



Fort Larned USD 495 Tech Device Handbook

Fort Larned USD 495 implements a 1:1 device program to further personalize the way each student uses their time, receives support to master essential skills, and deepens understanding of content. Every student has a device that they can use to access tools and resources, post their current work, track their progress, and interact with teachers and other students around their projects. The 1:1 device program further supports the use of online resources for learning by providing portable devices for each 6th-12th grade student for use at school and home.

Use of Technology

Students in grades 6 - 12 will be issued a Chromebook for educational use in school and at home. Students in grades 1-5 will be assigned a Chromebook for educational use in school only. Kindergarten students will be assigned an iPad for educational use in school only. This document provides students' and their parents/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the device and being a good digital citizen. Additionally, there is a Device Agreement form for parents and students to read and sign.

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any School owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology may result in limited or banned computer use and disciplinary action.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing the Fort Larned USD 495 Student Technology Acceptable Use Policy which is located on the district website.

Ownership of the Device

Fort Larned USD 495 retains sole right of possession of all district devices and related equipment. The device will be issued to students according to the guidelines set forth in this handbook. The classroom teacher, school administration, or district employee retains the right to collect and/or inspect the device at any time and to alter, add or delete installed software or hardware. Usage is a privilege and not a right.

Receiving Your Device

Students will be issued or assigned their device, and related equipment, at the beginning of the school year or after the student is registered, and when all forms are signed and turned

into the tech department - USD 495 Student Acceptable Use Policy and USD 495 1:1 Device Agreement form.

Returning Your Device

End of School Year

At the end of the school year, students will turn in their device and related equipment to the Technology Department on or before the designated day for their grade.. Failure to turn in any of these items will result in the student being charged the full replacement cost.

Additionally, a report with the local law enforcement agency may be filed by the school or school designee.

Transferring/Withdrawing Students

Students that transfer out of or withdraw from Fort Larned USD 495 prior to the end of the school year, must turn in their device and related equipment to the Technology Department or the main office of their school on or before their last day of attendance. Failure to turn in these items will result in the student being charged the full replacement cost. Additionally, a report with the local law enforcement agency may be filed by the school or school designee.

Device Identification

The Technology Department will maintain a log of all devices which includes the device serial number, district asset tag, name and ID number of the student assigned to the device and any damage to the device..

Each student will be assigned the same device for the duration of his/her time at Fort Larned USD 495 or until they transfer to a new building. Take good care of it!

Repairing/Replacing Your Device

- Students must report damage or loss of the device to the Technology Department via our ticket system as soon as possible. Do not take district owned devices to an outside computer service for any type of repair or maintenance.
- Loaner devices may be issued to students when they leave their device for repair at the Technology Office.
- The school will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in disciplinary action.
- Our device warranty program does not cover damages due to negligence or abuse or loss of the device. For example, throwing or tossing the device, using the device as an umbrella, leaving the device laying on the floor or leaving the device in a vehicle. If a device is lost or damaged by neglect or abuse, it is the family's financial responsibility to replace the device.

Replacement Costs for Non-Warranty Devices

- Chromebook Charger - \$30
- Chromebook Battery - \$40
- Chromebook Case - \$27
- Full Chromebook Replacement due to negligence or loss - current replacement cost
- iPad Case - \$20
- iPad Charging Cable - \$19
- iPad Charging Brick - \$19
- Full iPad Replacement - current replacement cost
- PC Power Adaptor - \$20
- Full PC Replacement - current replacement cost
- Hotspot Replacement (single device hotspot) - \$30
- Hotspot Replacement (multiple device hotspot) - \$100

Device Care

Student Responsibilities

- Use good judgment when determining who uses your device, as each student is responsible for his or her own device.
- Follow the Fort Larned USD 495 Student Acceptable Use Policy
- Report any problems, damage or theft immediately to the Technology Department via our ticket system..

General Care and Precautions

- Do not do anything to the device that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the device.
- No food or drink should be next to device
- Devices should not be used or stored near pets.
- At no time should the device be used for unlawful or inappropriate activities.

Screen Care

Device screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not lean or put pressure on the top of the device when it is closed.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid of a Chromebook (e.g. pens, pencils, headphones, earbuds or flash drives).
- Clean the screen with a Lysol wipe only and then dry it off right away with a microfiber cloth.

Restricted Use

Students placed on restrictive use must only use the device on the school's campus during days of regular instruction. These students must retrieve their device from their school library or administration prior to the start of regular instruction and return it at the end of each instructional day. Students who violate one or more of the conditions below may, at the discretion of the building admin or the district, be placed on Restricted Use until the administration determines the student has satisfied the conditions for non-restrictive use. Based on the reason for restriction, students may be placed on Internet restrictions at the discretion of the building admin or the district. Reasons for placing a student on Restrictive Use include the following:

- Excessive damage
- Excessive loss
- Non-acceptance of user agreements
- Excessive interruptions in service due to repair of local modifications
- Violation of Board of Education Policies and/or Administrative regulations (The device is considered an instructional material and subject to damaged or lost instructional materials policies found in board policy JS under Student Fees and Charges).
- Violation of the Fort Larned USD 495 Student Acceptable Use Policy (available at: <https://tinyurl.com/s9jqv2b>)
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on the device
- Violating Standards for Personal Device Care
- Repeated failure to bring to class daily/failure to bring charged
- This list is non-exclusive and can be changed as administration deems necessary

Rights and Responsibilities

Operating System and Security/Updates

Students may not use or install any operating system on their device other than the current version that is supported and managed by the school. On the Chromebook, the operating system, ChromeOS, updates itself automatically. On the iPad, the operating system is updated each summer by the technology department. Students do not need to manually update their devices.

Virus Protection

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices will have all Internet activity protected and monitored by the school while on campus and at home. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Monitoring Software

Teachers, school administrators and the technology department staff may use monitoring software that allows them to view the screens and activity on student devices.

Digital Citizenship

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.