



# **WWG Device Handbook and Policy Manual 2020-2021**

## **Technology Vision**

In our lives today technology use has become almost indispensable. Technology has an ever-increasing role in education delivery and our school has the opportunity and responsibility to incorporate and adapt these technologies to address the varying and changing learning styles of our students. We do not view technology as a replacement for the teacher to student interaction, but rather a tool that will enhance the learning experience by expanding student ownership in the learning process.

## **Device Program Goals**

1. To increase student productivity inside and outside of the classroom when completing assignments, projects, and other activities throughout the year.
2. Increase student writing in and out of the classroom.
3. Increase the use of 21st Century Technology and learning in and out of the classroom.
4. Facilitate and increase mobile learning throughout the school environment.
5. Promote student investment in their learning through the use of additional resources that will support school curriculum.

## **Device Loan Terms**

### **Terms:**

In order to issue a device, WWG ISD #2898 requires that a signed copy of both the student-parent agreement and Internet Acceptable Use Policy to be on file with the district before taking possession of the property. Parents and students must comply at all times with the WWG ISD #2898 Student-Parent Handbook, Code of Conduct, including our Internet Acceptable Use Policy. Failure to comply may cause the termination of the student's rights of possession immediately, and WWG IS #2898 may repossess the loaned property.

### **Title:**

At all times, the legal title to the device is maintained by WWG ISD #2898. Your right of possession and use is limited to and conditional upon your full and complete compliance with the WWG ISD #2898 Student-Parent Device Use Agreement (signed prior to the time of distribution) and the Code of Conduct, including Internet Acceptable Use Policy.

**Loss or Damage:**

If the device is damaged, lost or stolen, you are required to report the incident as soon as possible. You will be responsible for any deductible as required by the Student-Parent Device User Agreement. It is the responsibility of the student and family to recover or replace the lost or stolen device. If necessary, the District will involve the police to assist in the recovery through the use of a tracking system designed to locate the property.

**Terms of Agreement:**

The right to use and possess the device terminates no later than the last day of the school year, unless earlier terminated by WWG ISD #2898, or upon withdrawal from the district.

**Appropriation:**

Failure to return the device in a timely manner will be considered unlawful appropriation of WWG ISD #2898 property and appropriate legal action will be taken.

**Care, Maintenance, Security**

**Device Power Supply (Charger)**

The district will initially provide a two-part cord/plug charger for every device. Both the cord and plug must be returned to the district when the device is returned. If lost or not returned to the district, a replacement cost of \$30 will be charged to the student and family. Cords and cables must always be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the device. When disconnecting, remove the cable from the device before pulling the cord from the wall outlet.

Fully charged device batteries can accommodate up to 8 hours of operation. Waiting to charge the device until the charge is at the 20% low level will extend the battery life. Devices should be powered down when not in use to conserve battery life. Caution should be given to overcharging the device by leaving it plugged into a wall outlet. Battery life is shortened by using Wifi, Bluetooth, high screen brightness, and video. Students should learn to manage these settings and apps to improve battery life.

### **Secury:**

WWG will be continuing to use Secury as our web filter this year. Keeping our students safe on all devices with Secury's signature cloud-based web filter and AI-based scanning of email, Docs, and Drive. We have full visibility into your students' online activity and receive notifications for signs of cyberbullying, suicide, and nudity in images.

### **Device Security:**

Never leave your device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended devices will be collected and stored in the office. Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device solely rests with that individual.

Devices can be identified through a record of the serial number and the individual's Google Account username.

Students should keep their login and passwords secure as your personal information will be found on the device. Access to another person's device without consent or knowledge is unacceptable and will be considered a violation of the WWG's Acceptable Use Policy.

No food or drink is allowed near your device. Spills could incur costly repairs.

Devices should not be exposed to extreme temperatures. Students should not leave the devices in any location where the temperature falls below freezing or exceeds 90 degrees. If the device is cold, allow it to warm up to room temperature before use. Exposure to direct sunlight or high temperatures may cause the device to overheat during use and must be allowed to cool down before subsequent use.

### **Device Camera and Microphone:**

The device comes equipped with audio and video recording capabilities through a built-in microphone and a camera. All electronic recordings created with the device must comply with District Policies and State and Federal Laws. District policy prohibits

the use of electronic recording devices in a manner that compromises the privacy interests of other individuals. District policy also prohibits harassment and bullying. Users of the device are required to use the device in a manner that complies with these and other District Policies. Use of the device in a manner that violates District policy may result in revocation of the device and may result in further disciplinary consequences.

Use of the device and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher in which the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use only.

Therefore, electronic recordings obtained with the device may not be shared, published, or re-broadcasted for any reason by the student without permission by all parties involved.

Furthermore, users of the device should be aware that State and Federal in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

### **Using the Device at School**

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. Students are responsible for bringing their device to all classes unless specifically instructed not to do so by the teacher.

#### **Devices Left at Home:**

If a student leaves the device at home, the student is responsible for getting any coursework completed as if the device were present. If a student repeatedly (3 or more times as determined by any staff member) leaves the device at home, the student will be required to “checkout” a device from the Computer Lab every day for three weeks.

#### **Loaner Devices**

Loaner devices may be issued to a student when their device is being repaired by the school. A very limited number of “loaner” devices are available. Therefore, having a “loaner” is not guaranteed.

## **Charging the Device's Battery**

Devices must be brought to school each day in a fully charged condition. An AC charger is issued with each device for student charging at home. Repeated violations (a minimum of 3 days) of this procedure will result in students being required to “checkout” their device from the Computer Lab every day for three weeks.

In cases where the battery does “run out”, students may be able to connect their device to a power outlet in class.

## **Lost, Stolen, or Damaged Devices**

If the device is lost or stolen, it must be reported to the District Staff as soon as possible. It is the responsibility of the student and family to recover or replace the lost or stolen device. If necessary, the District will involve the police to assist in the recovery through the use of a District tracking system. If the device is damaged through normal student usage, it must be reported to the District Staff as soon as possible and a repair form will need to be filled out immediately. Your repair will be processed as quickly as possible and a loaner will be provided until the unit is fixed. Repair costs will be the responsibility of the parents as outlined below. If a family has purchased insurance, the policy will cover the first repair unless it is damaged by an act of “purposely destroying school property”. See below for more details.

If the device is damaged by an act of “purposely destroying school property”, it must be reported to the District Staff as soon as possible and a repair form will need to be filled out immediately. Your repairs will be processed as quickly as possible but no loaner will be provided to the student. Student discipline will be given to the student following existing District School policies. All the costs associated with repairing the damaged device will be the responsibility of the student and family. Insurance policies will not be in effect or pay for costs associated with this type of damage where a student intentionally destroyed school property.

## **Insurance**

### **Insurance Coverage for the Device:**

It is required that all students/families insure their device through the school via the \$35 annual school insurance fee. If you are having difficulties with funding for this please contact the school at (507) 274-6111.

This policy covers accidental drops, liquid spills, power surges, natural disasters, and fire/flood. **After an initial repair, all additional repairs cost are the responsibility of the student and family. Repairs will be done by the school or school vendor of choice.**

Insurance coverage provided by the school district does not cover loss, theft, or intentional/purposeful destruction or damage of the device and/or charger/ The cost of

replacement for a lost or stolen device and/or charger; or the needed repairs as a result of intentional/purposeful destruction or damage are the sole responsibility of the student/family.

Parents may wish to individually investigate options through providers such as their own Homeowner's Insurance Policy to insure their child's device. Parents need to investigate the deductible rates for such policies to make sure such insurance products are practical.

### **Technology Policies**

Access to technology in the WWG School District has been made possible and has been established for educational purposes only. In making decisions regarding students and employee access to the school district computer systems and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while collaborating with people around the world. The use of the school district computer systems and access to use of the Internet is a privilege, not a right.

Failure to comply with WWG Bullying Policy and Internet Acceptable Use Policy or the expectations set forth in this document regarding the care and use of the device may result in the loss of privileges related to the device along with additional school consequences found within the school handbook. The device is the property of the WWG School District and may be seized and reviewed at any time. There shall be no expectation of privacy of materials found within the device or on the student's school district email account.

### **Downloads and Personalization**

Each student and/or parent will manage their own device. The school district will purchase and "push out" specific apps suggested for student use with the device. Students/parents should not delete any software, apps, folders, or files that they do not recognize as this may result in the inability to complete coursework.

Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of WWG Schools. Spot checks for compliance will be done by administration or WWG staff members at any time.

### **Internet Safety**

Internet safety is the responsibility of students, parents, and schools. Conversations should occur on a regular basis regarding safety on the internet with your student.



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## User Agreements (Parent and Student)

Failure to comply with WWG's Bullying Policy and Internet Acceptable Use Policy or the expectations set forth in the device handbook regarding the care and use of the device may result in the loss of privileges related to the device up to and including additional school consequences.

The device is the property of WWG School District #2898 and may be seized and reviewed at any time. There shall be no expectation of privacy of materials found within the device or on the student's school district email account.

## Student Agreement

I have reviewed and agree to follow the WWG School Districts Chromebook/Device/email policies cited in this agreement/handbook and understand my responsibility as a student.

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

Student Signature: \_\_\_\_\_

## Parent Agreement

I/we have reviewed and agree to follow the WWG School Districts Chromebook/Device/email policies cited in this agreement/handbook and understand my/our responsibility as a parent.

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_