

# PIKE ROAD SCHOOLS

## 2017-2018

Our Mission: To create a culture of intellectual curiosity where all students have ownership over their learning and are inspired to think, innovate, and create.

## STUDENT/PARENT TECHNOLOGY HANDBOOK



## DEVICE PURPOSE, QUALIFICATIONS AND ACCOMMODATIONS

### Purpose

Pike Road Schools (PRS) offers students access to a variety of technological resources to encourage creativity, collaboration and communication. The Student/Parent Technology Program enables the district to further its mission of creating a culture of intellectual curiosity where all students have ownership over their learning and are inspired to think, innovate, and create.

### Definitions

“Technology devices, digital resources, and network infrastructure” is defined as the Pike Road Schools network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

“Information technology” is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.

“Educational use” is defined as a use that supports communication, research, and learning. “Devices” refer to district owned/leased, staff owned devices, and student owned devices.

### Qualifications

All kindergarten through tenth grade students enrolled in Pike Road Schools have access to district-owned devices. Students in grades sixth through tenth will be able to take the devices home provided they meet certain conditions. School-owned devices are under this agreement whether they are on campus or not. In addition, any device that is used on campus is held to the same standard as school-owned devices.

In order to use any device on campus or not, students must comply with the rules and expectations identified in the **Student/Parent Technology Handbook** and the **Pike Road School District’s Internet Safety and Acceptable Use Policy (Board Policy G-22, I-11 and The Pike Road Patriot Code of Conduct)**, 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, etc.).

The legal title to school-owned devices and their accessories belongs to the Pike Road 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 **Student/Parent Technology Handbook**

and the **Pike Road Schools Internet Safety and Acceptable Use Policy (Board Policy G-22, I-11 and *The Pike Road Patriot Code of Conduct*)**, 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 Pike Road School District (PRS) has been assigned a unique identification code, which is indicated by a bar code affixed to a device. This identification code is one method used to track a device; a device will also be tracked electronically. This bar code should not be removed from this device. A device and its accessories shall remain the property of PRS. Students will make a device and its accessories available to PRS faculty for necessary inspection, physical maintenance, and software maintenance at any time.

Devices and their accessories will be distributed once the student and parent (or guardian) have:

1. Attended PRS Student/Parent Technology Orientation;
2. Read, agreed to, and signed and/or acknowledged the *Student/Parent Technology Policy* and the Pike Road School District's *Internet Safety and Acceptable Use Policy*.
3. Paid the mandatory nonrefundable User Fee.

Students in grade 3, 4, and 5 will receive an iPad Air and case that will remain at school.

### **Special Accommodations**

The Pike Road School District believes that every student should be granted equal access to resources provided by the school district. 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 (or legal guardian) must be submitted to a school administrator. Once the request is approved, arrangements will be made to store the student's device at school after school hours. In such cases, devices must be turned in to the school technology office by 3:15 p.m. each afternoon and picked up before school begins the following day. Devices not turned in by 3:15 p.m. will become the responsibility of the student.

### **DEVICE CONTENT, FILTERING AND PRIVACY**

#### **Content**

The Pike Road School District will provide the necessary programs and applications needed for course materials and assignments. PRS may push updates to student

devices each time they are logged onto the district's network. Students are not allowed to download unauthorized software programs or add-ons. (Virtual Private Network (VPN), software to illegally download music, games etc.) PRS does 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 beyond essential school work (i.e. student may not be able to take the device home).

## **Technology Related Services Provided by Pike Road Schools**

What are Google Apps for Education?

Pike Road Schools provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students in Pike Road Schools have access to Google Apps for Education, also know as GSUITE. Google Apps includes such programs as Google Drive, Google Calendar, Google Classroom and Google Gmail.

All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.) This reduces and replaces the need for flash drives and/or external data drives. Since Google Apps is all online, it is the same everywhere you use it. There is no issue with having one version of a program at home and a different version at school. Google Apps allows you to easily share documents and files with teachers and other students, so you can turn in assignments electronically and collaborate on projects with classmates.

PRS Student Google Account Setup- PRS student accounts are created using first name and last name of the student. Ex. [kelly.davis@pikeroadschools.org](mailto:kelly.davis@pikeroadschools.org). The password is set to a general one, and the student has access to change it to a complex one that only they will know.

Gmail- Gmail is the powerful Email program that comes with Google Apps for Education. With Gmail you can communicate with staff and students within the Pike Road Schools domain.

Google Calendar- Google Calendar allows you to maintain multiple calendars for all your needs. You can keep calendars private, or you can share them with others as you determine. You can also invite people to specific events on your calendar.

Google Drive- Google Drive gives all users up to 30GB of cloud storage space for most file formats. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files from any device that has Internet connectivity.

Google Drive includes the following programs:

Google Documents - word processor similar to Microsoft Word

Google Presentations - multimedia presentation tool similar to Microsoft PowerPoint

Google Spreadsheets - spreadsheet program similar to Microsoft Excel

Google Forms - survey/data collection tool for creating forms and collecting data from an audience  
Google Drawings - simple graphic design program

Google Classroom - learning management system and web-based platform that integrates your students and teachers Google Apps account with all their GSuite services. These services include Google Docs, Gmail, and Calendar. Classroom saves time and paper, and makes it easy to create classes, distribute assignments, communicate, and stay organized.

### **Internet Filtering**

Internet filtering is set to function at any time a student accesses the Internet. 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 **PRS Internet Safety and Acceptable Use Policy** and **The Pike Road Patriot Code of Conduct**. 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 PRS personnel. To ensure compliance with PRS board policy, the **Student/Parent Technology Policy and the Internet Safety and Acceptable Use Policy**, PRS personnel may monitor all files, communications, and online activities of individuals who access a device.

Be advised that the PRS 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.

### **DIGITAL CITIZENSHIP**

**All students are expected to abide by the [ISTE NET digital citizenship standards](#) in all of their classes and while at home using their devices in both online and offline capacity. If at anytime a student is found breaking any of these standards while using a PRS device disciplinary action will be taken.**

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their Pike Road Schools email at least once per day. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

Students are only allowed to access their Pike Road Schools email on their school-owned device. If a student has their personal email on their computer, it will be removed immediately.

### **Student Gmail Permission**

Pike Road Schools Gmail system controls who email messages can be sent to and who they can be received from. PRS students cannot send email to parent accounts or anyone outside of the Pike Road Schools domain. K-2 learners do not have access to Gmail.

### **Student Emails to Staff**

Students are encouraged to email staff concerning school-related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

### **General Email and Online Chat Guidelines**

Below is a general summary of guidelines related to email and any form of online chat or instant messages: Email and online chat is to be used for school-related communication.

Do not send harassing email or instant messages or content.

Do not send offensive email or instant messages or content.

Do not send spam email or instant messages or content.

Do not send email or instant messages containing a virus or other malicious content.

Do not send or read email or instant messages at inappropriate times, such as during class instruction. Do not send email or instant messages to share test answers or promote cheating in any way.

Do not use the account of another person.

### **Responsibilities**

Keep the device and its accessories (charging cable, charging adapter, etc.) in a secure, supervised area.

Bring the device to school each day.

Fully charge the device before arriving to school.

Back up data and other important files regularly.

Ensure that the device will receive secure storage if you have it at school related activities, performances, sporting events, etc.

Keep in its protective case at all times.

Insert charging cables and USB devices carefully to avoid damage.

Handle the device with care in the classroom, hallways and during transportation at all times.

Clean the device screen with a soft, non-abrasive, microfiber cleaning cloth.

### **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 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 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.

If a learner is seen carrying a computer in a way that would break it, we have the right to take it up.

## **USER FEES, DEVICE DAMAGE, LOSS AND REPAIRS**

### **User Fees**

Mandatory User Fee to be paid by Student/Parent/Guardians in kindergarten through tenth grade.

Non-Refundable Per School Year Fee:

- Kindergarten - Second Grade - \$25 Fee
- Third through Fifth Grade - \$80 Fee
- Sixth - \$155 Fee
- Seventh through Tenth - \$150 Fee
- Multiple Child Discount - 15% overall discount

### **In General**

By taking possession of a device and its accessories, the student and parent(s) or legal guardian(s) agree to assume full responsibility for the safety, security, care, and proper use of a device and its accessories.

A mandatory User Fee will assist families and Pike Road Schools with repair costs, administrative costs and software costs. PRS requires every student who is assigned a specific device to pay this fee based on the type of device issued to the student. See the above section on User Fees for more details.

### **Damage**

Each device has Apple Care Plus, which covers part failure under normal use on all devices. Accidental damage is covered on iPads. Apple Care Plus does not cover lost

or stolen devices under any circumstances; nor does it cover iPads damaged “beyond economic repair.”

A Device Protection Plan Fee is included in the User Fee for fourth through ninth grade students. The Device Protection Plan gives additional coverage by Pike Road Schools under certain circumstances.

Damage to a device must be reported within 24 hours to the school Technology Office. Failure to report damage in the timely manner may increase the likelihood that the damage is not covered, and result in a financial obligation for the student/parent/guardian in the amount of repair costs for the damaged property.

### **Loss**

In a case of complete loss of a device, through theft, loss, or other cause, the student/parent/guardian agrees to pay the replacement cost for a device as identified by the school district, to the extent that the same is not covered by the Device Protection Plan. This may result, for example, in responsibility for the full replacement cost or the claim fee.

In the case of a loss or theft occurring on school grounds, the student/parent/guardian must report the incident to the school administration and/or technology office on the day of the occurrence. In the case of loss or theft occurring away from school grounds, the student/parent/guardian must report the incident to the law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the school principal or designee within one school day of the occurrence.

Failing to report loss or theft in the manner described here will increase the likelihood that the loss will not be covered by the Device Protection Plan, and result in a financial obligation for the student/parent/guardian for the full responsibility for the loss of the laptop and the corresponding financial obligation for the replacement costs of the lost property. The school system will determine, in its sole discretion, the amount required of the student/parent/guardian (the amount, for example, of any deductible or replacement cost) with respect to any complete loss.

Once a copy of the report of loss has been given to the school system and the student pays the claim fee and/or the amount determined by the school system, the Technology Office will issue another device to the student.

In order for a device to be replaced due to theft, the student/parent/guardian must adhere to all procedures mentioned above and the claim fee must be paid under the school Device Protection Plan policy.

A student/parent/guardian is responsible for cost of replacement of a lost device if the loss of the property is not reported as stated herein, or a device is lost as the result of handling, storing, or using in a manner not in compliance with the “Device Responsibility” section.

### **Loss or Damage to Accessories**

A student/parent/guardian is fully responsible for the replacement cost of any device accessories (charging cable, charging adapter, etc.) damaged or lost while in their possession. Replacement costs of the accessories are based on the price for which the Pike Road School District purchases replacement accessories.

### **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 Pike Road School District 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).

**If a student breaks another student’s computer the student that broke the computer will be held responsible for the cost of the damage.**

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).

### **Replacement of Accessories**

Students/Parents/Guardians are responsible for replacement cost of related accessories such as charging cable, charging adapter, etc.

### **Repairs only by School District**

Although students/parents/guardians are responsible for the costs of any repairs to a mobile device (to the extent that the Device Protection Plan does not apply), Pike Road Schools is responsible for arranging for 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.

In the event of a repair, the student may be assigned a school-owned loaner to use depending on the amount of loaners that are available. If a student breaks the loaner, they will be subject to the 2nd offense fee.

## DEVICE RETURN

### Return

Devices will be returned during the final week of school unless otherwise instructed by school officials. The student will be responsible to keep up with their charger and case over the summer.

When a device is turned in during the final week of school, an inspection will be made of the device for any damage. Documentation will be made, and the student will sign the documentation stating that they are aware of the damage. A fee will be assessed according to the damage. The fee must be paid in full for the student to receive their device back for the next school year. This includes any damage done to the case of the device.

If a student withdraws or is expelled from the Pike Road School District, a device will be returned at that time.

### 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 the Pike Road School District will be required to pay the replacement cost. Parents/Guardians who do not pay the replacement cost may be subject to criminal prosecution or civil liability.

The student's parents (or legal guardians) may also be subject to liability. School records will be held until the issue is resolved and a theft report will be filed with the local authorities if a Pike Road School District owned device and accessories are not returned.

\*Alabama Code - Section 16-1-24. (2) All discipline plans of school systems shall include, but not be limited to, all of the following: a. A parent, guardian, custodian, or person, excluding a foster parent, responsible for the care or control of a minor child enrolled in a public school system shall be responsible financially for such child's destructive acts against school property or persons.

**\*Fines accrue a 5 dollar a day charge if device is not turned in on time. Student will be expected to pay for the entire device if it not turned in after a month after student has withdrawn or has not returned the device on last day of school.**

### Claims

In addition to the User Fees, if a device is damaged or lost, the student/parent/guardian owes an additional fee per claim. Device damage and loss are described in more detail earlier in this document.

### Damage Claim (MacBook Air)

Damage caused by accident, fire, flood, or other cause:	
Claim 1	\$150.00 per year
Claim 2	Subject to disciplinary action and cost of device repair or replacement
Claim 3+	Subject to disciplinary action and cost of device repair or replacement

### Damage Claim (iPad)

Accidental damage to an iPad is covered under the Apple Care Plus agreement. In the event that a student breaks an iPad, that student/parent/legal guardian will be responsible to pay the deductible under the Apple Care Plus agreement.	
Claim 1	\$100
Claim 2+	Subject to disciplinary action and cost of device repair or replacement

### Loss Claim (MacBook Air)

Complete loss of the device caused by theft, loss, fire, flood or other cause.	
Claim 1	\$500.00
Claim 2+	Only one claim is allowed during enrollment in the school district. If a loss claim is filed more than once during enrollment in the school district, the student is responsible for the full replacement costs. Failure to pay the replacement costs may result in criminal charges and disciplinary action.

**Loss/Damage (Charger)-** A replacement charger cost is \$80.

**Loss/Damage (Computer Case)-** A replacement case is \$30

**New PRS Sticker-** A replacement PRS sticker is \$5

\*These items will be purchased through the main office and picked up at the Tech Office

### **Effective Coverage Date and Expiration**

Effective coverage date begins the day the student receives a device each school year. Expiration coverage date is the date a device is returned to the school at the end of each school year. If a student withdraws or is expelled from the Pike Road Schools, the Device Protection Plan becomes null and void on the date of withdrawal or expulsion.

### **Claim Coverage Exclusions**

- Dishonest, Fraudulent, Intentional, Negligent, or Criminal Acts: Coverage is not provided if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent, or criminal act.
- Willful and deliberate damages to a device will cause the Pike Road School District to charge the student/parent/guardian the full cost of the replacement or repairs of a device. Such cases may be turned over to the law enforcement officials of jurisdiction.
- Altering the Operating System: Coverage is not provided if the operating system is altered.
- Charger: The Device Protection Plan does not cover the charger. Students/parents/guardians are responsible financially for the full cost of the charging cable and charging adapter.
- Students are responsible for replacing these items with if they are lost, stolen or damaged with an identical manufacturer product.
- Plastic Shell: The Device Protection Plan does not cover the plastic shell. Students/parents/guardians are responsible for the cost of replacing the plastic shell if it is lost, stolen or damaged.

\*If damage is caused by an of the aforementioned acts student will be expected to pay the entire cost of the device and/or accessories damaged.

## PARENT/STUDENT TECHNOLOGY DEVICE AGREEMENT

2017-2017 School Year

A student who is enrolled at Pike Road Schools qualifies for use of a district-owned mobile device. To maintain use of a device, students must comply with the rules and expectations identified in the **Student/Parent Technology Handbook** and the **Pike Road School District's Internet Safety and Acceptable Use Policy (Board Policy G-22 and I-11)**, 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 Technology Handbook.

Student

Initial

Parent

Initial

I understand that the legal title to the device belongs to Pike Road Schools and shall at all times remain as such.

I understand and agree to abide by the rules and regulations of the ***District Internet Safety and Acceptable Use Policy*** and guidelines outlined in the ***Student/Parent Technology Handbook***. Failure to abide may result in disciplinary action and suspension or loss of privileges to use the device.

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 24 hours as stated in the Parent/Student Student/Parent Technology 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, unless instructed otherwise by a teacher, all students must have their device with them, fully charged, each day for class.

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 assessed on the device and PRS 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 PRS, may be subject to criminal prosecution or civil liability.

I understand that the Pike Road School District 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.

**I understand that all students are expected to abide by the [ISTE NET digital citizenship standards](#) in all of their classes and while at home using their devices in both online and offline capacity. If at anytime a student is found breaking any of these standards while using a PRS device disciplinary action will be taken.**

Signatures: (Please sign, print, and date)

I, \_\_\_\_\_ (print student name) have read and agree to all of the guidelines contained within the ***Student/Parent Technology Handbook*** and ***Pike Road Schools' District Internet Safety and Acceptable Use Policy***, as the same now exist or as they may be later amended by the school district.

Sign student name Date

I, \_\_\_\_\_ (print parent/guardian name) have read and agree to all of the guidelines contained within the ***Student/Parent Technology Handbook*** and ***Pike Road Schools' Internet Safety and Acceptable Use Policy***, as the same now exist or as they may be later amended by the school district.

Sign parent (guardian) name Date

FOR OFFICE USE ONLY

Device SN Device Asset #