office regarding this process. These fees are required per academic year.		

Claims

In addition to the usage fee, if a device is damaged, the student/parent/ guardian owes the following:

Negligent Damage Claim	
Claim 1	Student/Parent pays repair fee from district not to exceed \$250
Claim 2	Student/Parent pays full repair fee from district (approximately \$1,000)
Replacement/Damaged Charger	Student/Parent pays full replacement fee of \$79

Claim Fees*

Loss Claim	
All Claims	Full price of the device (approximately \$1,000)

Device Care and Guidelines

1. Notebook Temperature Zone

Your Apple notebook works best from 50 degrees to 95 degrees. You should store them in places with temperatures in that zone, but they work best at room temperature. Devices should never be left outside or in automobiles.

2. Software Updates

Be sure to fully charge your portable when you plug it in for the first time, and then run *Software Update* (in the App Store) to ensure you have the latest software. Apple periodically releases updates that may improve battery performance. Limestone County Schools will provide the updates to certain Apple programs, such as iMovie, iPhoto, GarageBand, Pages, Keynote, and Numbers. Students will be unable to update these programs.

3. Standard Maintenance

For proper maintenance of a lithium-based battery, it is important to keep the electrons in it moving occasionally. Apple does not recommend leaving your portable plugged in all the time. An ideal use would be a commuter who uses her MacBook Air on the train, then plugs it in at the office to charge. This keeps the battery juices flowing. If on the other hand, you use a desktop computer at work, and save a notebook for infrequent travel, Apple recommends charging and discharging its battery at least once per month.

4. Optimal Setting

You can choose to use your Apple notebook in a way that maximizes its battery life.

- **Energy:** The Energy Saver control panel offers several settings that determine power levels for your PowerBook. Your portable knows when it is plugged in, and runs accordingly. When on battery power, it will dim the screen and use other components sparingly.
- **Brightness:** Dim the screen to the lowest comfortable level to achieve maximum battery life.
- **AirPort Wireless:** AirPort consumes power, even if you are not using its features to connect to a network. You can turn it off in its control panel to save power.
- **Bluetooth Wireless:** Likewise, you can turn off Bluetooth to maximize your battery life, as it also consumes power when not in use.

- Applications and peripherals: Disconnect peripherals and quit applications not in use. Eject CDs and DVDs if not currently accessing them.

6. MacBook Air: Care, Use, and Safety Information

- Carrying Your MacBook Air: When you carry your MacBook Air in your assigned bag, remove any small, loose items (such as paper clips, staples, or coins) that could accidentally get inside your computer through an opening, such as the optical drive slot, or get stuck inside a port.
- Important: The MacBook Air power adapter port contains a magnet that can erase data on credit cards, iPods, or other devices. To preserve data, keep magnetically sensitive items away from the power adapter port.
- Cleaning Your MacBook Air
Follow these general rules when cleaning the outside of your computer and its components: Shut down your MacBook Air, detach the power adapter, and remove the battery. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray any type of liquid directly on the computer. Don't use aerosol sprays, solvents, or abrasives.

Parent/Student Device Agreement

To maintain use of a device, students must comply with the rules and expectations identified in the Student/Parent Digital Passport Initiative Handbook and the Limestone County School's Responsible Use Procedures, as the same exist now or are later amended. Any failure to comply with these rules and expectations may suspend or terminate the student's qualification for use of a device and its accessories. Each student and parent/guardian is asked to read this handbook carefully. The parent/guardian and the student should initial next to each statement that follows, and sign at the bottom of this document.

The following items reiterate some of the most important points covered in the iConnect Handbook.	Student Initial	Parent Initial
I understand that the legal title to the device belongs to Limestone County Schools and shall at all times remain as such.		
I understand and agree to abide by the rules and regulations of the Responsible Use Procedures and guidelines outlined in the Digital Passport Initiative Handbook. Failure to abide may result in disciplinary action, suspension or loss of privileges.		
I understand that by taking possession of the device, I agree to assume full responsibility for the safety, security, care, and proper use of the device, including its accessories.		
I understand that I must report all device damages, theft or loss within the timely manner stated in the Digital Passport Initiative Handbook.		
I understand that the device and its accessories should remain in a secure, supervised area as a reasonable precaution against damage, theft or loss.		
I understand that if, in the opinion of the building administrator, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the laptop, the cost of the repair will be the responsibility of the student/parent/guardian.		
I understand that the user assumes responsibility for information accessed on the device and Limestone County School's personnel shall monitor all files, communications, and online activities of individuals who access the device.		
I understand that a student failing to return the device and/or its accessories at the end of the year or before his or her departure from Limestone County Schools, may be subject to criminal prosecution or civil liability.		

I understand that Limestone County Schools is not responsible for inappropriate materials accessed using this device.		
I understand that the student, his parents (or legal guardians), or any other person using this device has no expectation of privacy whatsoever as to any content on the device.		

Signatures: Please sign, print, and date)

I, _____ (print student name) have read and agree to all of the guidelines contained within the Digital Passport Initiative Handbook and the Limestone County School's Responsible Use Procedures, as the same now exist or as they may be later amended by the school district.

Print student name

Date

I, _____ (print parent/guardian name) have read and agree to all of the guidelines contained within the Digital Passport Initiative Handbook and the Limestone County School's Responsible Use Procedures, as the same now exist or as they may be later amended by the school district.

Sign parent (guardian) name

Date _____

Parent email address

Parent phone number